



Colorado Springs Police Department Standard Operating Procedure

DL-1710-08 Historical Committee Section 1700 – Resource Control

Effective Date: 4/5/2022

Supersedes Date: 8/15/2006

.01 Purpose

The purpose of this directive is to describe the purpose and function of the department's Historical Committee

.02 Cross-Reference

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.03 Definitions

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.04 Procedure

The Historical Committee was formed to provide services that will safeguard the history of the police department. Under the guidance of the Professional Standards Division, this working committee is responsible for preserving artifacts and memorabilia, researching and documenting historical information, and performing other duties which will help to attest to the dedicated service of the department and its members.

Organizational Structure

The Historical Preservation Committee may be staffed by sworn, non-sworn, and retired employees of the department. Because of the nature of the policing service and because of their dedicated service, the Historical Preservation Committee will strive to include sworn retirees as members.

Other members, such as civilian volunteers (not employed by the police department), may be used to perform clerical duties within the committee. Civilian volunteers having access to historical artifacts will successfully complete a polygraph examination prior to their beginning volunteer

work. For retired employees of the department (sworn or civilian), the polygraph examination may be waived at the discretion of the Commander of the Professional Standards Division.

Command Structure

The administrative responsibility for the Historical Preservation Committee will be with the Commander of the Professional Standards Division.

A full-time employee of the department will be appointed by the Commander of the Professional Standards Division as the committee's coordinator. The coordinator shall bear the logistical responsibility of the committee. The coordinator will be responsible for coordinating the committee's activities.

Annual Planning and Reporting

The committee coordinator will be responsible for submitting the following year's goals and objectives, along with a proposed budget to the Commander of the Professional Standards Division before the end of the first quarter of the current year.

The committee coordinator will submit a mid-year and end of year report to the Commander of the Professional Standards Division, highlighting accomplishments and significant occurrences in the committee and progress toward that year's stated goals.

Committee members who are assigned projects are responsible to communicate any difficulties and/or accomplishments with their projects to the committee coordinator.

Scheduled Meetings

The coordinator will conduct periodic committee meetings to check on the progress of assigned tasks, assist members, and direct the efforts of the committee.

Purchases

Members are to coordinate material or supply purchases with the committee coordinator prior to any purchase. Purchases will be handled by established department purchasing procedures.