

ELIZABETH POLICE DEPARTMENT GENERAL ORDERS



| | | |
|--|---|----------------------|
| VOLUME: 2 | CHAPTER: 1 | # OF PAGES: 9 |
| SUBJECT: ORGANIZATION AND ADMINISTRATION | | |
| EFFECTIVE DATE: MARCH 2, 2026 | ACCREDITATION STANDARDS: NJSACOP 1.5.3a-c CALEA 11.1.1 | |
| BY THE ORDER OF: CHIEF GIACOMO SACCA | | |
| BY AUTHORITY OF: POLICE DIRECTOR EARL J. GRAVES | | |
| SUPERSEDES ORDER #: | | |

PURPOSE: The purpose of this order is to structure the organization and delineate the chain of command for existing agency resources. This order does not change the agency table of organization adopted by City Ordinance.

POLICY: It is the policy of the Elizabeth Police Department to maintain a command structure according to the attached organizational chart.

PROCEDURE:

I. ORGANIZATION

- A. The Police Director, as the designated appropriate authority, as defined in N.J.S.A. 40A:14-118, has the sole authority to promulgate policy, rules, and regulations for the governing of the police department. The chief of police has the sole authority to issue, modify, repeal, and approve general orders, special orders, special memorandums, and discipline governed by the rules and regulations.
- B. The police department is organized into nine major functional areas: Patrol Division, Agency Development, Detective Bureau, Internal Affairs, the Office of Professional Standards, Property and Services, Community Affairs Bureau, Communications and Analysis, and the Support Service Bureau. Each major functional area shall have one commanding officer subordinate to the police department's three deputy chiefs and chief of police. All personnel assigned to their respective field of assignment shall report to their supervisor through the chain of command. Personnel assigned to the Office of the Chief will report to the chief of police directly.

II. FUNCTIONAL AREAS

- A. Patrol Division
 - 1. The Patrol Division is overseen by the Deputy Chief of Patrol.
 - 2. The Patrol Division will be commanded by two captains: A Platoon Captain, and B Platoon Captain.
 - a. The platoon captain is responsible for the efficient function of the Patrol Division, including supervision of critical incidents, resource scheduling and allocation, the administration and discipline of personnel, meaningful reviews, commendations, and the implementation of strategies for reducing crime as directed by the strategic response plan.
 - b. Daily, when working, patrol captains shall meet with their supervisory personnel. At each meeting, the patrol captain will disseminate instructions to carry out the Strategic Response Plan. Additionally, the patrol captain will collect feedback on plan effectiveness as well as any other information relevant to strategic response.
 - c. Weekly, the patrol captain will prepare a report detailing the efforts made to implement the Strategic Response Plan, the results of such efforts, recommendations for plan improvement, as well as any other relevant information pertaining to strategic response. This report will be forwarded to the chief of police and the administrative captain in charge of strategic response.
 - 3. There will always be a Command-and-Control Officer on duty. The command-and-control officer is a captain or lieutenant and has the responsibility of supervising all employees in the agency. The command-and-control officer operates under the direction of the deputy chief or the chief of police. The command-and-control officer shall monitor communications for stacking of

assignments and ensure field supervisors are:

- a. Being utilized and assigned according to department policy;
 - b. Monitor radio frequency to ensure the compliance with department and F.C.C. regulations;
 - c. Be accessible by radio and telephone at all times;
 - d. Monitor compliance with established department policies, procedures, and regulations by department personnel;
 - e. Ensure the maximum utilization of department resources;
 - f. Uncover deficiencies in personnel integrity, training, morale, and supervision;
 - g. Provide immediate corrective action when warranted;
 - h. Provide appropriate written recommendations if immediate corrective action is not deemed necessary;
 - i. Shall respond to all unusual incidents.
4. A patrol platoon consists of four shifts, adequately staffed to ensure security and response services. Patrol platoons will have a Neighborhood Service Unit to assist with patrol functions and addressing quality of life issues in designated areas of concern. Additionally, each platoon will have a Field Training Officer (F.T.O.) function.

B. Office of Agency Development

1. The Office of Agency Development is commanded by a captain who reports directly to the Chief of Police. There is one sergeant in Agency Development. The Office of Agency Development will be responsible for:
 - a. Accreditation- The accreditation function of Agency Development includes creating, updating, and maintaining written policy, ensuring agency alignment with policy, and collecting proofs of compliance with policy. The standard shall be to exceed all applicable accreditation standards promulgated by the New Jersey State Association of Chiefs of Police (N.J.S.A.C.O.P.) and the Commission on Accreditation for Law Enforcement (C.A.L.E.A.).
 - b. Hiring- The hiring function of Agency Development is responsible for the investigation and pre-employment screening of all candidates for employment with the Elizabeth Police Department.

