



CEDAR PARK POLICE DEPARTMENT
GENERAL ORDER

Organization

NUMBER: 1.01.01

EFFECTIVE: 02-14-2014

APPROVED: *[Signature]*
Chief of Police

I. POLICY

The Cedar Park Police Department ("Department") shall define for all members the formal structure through which organizational components are arranged, directed, and coordinated.

II. PURPOSE

The purpose of this policy is to identify specific components and functions of the Department along with lines of authority and responsibilities. This includes the structure of divisions, division functions, chain of command, authority, and responsibility.

III. DEFINITIONS

BUREAU - The largest organizational component within the Department (i.e., Operations Bureau, Support Services Bureau).

CHAIN OF COMMAND - Lines of communication and delegated authority going downward or upward within the Department through each successive level of command.

DIVISION - A work unit within a bureau (i.e., patrol division, criminal investigation division).

FUNCTION - The general term for required or expected activity of the Department's organizational components.

SPAN OF CONTROL – The members for which a supervisor is responsible.

UNIT – A smaller work unit within a bureau (i.e., organized crime unit).

IV. STRUCTURE OF DIVISIONS

Organizational Chart - The Department's organizational structure shall be graphically displayed on an information bulletin board within the secured area of the Department. A minimum of annually, the Department's command staff will conduct a review of the organizational structure, including job descriptions when needed. After the review is completed, the updated organizational chart will be

posted on the information bulletin board a minimum of annually, beginning October 1st of the new fiscal year.

The organizational chart shall reflect the chain of command and the lines of authority within the Department. In normal operations, the members of the Department will adhere to their chain of command. In situations involving personnel of different functions engaged in a single operation, command of the scene is assumed by the ranking patrol officer or supervisor, until such time that control of the incident can be relinquished, if needed, to specially trained personnel. The organizational chart shall reflect that each bureau, division, and individual position shall be under the direct command of one supervisor at a time. The organizational chart shall list the authorized personnel strength of the Department and the number of personnel within each organizational component. The chart shall be updated as required upon any organizational change. The Department consists of the following divisions to which members shall be individually assigned: Operations Bureau, Support Services Bureau, and professional support staff.

DIVISIONAL COMPONENTS

Operations Bureau – The Operations Bureau shall be composed of the Patrol Division, Highway Enforcement Division and the Special Events and Logistics Coordinator. In order to accomplish the Patrol Division's functions, shifts operate on a rotating twenty-four (24) hour basis. The Operations Bureau provides primary police services to the community, including preventive patrol, traffic supervision/enforcement, preliminary criminal investigations, and a variety of other service-oriented functions.

Support Services Bureau - The Support Services Bureau shall be composed of Animal Control Division, Public Safety Communications Division, Community Services Division, the Criminal Investigation Division including the Crime Analyst and Victim Services, Evidence and Property, Organized Crime, Professional Standards Division, Records Division, and the Training Division. The Support Services Bureau provides follow up criminal investigations, crime prevention, community education, emergency communications, animal control safety, training, hiring of new officers, internal affairs, and other support related programs.

Professional Support Staff – The following positions are included within the Department but not specifically within a division: Media and Communications Specialist, Administrative Assistant, and Accreditation and Compliance Coordinator.

V. DIVISION FUNCTIONS

Patrol Division – The basic functions of the Patrol Division include, but are not limited to the following:

1. Preventive and high visibility patrol
2. Selective patrol as directed
3. Response to calls for service

4. Preliminary investigation to criminal and non-criminal complaints and activities including the collection and preservation of evidence
5. Traffic enforcement and control
6. Accident investigation
7. Apprehension of violators
8. Process, care, and custody of prisoners
9. Equipment maintenance and control
10. Protection of life and property
11. Preservation of peace
12. Rendering aid and information when required
13. Assistance to outside agencies when required
14. Record incidents, offenses, and accidents per departmental procedure

Highway Enforcement Division – The basic functions of the Highway Enforcement Division include, but are not limited to the following:

1. Enforcement of all traffic related laws
2. Traffic accident investigation
3. Improve traffic safety through compliance, education and problem solving

Animal Control Division – The basic functions of the Animal Control Division include, but are not limited to the following:

