

**105.00 SUPPORT SERVICES DIVISION**

105.01 Organizational Structure:

The Support Services Division will be commanded by a Captain of Police, who is directly responsible to and appointed by the Chief of Police. The Support Services Division Commander will receive the necessary clerical support from the Investigations Section Secretary. The Support Services Division will consist of the Evidence Unit and the Administrative Section including the Property/Fiscal Management Unit, the Training Unit, and the Personnel function.

The Support Services Division Captain shall oversee the activities of the Records Section and be the liaison to the Weld County Communications Center and the City of Greeley Information Technology Department.

**• The Property/Fiscal Management Unit will be under the supervision of the Support Services Captain. 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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- **The planning and research function will be decentralized to respective division commanders as it relates to their individual areas of responsibility.**
  - Each Division Commander 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.

105.02 The Consolidated Records Section:

- The Records Section will be supervised by a civilian supervisor who is under the command of the Support Services Division Captain-
- The Records Section will be divided into shifts compatible with the section's workload. The Records Section will provide criminal justice record to the Greeley Police Department and the Weld County Sheriff's Office as well as other CJIS contracts, as stipulated by contract.
- 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 Supervisor.
- 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:

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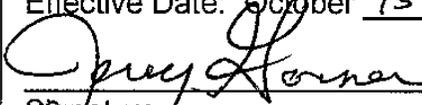
- Report review for administrative purposes, including “NIBRS – National Incident Based Reporting System”;
- Report control, including the release of protected documents;
- Records maintenance; and
- Records retrieval.
- The Records will provide information to departmental members, the Weld County Sheriff’s 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 automated data processing program.
- The training function will be coordinated by the Personnel/Training Sergeant, who reports to the Support Services Division Captain.
  - 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.
  - 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.
- The Evidence Unit will consist of assigned evidence personnel. The Unit will be under the supervision of the Support Services Division Captain and will be responsible for:
  - 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.

105.03 Issuance of Retired Officer Identification Card

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- House Resolution 218 cited as the “Law Enforcement Officer Safety Act of 2004” amends title 18, United States Code, to exempt qualified current and former law enforcement officers from State laws prohibiting the carrying of concealed handguns. In effect this amendment authorizes qualified law enforcement officers who are carrying authorizing identification to carry concealed firearms within the confines of the United States within certain State limits. In addition, this provision exempts qualified retired law enforcement officers from State law prohibiting the carrying of concealed firearms.
- Any officer who has retired in good standing and has been employed with the age twenty or more years may be issued a retirement ID card and allowed to purchase a retirement badge when approved by the Chief of Police
- A retired officer may request an identification card with or without a concealed weapons provision. Identification cards with a concealed weapons permit will be issued for a period of one year. Retired officers will be restricted to a single designated firearm for concealed carry. The designated firearm will conform to department off-duty or duty specifications and must pass inspection by a department firearms instructor.
- The retired officer will meet the following requirements:
  - Complete all department required paperwork to apply for a retired identification card with a concealed weapons permit.
  - Demonstrate the ability to safely control and handle a handgun and if needed provide medical documentation concerning the officers physical ability to control and handle a handgun.
  - Complete the department’s established process for certification of a firearm.
  - Qualify annually with the designated firearm and attend mandatory periodic training.
  - Meet all established federal guidelines including criminal history and mental health requirements for gun ownership and will have such information queried and updated annually.

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GO105.00 SUPPORT SERVICES DIVISION	Reviewed: 10/14/14
Authorized by Jerry Garner, Police Chief Effective Date: October <u>15</u> , 2014	
 Signature	Date: <u>10/15/2014</u>