

GREELEY POLICE DEPARTMENT

General Order 105.00

Reviewed: 08/18

105.00 SUPPORT SERVICES DIVISION

105.01 Organizational Structure:

The Support Services Division will be commanded by a Deputy Chief of Police, who is directly responsible to and appointed by the Chief of Police. The Support Services Deputy Chief will receive the necessary clerical support from the Investigations Section Administrative Specialist. The Support Services Division will consist of the Investigations Section, Weld County Drug Task Force, Records Section, Crime Analysis, Evidence Unit, and the Administrative Section including the Property/Fiscal Management Unit, the Training Unit, and the Personnel function.

105.10 Criminal Investigations Section:

- The Criminal Investigations Section will be under the direction of a Commander as a specialized assignment. The Commander will be referred to as the Investigations Commander. The Investigations Commander will report to the Services Deputy Chief. The Criminal Investigations Section will consist of the following units:
 - The Person's Crimes Unit, which includes:
 - Adult Criminal Investigators
 - Youth Criminal investigators
 - The Crime Laboratory Personnel
 - The Sex Offender Registration Unit
 - The Property Crimes Unit, which includes
 - Forgery and Fraud investigators
 - Property Crime investigators
 - Liquor Enforcement investigator
 - The Gang Intervention Unit
- The Criminal Investigations Section will be responsible for the following:

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- Conducting thorough and in-depth follow-up investigations in all assigned cases.
- Sergeants assigned to Investigations will review and make assignments of all cases meeting case management criteria.
- The Criminal Investigations Section will be responsible for the Department's vice control component.
- The Criminal Investigations Section will contain the Department's organized crime control component.
- The Person's Crimes Unit will be supervised by a sergeant as a specialized assignment. The sergeant will be referred to as the Person's Crimes Sergeant and will report to the Investigations Commander. The Person's Crime Unit will also contain the Youth Unit Investigators.
 - The Person's Crimes Unit will direct its investigative energies primarily towards person's crimes. These will include cases involving homicide, sex offenses, assaults, and kidnappings.
 - The Crime Lab will be supervised by the Person's Crime Unit sergeant. The Crime Lab is a joint City-County operation. The investigators assigned to the Crime Lab may be the major crime technicians, who will provide crime scene processing expertise to major crime scenes, provide fingerprint comparison capability to the Department, and provide forensic computer investigative capabilities.
 - The Sex Offender Registration Unit will be supervised by a supervisor as designated by the Investigations Commander. This investigator(s) will be responsible for registering sex offenders and determining that the registered sex offenders comply with registration requirements.
- The Property Crimes Unit will be supervised by a sergeant as a specialized assignment. The sergeant will be referred to as the Property Crimes Sergeant and will report to the Investigations Commander. The Property Crimes Unit will also contain the Liquor Enforcement investigator, technology investigator, and the Forgery and Fraud investigators.
 - The Property Crimes Unit will primarily investigate crimes designated as property crimes, to include burglaries, robberies, high loss thefts and other pattern crimes.
 - The Forgery and Fraud investigators will be supervised by the Property Crimes Sergeant. These investigators will be responsible for conducting follow-up investigations on forgeries, frauds and identity theft cases.

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- The Liquor Law Enforcement investigator will be responsible for the following:
 - Investigating all liquor related cases assigned to or originated by the section;
 - Investigate all liquor complaints that are filed by citizens or the Liquor Hearing Officer;
 - Conduct background investigations on liquor license applicants and restaurant manager applicants;
 - Conduct routine formal on-site inspections of liquor establishments; and
 - Act as a liaison between the City of Greeley Liquor Hearing Officer and the Greeley Police Department.
- The Gang Unit will be supervised by the Gang Unit sergeant who will report to the Investigations Commander. The Unit will have two primary functions:
 - To be the primary investigative unit on all crimes associated with gang activities.

To provide a proactive means of addressing problems involving known or suspected gang members.

105.11 The Crime Analysis Unit:

- The Crime Analyst will be supervised by the Services Deputy Chief or their designee. The crime analyst will be responsible for providing up-to-date relevant information regarding pattern criminal activity. The Crime Analyst assigned to this unit will provide analytical data pertaining to criminal activities to assist operational personnel in tactical planning. The Crime Analyst will aid operational personnel by:
 - Identifying and analyzing methods of operation of individual criminals; and
 - Providing crime pattern recognition:
 - Providing analysis of data from field interrogations and arrests; and
 - Providing summary reports and disseminating them to the appropriate personnel.

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105.12 Weld County Task Force: The Weld County Task Force will include members of the Greeley Police Department, Weld County Sheriff's Office and Evans Police Department to form the Weld County Task Force. The Weld County Task Force will be under the direction of a Commander as a specialized assignment. The Commander will be referred to as the Project Director and will report to the Services Deputy Chief. The Task Force will be supervised by a Sergeant who reports to the Project Director. The Task Force will also contain the department's criminal intelligence function.