1. Respond to calls for service concerning animals
2. Search and apprehend vicious, lost, stray, sick/injured or zoonotic diseased animals, both domestic and non-domestic
3. Apprehend reported or located suspected rabid animals and send for testing as appropriate
4. Enforce local, state and federal laws pertaining to the health, safety and protection of the citizens and animals of the City of Cedar Park
5. Investigate reported animal bites
6. Report incidents per departmental procedure
7. Equipment maintenance and control including maintenance of storage areas

Public Safety Communications Division – The basic functions of the Public Safety Communications Division include, but are not limited to the following:

1. Dissemination of emergency and non-emergency communications to the police and fire departments. Periodically, radio communications are necessary to other departments within the City of Cedar Park and outside agencies.
2. Telephone, email, and other digital communications to and from the public, members of the Department, departments within the City, and other public safety personnel.
3. Teletype and automated data communications to provide access into the national, state, regional, and departmental criminal justice data storage computers.

4. Alarm monitoring within the communications center, and additional alarm monitoring through private alarm companies.

Community Services Division – The basic functions of the Community Services Division include, but are not limited to the following:

1. Render aid and information when required
2. Coordinate school liaison activities
3. Administer various programs that enhance the relationship between the Department and the community through cooperation such as National Night Out, Citizen's Police Academy, Blue Santa, and Neighborhood Watch
4. Provide presentations of crime prevention techniques and information to the public and various civic groups, businesses, and schools
5. Coordinate the Reserve Program
6. Coordinate the Citizen's on Patrol Program
7. Conduct residential and business security surveys

Criminal Investigation Division – The basic functions of the Criminal Investigation Division include, but are not limited to the following:

1. Felony and misdemeanor case investigations
2. Major crime scene investigations
3. Identify and apprehend criminal violators
4. Planning and execution of search warrants, arrest warrants, and undercover operations
5. Cell phone extractions
6. Data analysis and crime trend identification

Evidence and Property – The basic functions of the Evidence and Property Division include, but are not limited to the following:

1. Respond to crime scenes, upon request
2. Maintain and manage the integrity and chain of custody on all property/evidence
3. Researching, copying, and labeling all evidence requests from the investigators, court, attorneys, open records, and any outside agencies
4. Fulfilling requests for information from prosecutor's offices regarding evidence
5. Processing evidence
6. Destructions orders

Organized Crime Unit – The basic functions of the Organized Crime Unit include, but are not limited to the following:

1. Proactive suppression of narcotic and organized crime related offenses
2. Assist other units and divisions in investigations related to organized crime and narcotics
3. Planning and execution of search warrants, arrest warrants, and undercover operations
4. Management of the Cedar Park Police Department Informant Program

5. Management of the Cedar Park Police Department Asset Forfeiture Program
6. Proactively maintain and serve criminal arrest warrants on wanted individuals
7. Maintain relations and engage in multi-jurisdictional, multi-agency, and task force narcotic investigations

Professional Standards Division – The basic functions of the Professional Standards Division include, but are not limited to the following:

1. Recruiting and hiring process
2. Conduct internal affairs investigations
3. Assist with promotional process

Records Division – The basic functions of the Records Division include, but are not limited to the following:

1. Customer service to citizens coming into, calling, or emailing the Records Division
2. Rendering assistance and information to members and the public in compliance with the public information act
3. Fulfilling requests for information from prosecutor's offices regarding case files
4. Maintenance, dissemination, and control of departmental records such as offense reports, accident reports, arrest reports, etc.
5. Data entry of offense and accident reports into the automated data system
6. Reports of statistics to administration and supervisors
7. NIBRS reports and monthly Cedar Park Activity reports
8. Maintenance and control of equipment and supplies under the control of the Records Management Division

Training Unit – The basic functions of the Training Unit include, but are not limited to the following:

1. Conducting, coordinating, organizing, and approving mandatory training
2. Ensure TCOLE compliance with proper documentation, retention, and security of training records
3. Coordinate with Finance Department for off-site training

VI. CHAIN OF COMMAND, AUTHORITY AND RESPONSIBILITY

GENERAL RESPONSIBILITIES – All members shall abide by all related departmental directives, City of Cedar Park directives, City of Cedar Park ordinances, and state and federal laws, in exercising their authority.