C. Detective Bureau

1. The Detective Bureau is overseen by the Deputy Chief of Investigations.
2. The Detective Bureau will be commanded by a captain who will oversee the Investigations, Identification, Criminal Intelligence, and Juvenile Unit. There is one lieutenant and six sergeants assigned to the Detective Bureau.
 - a. Investigations Unit- responsible for all criminal investigations and case follow-up as assigned.
 - b. Identification Unit – Is responsible for the processing of crime scenes and property for evidence collection. The Identification Unit will maintain police department identification records of sworn personnel, prisoners, and persons processed for regulatory purposes, and will keep all records pertaining to Megan's Law.
 - c. Criminal Intelligence Unit – Is responsible for developing actionable information through open-source and police investigations.
 - d. Juvenile Unit- Is responsible for all major crime investigations and follow up investigations for cases involving suspects under the age of 18, as well as sexual assault cases where the victims are related by blood or affinity. Also, the Unit is responsible for all major crime and follow up investigations that fall under the N.J. state laws, guidelines, and directives regulating cases of domestic violence.

D. Narcotics Unit

1. Is commanded by a lieutenant and is overseen by the Deputy Chief of Investigations. There is one sergeant assigned to the Narcotics Unit.
 - a. Is responsible for all major crime investigations and follow up investigations involving the manufacture, distribution, and purchase of illegal narcotics.
 - b. Task Force Officers- Are officers assigned to inter-agency task forces such as D.E.A., A.T.F., Homeland Security, and others.

E. Internal Affairs

1. The commander of Internal Affairs is a lieutenant who reports directly to the Chief of Police. The Internal Affairs Commander is to have previous investigative experience or previously been an investigative supervisor for over one year. Three sergeants are attached to the Internal Affairs function. Internal Affairs shall monitor employee behavior through the agency's early warning system. The Internal Affairs Unit is also charged with conducting meaningful and objective investigations of all complaints of police misconduct within their scope of authority.

F. Office of Professional Standards

1. The Office of Professional Standards (O.P.S.) is commanded by a captain who reports directly to the chief of police and consists of two primary functions: Work Product Review, and Finance Management.
 - a. Work Product Review- shall review the work product of agency employees, sworn and civilian alike, to ensure compliance with departmental rules, regulations, policies, and procedures. Additionally, the commander of O.P.S will be responsible for the administration and review of the F.T.O. program.
 - b. Finance Management- shall conduct quarterly audits of all 'non-standard' sources of funding for the police department including state and federal asset forfeiture funding, block grants, and special purpose overtime funding. Finance Management also includes quarterly reviews of all cash accounts in use within the agency.

G. Property and Services Unit

1. The Property and Services Unit is overseen by a captain who reports directly to the Chief of Police.
2. The unit consists of the Records and Property function, Municipal Court Operations, Cell Block Operations, and Employee Scheduling.
 - a. Records and Property- Maintains the essential documents of the police department and disperses records according to existing New Jersey law. The Unit also maintains the property and evidence function of the police department.
 - b. Municipal Court Operations- The Services Unit commander, will ensure that assigned personnel provide municipal courtroom security. In the absence of assigned staff, the Services Unit commander will coordinate with the patrol command and control captain to ensure adequate municipal courtroom security. The Services Unit commander is responsible for ensuring personnel under his/her command complete the coordination of prisoner transfers from municipal detention for court appearances, proper prisoner paperwork, and assisting with court administration procedures.
 - c. Cell Block Operations - The unit commander, will be the cell block administrator, and as such, will be responsible for coordinating operations of the police department temporary detention area. The commander shall ensure that department equipment, policy, and procedures follow current N.J. State laws and guidelines governing prisoner holding area operations.
 - d. Inspections- shall monitor agency employees, sworn and civilian alike, to ensure compliance with departmental rules, regulations, policies, and procedures.

- e. Employee Scheduling- Is responsible for the creation of an employee work roster that ensures adequate work force coverage. Employee Scheduling is responsible for accurately recording employee attendance, sick time, and use of granted time off.

H. Community Affairs Bureau

- 1. The Community Affairs Bureau is commanded by a lieutenant who reports directly to the Chief of Police.
- 2. The Community Affairs Bureau consists of the Traffic Unit, the Extra Duty Assignment Office, the Community Service Unit, Law Enforcement Against Drugs (L.E.A.D), and Police Explorers. There are two sergeants assigned to the Community Affairs Bureau.