- The criminal intelligence function of the Department is centered in the Intelligence Officer position within the Weld County Task Force.
 - The primary mission of the criminal intelligence component is to provide crime related information to the Chief of Police or his designee(s) concerning organizations and/or persons involved in: vice, narcotics sales/distribution, gang activity, organized crime, terrorism, extremist groups involved in hate crime activity, civil disorders, emerging criminal groups, and threats to public officials. Nothing in this mission statement should be interpreted as encouraging the gathering of data for political or other purposes unrelated to crime.
 - Activities to be accomplished by the intelligence component include:
 - To serve as a centralized collection point for raw information relating to criminal activities from all sources for the Department;
 - To maintain a secure records system in which evaluated information is properly cross-referenced to reflect relationships and to ensure rapid retrieval;
 - To maintain a system or analysis capable of developing intelligence from both the records system and other data sources;
 - To maintain a system of information dissemination to the appropriate units;
 - To maintain and exchange information with law enforcement intelligence networks and all other Federal, State, and local law enforcement agencies, when appropriate; and
 - To provide periodic and specific situation briefings and review directly with the Chief of Police.

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105.13 Collateral Assignments: Within the Criminal Investigations Section, a collateral assignment of monitoring pawn and gold/silver transactions may be assigned at the discretion of the Investigations Commander. The officer assigned pawn monitoring duties will:

- Forward pawn slips to neighboring jurisdictions when items are pawned by citizens residing in said jurisdictions; and
- Be responsible for collection of pawn and silver/gold transaction records.
- The Victim Assistance Unit will be under the supervision of the Investigations Lieutenant. The Investigations Commander will have the authority and responsibility for administering and coordinating the department's role in victim/witness assistance. The unit will be staffed with victim services coordinators who will coordinate the provision of victim/witness services or referrals.
- **The Property/Fiscal Management Unit will be under the supervision of the Services Deputy Chief. The responsibilities of the unit are:**
 - To monitor and provide administrative support concerning all budgetary and fiscal matters relating to the Department, including the following:
 - Aid in the preparation and administration of the Department's annual budget.
 - Provide required administrative support to the Chief of Police to facilitate coordinated long-range fiscal planning with the City Manager's Office.
 - Maintain records of purchases and service contracts.
 - Provide audit accountability for agency expenditures.
 - To serve as the centralized point to conduct all requisitioning, specification, and procurement of agency-owned property for the Department.
 - To be responsible for the distribution and issuance of agency-owned property to authorized users.
 - To maintain stored items of agency property in a state of operational readiness.
 - To be accountable for agency-owned property.

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- To assist in the monitoring and reconciliation of grant related revenues and expenditures.
- Reconcile cash deposits into appropriate budget units and projects. Including sex offender payments and grant fund deposits.
- Responsible, in conjunction with the city, for all accounts payable and receivable for the department.
- **The planning and research function will be decentralized to respective division commanders as it relates to their individual areas of responsibility.**
 - Each Deputy Chief will be responsible for the following as it pertains to their division:
 - The review, analysis, and improvement of existing systems, procedures, and methods;
 - Conducting analyses and providing systematic manpower deployment strategies;
 - Performing long-range planning and research activities for the purpose of designing new systems and developing new policies, procedures, and methods; and
 - Review on a periodic basis, all departmental plans to ensure they conform to stated policy.
- **The Support Services Division will provide the following services:**
 - Maintain the Department's written directive system.
 - Coordinate the provision of monthly, annual, or special reports on the activities of the Department.
- The training function will be coordinated by the Personnel/Training Sergeant, who reports to the Services Deputy Chief.
 - The Personnel/Training Sergeant will be responsible for the coordination of recruit in-service, supervisory, managerial, firearms, and specialized training for members of the Department. The Personnel/Training Sergeant will also administer the Department's career development and higher education reimbursement program and will ensure the maintenance of the individual training records of departmental members.

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- The Support Services Division shall provide staff support to management in the areas of personnel and development training. Additionally, the Personnel and Training function shall provide informational support and assistance to Department employees in personnel and training matters.

105.02 The Consolidated Records Section:

- The Records Section will be supervised by a Records Section Manager who is under the command of the Services Deputy Chief.
- The Records Section will be divided into shifts compatible with the section's workload. The Records Section will provide criminal justice records functions for the Greeley Police Department and the Weld County Sheriff's Office as well as other CJIS functions for all agencies in Weld County as stipulated by signed agreements.
- A complement of civilian data coordinators will be assigned to each shift and will respond to direction from the designated shift supervisor, who in turn responds to the Records Section Assistant Manager.
- The Records Section will receive, review and file reports prepared by members of the Department and Weld County Sheriff's Office as well as other CJIS contracts, as stipulated by contract. Specific responsibilities include:
 - Report review for administrative purposes, including "NIBRS – National Incident Based Reporting System";
 - Report control, including the release of protected documents;
 - Records maintenance; and
 - Records retrieval.
 - The Records Section will provide information to departmental members, the Weld County Sheriff's Office, as well as other CJIS contracts, twenty-four (24) hours per day, seven (7) days per week.
- The Records Section will provide for data entry into the Records Management System (RMS)
- The Evidence Unit will consist of assigned evidence personnel. The Unit will be under the supervision of the Civilian Evidence Supervisor, who will report to the Records Section Manager, and will be responsible for:

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- The storage and security of evidence, and found or recovered property,
- The coordination of laboratory analysis of evidence,
- The release or destruction as authorized by law of the materials held, and
- The provision of contract services to the Weld County Sheriff's Office for evidence storage.

General Order 105.00	<u>SUPPORT SERVICES DIVISION</u>	Reviewed: 08/18
Authorized by Mark Jones, Police Chief		
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<u>Mark Jones</u> Signature	Date:	<u>8-31-18</u>