AUTHORITY AND RESPONSIBILITY – All members are given a level of authority appropriate to their position. All members shall be accountable for the actions resulting from their delegated authority. This accountability extends to failure to use delegated authority when required or expected. All members shall keep their immediate supervisor apprised of their pertinent activities and problems. All members will be accountable to one supervisor at a time, and each supervisor will be accountable for the members under their immediate control. It is the responsibility of all supervisors to assist subordinate members in

the decision-making processes normally confronted by police personnel by providing adequate training, support, and direction.

Chief of Police – The Chief of Police is designated as having the authority and responsibility for the overall management, direction, and control of the operations and administration of the Department. The Chief of Police is the direct supervisor of the Assistant Chief, the Media Specialist, and the Administrative Assistant. The Chief of Police shall be the ultimate commanding officer of each division, unit, and member of the Department.

Assistant Chief of Police - The Assistant Chief of Police is designated as having the authority and responsibility over the Commanders and control of the operations and administration of the Department. The Assistant Chief of Police is the direct supervisor of the Operations Bureau Commander, the Support Services Commander, and the Accreditation and Compliance Coordinator. The Assistant Chief of Police will also act in the capacity as Chief of Police in the absence of the Chief.

Commander – The Commanders are designated as having the authority and responsibility over the two bureaus. The Operations Commander is the direct supervisor of the Patrol Lieutenants. The Support Services Commander is the direct supervisor of the Communications and Records Manager, Special Operations Lieutenant, Criminal Investigations Lieutenant, and Professional Standards Sergeant.

Lieutenant - The Operations Lieutenants shall have the authority and responsibility for the management, direction, and control of their respective divisions within the Operations Bureau. The Special Operations Lieutenant shall have the authority and responsibility for the management, direction, and control of Community Services, Animal Control, Organized Crime, and the Training Division. The Criminal Investigations Lieutenant shall have the authority and responsibility for the management, direction, and control of General Crimes, Major Crimes, Special Victims, Victim Services, Property and Evidence, and the Crime Analyst.

VII. OPERATIONS BUREAU

Patrol Division – All members assigned to the Patrol Division shall operate under the direct supervision of one supervisor at a given time. The chain of command for the Patrol Division is the Patrol Sergeant, Patrol Lieutenant, Operations Commander, Assistant Chief of Police, and Chief of Police.

Patrol Sergeants - Patrol Sergeants shall be responsible for the effective execution of their shifts' functions and shall be granted the authority to manage and supervise all members assigned to their individual shifts. Patrol Sergeants are accountable for the performance of their subordinates. Patrol Sergeants are expected to keep their immediate supervisor apprised of their shifts' pertinent activities and problems. Additionally, the Patrol Sergeants shall assist the Public Safety Communications Division with law enforcement call processing and functions as needed.

Patrol Corporals – In the absence or unavailability of the Patrol Sergeants, the Patrol Corporal shall assume the same duties and responsibilities of their respective Patrol Sergeants as described above, and

shall be granted the authority to accomplish their assigned objectives and tasks. Corporals shall follow the same objectives and directives required by their Patrol Sergeants.

Patrol Officers - The Patrol Officers shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish their assigned objectives and tasks.

Highway Enforcement Division – All members assigned to the Highway Enforcement Division shall operate under the direct supervision of one supervisor at a given time. The chain of command for the Highway Enforcement Division is the Highway Enforcement Sergeant, Patrol Lieutenant, Operations Commander, Assistant Chief of Police, and Chief of Police.

Highway Enforcement Sergeants - Highway Enforcement Sergeants shall be responsible for the effective execution of their shifts' functions and shall be granted the authority to manage and supervise all members assigned to their individual shifts. Highway Enforcement Sergeants are accountable for the performance of their subordinates. Highway Enforcement Sergeants are expected to keep their immediate supervisor apprised of their shifts' pertinent activities and problems.

Highway Enforcement Corporals – In the absence or unavailability of the Highway Enforcement Sergeants, the Highway Enforcement Corporal shall assume the same duties and responsibilities of their respective Highway Enforcement Sergeants as described above, and shall be granted the authority to accomplish their assigned objectives and tasks. Corporals shall follow the same objectives and directives required by their Highway Enforcement Sergeants.