- a. Traffic Unit- is responsible for:

- i. A proactive patrol function that focuses on traffic safety, answering vehicle-related calls for service, responsible for escort services, and the coordination of significant traffic-related events. The unit conducts motor vehicle ownership and accident investigations.
 - ii. The coordination of assignments and maintenance for all department vehicles.
 - iii. The Parking Violations Officers (P.V.O.) – Employees that enforce parking violations throughout the City of Elizabeth.
 - iv. Crossing Guards – The employees assigned to fixed traffic post locations to manually direct traffic. Civilian personnel are assigned during the school year for the hours of school commencement and dismissal for traffic direction with the focus on ensuring the safe passage of school children.
- b. Extra Duty Assignment Office - Responsible for extra duty assignment approvals and assignments as per the guidelines of the E.D.A. General Order Volume 2, Chapter 13.
 - c. Community Service Unit – Is responsible for assignments related to police-community relations.
 - d. L.E.A.D. – Officers assigned to the Law Enforcement Against Drugs (L.E.A.D.) program. L.E.A.D. officers are to coordinate their schedules through the C.A.B Commander and may supplement the Community Affairs Bureau when schedules permit.
 - e. Police Explorers-a division of the Boy Scouts whose members range from the ages of 14-20. Youth program that meets bi-monthly with police instructors. The program is designed to provide leadership skills and introduce the members into the world of Policing. Explorers are not used

for police functions. However, they may be detailed with sworn police members at parades.

I. Support Service Bureau

1. The commander of the Support Service Bureau reports directly to the Chief of Police.
2. Two lieutenants are assigned to command the Support Service Bureau. The Support Service Bureau consists of the Emergency Service Unit, Training, Body Worn Recorder (BWR) Administration, Patrol Rifle Program, the Technical Assistance Response Unit (T.A.R.U.), and Sworn Police Recruits. There are four sergeants assigned to the Support Service Bureau.
 - a. Emergency Service Unit - A specialized unit that answers calls for service, with the availability of advanced armament and law enforcement resource equipment. Responsible for providing essential police functions that are beyond the resource capabilities of traditional police assignments and specialists. Provide training and qualifications courses for specialized units.
 - b. Training Unit – Employees responsible for all agency training and associated record keeping. Provides firearms instruction to police officers, maintains departmental patrol weapons, administers semi-annual qualifications courses for all police personnel outside of specialized units.
 - c. Body Worn Camera (BWR) Administration-responsible for the training, data administration, and maintenance of the departmental Body Worn recorder (BWR) program.
 - d. Patrol Rifle Program–The unit is responsible for the selection and training of patrol personnel in the use and deployment of the patrol rifle to provide a rapid response capability to active shooters and other high-risk events.
 - e. Technical Assistance Response Unit (T.A.R.U.)– The Unit is responsible for the maintenance and coordination of response-related electronic equipment. The response related electronic apparatus includes the unmanned aerial systems and other equipment which enhances vision, hearing, and recording capabilities.
 - f. Sworn Police Recruits- Employees who have been administered the oath of office for police officer but have not completed a Police Training Commission (PTC) police academy are considered sworn police recruits. Sworn police recruits report directly to the Support Service commander. Sworn police recruits who are enrolled in a PTC police academy are subject to all rules, regulations, and orders of the academy and academy instructors as if the rule or regulation was issued by the Support Service commander. Any violation of academy rules, regulations, and orders are subject to departmental discipline.

J. Communications and Analysis

1. The commander of Communications and Analysis is a lieutenant, who reports to the Deputy Chief of Administration. The commander is also the agency's Communications Scheduling and T.A.C. officer. A sergeant is the agency's technology officer responsible for intelligence led policing, camera operations, and data collection.
2. Communications and Analysis is responsible for the management of I.T. services, communications, camera operations, intelligence-led policing projects, and data collection.
3. The commander of Communications is a lieutenant. The commander is also the agency's Communications Scheduling and T.A.C. officer. A sergeant is the agency's technology officer responsible for intelligence led policing, camera operations, and data collection.

K. Strategic Response Analysis

1. There is a captain responsible for strategic response planning who reports to the Deputy Chief of Administration and is responsible for the development of the strategic response plan.

L. Administration

The Human Resources Office, as well as civilian personnel not otherwise assigned under this organizational structure, are under the direct supervision of the Police Director.