Highway Enforcement Officers - The Highway Enforcement Officers shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish their assigned objectives and tasks.

Special Events and Logistics – The chain of command for the Special Events and Logistics Coordinator is the Patrol Lieutenant, Operations Commander, Assistant Chief of Police, and Chief of Police.

Special Events and Logistic Coordinator – The Special Events and Logistic Coordinator shall coordinate and act as liaison for all overtime for special events and extra duty employment. The Logistics Coordinator has primary responsibility for issuance of uniforms, regular use equipment, and placing orders for additional supplies for normal Department operations. The Logistics Coordinator also works closely with the City Maintenance Shop to ensure all Police Department vehicles are in working order.

VIII. SUPPORT SERVICES BUREAU

Professional Standards Division – The members assigned to the Professional Standards Division shall operate under the direct supervision of one supervisor at a given time. The chain of command for the Professional Standards Division is the Sergeant, Support Services Commander, Assistant Chief of Police, and Chief of Police. The Professional Standards Sergeant reports to the Support Services Commander, but has the authority to report directly to the Chief of Police as needed.

Professional Standards Sergeant – The Professional Standards Sergeant shall be responsible for the effective execution of their office, and shall be granted the authority to manage and supervise all members assigned to their division. The Professional Standards Sergeant is accountable for the performance of their subordinates. The Professional Standards Sergeant is expected to keep their immediate supervisor apprised of their office's pertinent activities and problems.

Professional Standards Investigator – The Professional Standards Investigator shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish their assigned objectives and tasks.

Communications and Records Divisions – The Communications and Records Divisions operate under the direct supervision of the Communications and Records Manager.

Communications and Records Manager – The Communications and Records Manager shall be responsible for the effective execution of the Public Safety Communications Division and the Records Division, and shall be granted the authority to manage and supervise all members assigned to these divisions. The Communications Manager is accountable for staff and administrative duties to assist in the operations and administration of the public safety communications and records management. The Communications Manager reports directly to the Support Services Commander.

Public Safety Communications Division - All members assigned to the Public Safety Communications Division shall operate under the direct supervision of one supervisor at a given time. The chain of command for the Public Safety Communications Division is the Emergency Dispatch Supervisor, Communications and Records Manager, Support Services Commander, Assistant Chief of Police, and Chief of Police.

Emergency Dispatch Supervisor - The Emergency Dispatch Supervisor shall be responsible for the effective execution of the Public Safety Communications Division's functions and shall be granted the authority to manage and supervise all members assigned to the division. The Communications Supervisor is accountable for the performance of their subordinates. They are expected to keep their immediate supervisor apprised of the division's pertinent activities and problems. The Communications Supervisor shall assist subordinates in the decision-making processes normally confronted by Communications Personnel by providing adequate training, support, and direction.

Emergency Dispatcher – Emergency Dispatchers shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish their assigned objectives and tasks. The immediate supervisor of the Emergency Dispatcher is the Emergency Dispatch Supervisor or the Communications and Records Manager.

Records Management Division - All members assigned to the Records Management Division shall operate under the direct supervision of one supervisor at a given time. The chain of command for the Records Management Division is the Records Supervisor, Communications and Records Manager, Support Services Commander, Assistant Chief of Police, and Chief of Police.

Records Supervisor – The Records Supervisor shall be responsible for the effective execution of the Records Division and shall be granted the authority to manage and supervise all members assigned to the division. The Records Supervisor reports directly to the Communications and Records Manager.

Records Clerk – The Records Clerk shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish assigned objectives and tasks. The immediate supervisor of the Records Clerk is the Records Supervisor or the Communications and Records Manager, when the Records Supervisor is absent or unavailable.

Special Operations – The Organized Crime Unit, Community Services Division, Training Division, and Animal Control Division operate under the direct supervision of the Special Operations Lieutenant.

Organized Crime Unit - The members assigned to the Organized Crime Unit shall operate under the direct supervision of one supervisor at a given time. The chain of command for the Detectives is their Sergeant, Special Operations Lieutenant, Support Services Commander, Assistant Chief of Police, and Chief of Police.

Organized Crime Sergeant - The Sergeant shall be responsible for the effective execution of their office, and shall be granted the authority to manage and supervise all members assigned to their unit. The Organized Crime Sergeant is accountable for the performance of their subordinates. The Organized Crime Unit Sergeant is expected to keep their immediate supervisor apprised of their unit's pertinent activities and problems.

Corporal-Detective - The Corporal-Detective shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish their assigned objectives and tasks. The immediate supervisor of the Corporal-Detective is the Organized Crime Sergeant or the Special Operations Lieutenant, when the Sergeant is absent or unavailable.

Detective - The Detectives shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish their assigned objectives and tasks. The immediate supervisor of the Detective is the Organized Crime Sergeant or the Corporal-Detective, when the Sergeant is absent or unavailable. The Organized Crime Detectives are authorized to work with multi-jurisdictional, multi-agency, and task force narcotic investigations.

Community Services Division – All members assigned to the Community Services Division shall operate under the direct supervision of one supervisor at a given time. The chain of command for the Community Services Division is the Community Services Officer, Community Services Sergeant, Special Operations Lieutenant, Support Services Commander, Assistant Chief of Police, and Chief of Police.

Community Services Sergeant – Community Services Sergeant shall be responsible for the effective execution of their officer's functions and shall be granted the authority to manage and supervise all members assigned to their division. The Community Services Sergeant is accountable for the performance of their subordinates. The Community Services Sergeant is expected to keep their immediate supervisor apprised of their officer's pertinent activities and problems.

Community Services Corporal – In the absence or unavailability of the Community Services Sergeant, the Corporal shall assume the same duties and responsibilities of their Sergeant as described, and shall be granted the authority to accomplish their assigned objectives and tasks. The immediate supervisor of the Corporal is the Community Services Sergeant or the Special Operations Lieutenant when the Community Services Sergeant is absent.

Community Services Officer - The Community Services Officers shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish their assigned objectives and tasks. The immediate supervisor of the Community Services Officers is the Community Services Sergeant or their Corporal, when the Sergeant is absent or unavailable.

Training Division – The members assigned to the Training Division shall operate under the direct supervision of one supervisor at a given time. The chain of command for the Training Division is the Sergeant, Special Operations Lieutenant, Support Services Commander, Assistant Chief of Police, and Chief of Police. The Training Sergeant reports to the Special Operations Lieutenant.

Training Sergeant – The Training Sergeant shall be responsible for the effective execution of their office, and shall be granted the authority to manage and supervise all members assigned to their unit. The Training Sergeant is accountable for the performance of their subordinates. The Training Sergeant is expected to keep their immediate supervisor apprised of their division's pertinent activities and problems.

Training Corporal - In the absence or unavailability of the Training Sergeant, the Corporal shall assume the same duties and responsibilities of their Sergeant as described, and shall be granted the authority to accomplish their assigned objectives and tasks. The immediate supervisor of the Corporal is the Training Sergeant or the Special Operations Lieutenant when the Training Sergeant is absent.

Training Officer - The Training Officer shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish their assigned objectives and tasks. The immediate supervisor of the Officer is the Training Sergeant or the Training Corporal when the Training Sergeant is absent.

Animal Control Division – All members assigned to the Animal Control Division shall operate under the direct supervision of one supervisor at a given time. The chain of command for the Animal Control Division is the Senior Animal Control Officer, Special Operations Lieutenant, Support Services Commander, Assistant Chief of Police, and Chief of Police.

Animal Control Supervisor – The Animal Control Supervisor shall be responsible for the operation and effective execution of the Animal Control Division and shall be granted the authority to manage and supervise all members assigned to the division. The Animal Control Supervisor reports directly to the Support Services Lieutenant, and is expected to keep their immediate supervisor apprised of their division's pertinent activities and problems.

Animal Control Officer – Animal Control Officers shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish assigned

objectives and tasks. The immediate supervisor of the Animal Control Officer is the Animal Control Supervisor or the Special Operations Lieutenant, when the Animal Control Supervisor is absent or unavailable.

Criminal Investigations Division – The General Crimes, Major Crimes, Special Victims Unit, and Crime Analyst operate under the direct supervision of the Criminal Investigations Lieutenant. The Victim Services Coordinator operates under the direct supervision of the Special Victims Sergeant. All members assigned to the Criminal Investigations Division shall operate under the direct supervision of one supervisor at a given time. The chain of command for the Criminal Investigations Division is the Unit Supervisor (if applicable), Criminal Investigations Lieutenant, Support Services Commander, Assistant Chief of Police, and Chief of Police.

Sergeant – The Sergeants within CID shall be responsible for the management and supervision of the subordinates in their unit. Sergeants shall be granted the authority to manage and supervise those members and is accountable for the performance of their subordinates. The Sergeant is expected to keep their immediate supervisor apprised of the pertinent activities and problems.

Corporal-Detective - The Corporal-Detective shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish their assigned objectives and tasks. The immediate supervisor of the Corporal-Detective is the Detective Sergeant or the Investigative Lieutenant, when the Detective Sergeant is absent or unavailable.

Detective - The Detectives shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish their assigned objectives and tasks.

Crime Analyst - The Crime Analyst shall be granted the authority to accomplish their assigned objectives and tasks, including the performance of a variety of administrative functions, study and research related to criminal activity; collecting and data analysis from a variety of sources to identify and evaluate crime series, trends and patterns; develops reports on crime series, trends and patterns; prepares crime summaries, statistical reports, spreadsheets, charts, maps, diagrams and graphs. The Crime Analyst has primary responsibility for the collection, review, and appropriate dissemination of relevant homeland security information. The Crime Analyst's chain of command is Criminal Investigations Lieutenant, Support Services Commander, Assistant Chief of Police, and Chief of Police.

Victims Services Coordinator - The Victim Services Coordinator shall be responsible for the management and supervision of the subordinates in their unit. The Victim Services Coordinator shall be granted the authority to manage and supervise those members and is accountable for the performance of their subordinates. The Victim Services Coordinator is expected to keep their immediate supervisor apprised of the pertinent activities and problems. The Victim Services Coordinator's chain of command is Special Victims Unit Sergeant, Criminal Investigations Lieutenant, Support Services Commander, Assistant Chief of Police, and Chief of Police.

Victims Services Advocate - The Victim Services Advocate shall be responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish their

assigned objectives and tasks. The Victim Services Advocate shall report to the Victim Services Coordinator.

Evidence and Property Division – All members assigned to the Evidence and Property Division shall operate under the direct supervision of one supervisor at a given time. The chain of command for the Evidence and Property Division is the Crime Scene Techs and Evidence Techs, Evidence and Property Supervisor, Criminal Investigations Lieutenant, Support Services Commander, Assistant Chief of Police, and Chief of Police.

Evidence and Property Supervisor – The Evidence and Property Supervisor is responsible for the effective execution of the duties and functions of the Evidence and Property Division, and shall be granted the authority to manage and supervise all members assigned to their unit. The Supervisor is accountable for the performance of their subordinates. The Evidence and Property Supervisor is expected to keep their immediate supervisor apprised of their division's pertinent activities and problems.

Crime Scene Technician and Evidence Technician – All Technician positions are responsible for the effective execution of their respective functions and duties. Members shall be granted the authority to accomplish their assigned objectives and tasks.

IX. PROFESSIONAL SUPPORT STAFF

Accreditation and Compliance Coordinator - The Accreditation and Compliance Coordinator shall be responsible for the effective execution of their duties and functions, including maintenance and upkeep of policy, procedures, and accreditations. The Accreditation and Compliance Coordinator shall be granted the authority to accomplish their assigned objectives and tasks.

Administrative Assistant – The Administrative Assistant shall be responsible for the effective execution of their duties and functions, including assisting the Chief and Command Staff with clerical and administrative support related to budget maintenance and reports, purchasing, travel assistance, correspondence and memos, and other duties as assigned. The Administrative Assistant shall be granted the authority to accomplish their assigned objectives and tasks.

Media and Communications Specialist – The Media and Communications Specialist shall be responsible for the effective execution of their duties and functions, including liaison activities between the Police Department, media, and citizens. This includes social media presence and press releases. The Media and Communications Specialist shall be granted the authority to accomplish their assigned objectives and tasks.