WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Organizational Structure		Policy # 5.1.1
Accreditation N/A		
Effective Date: January 1, 2008	Revised Date:	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

5.1.1 ORGANIZATIONAL STRUCURE

A. PURPOSE

The purpose of this policy is to establish the organizational structure of the West Norriton Township Police Department.

B. ADMINISTRATIVE

1. Administrative functions encompass the management and direction of the department as an integrated force. Responsibilities include administration and organization, personnel management, budgetary matters, public relations, training, planning and control for the conversion of manpower and material into efficient police action.

2. Office Support Staff - The office staff consists of the Chief's Secretary/Office Manager, Lead Clerk, Clerk and Dispatch Clerks.

C. LINE

1. Line functions are those which are operational, and primarily employed to directly accomplish fundamental police objectives. They are classified and apportioned by purpose, process, clientele, time and geographic area. Line elements of the department are the Patrol Division, and the Investigation Division. Both are administered by the Deputy Chief of Police who directs and coordinates the resources of all divisions.

2. Patrol Division

   The Patrol Division is accountable for the discharge of all primary police responsibilities. It is divided into platoons, each administered by a Sergeant. Since the division performs all primary functions, it is imperative that its strength be maintained at maximum level. Its supervisors should recognize that other departmental divisions and units aid is necessary to achieve its objectives, but that it is subordinate to none of them.

3. Investigation Division

The Investigation Division is administered by a Sergeant and is comprised of two units, i.e., adult and juvenile. It is responsible for the investigation and proper disposition of all cases assigned. It will be continuously alert to the need for full cooperation between all divisions and units of the department and will make available its resources in such a way as to insure maximum success in the conduct of investigations. It shall augment the efforts of the patrol division beyond its area of limitation.

a. Adult Unit - is mainly charged with the duty to investigate and/or prosecute all cases involving persons 18 years of age and older.
b. Juvenile Unit - is charged with the duty to investigate and/or prosecute all cases involving persons who have not yet reached their 18th birthday. It is to act as a clearing agency for the discovery and correction of conditions or situations which have an adverse effect upon youth, maintain a liaison with juvenile court and other agencies active in youth welfare work.

D. SPECIAL SERVICES DIVISION

1. The Special Services Division is administered by the Deputy Chief of Police, and is comprised of various police officers assigned to other primary divisions and duties. This division contains four specialized units with specific secondary assignments and responsibilities.

   a. Bike Patrol
   b. Emergency Response Unit
   c. Internal Investigations Unit

      i. Police Pursuit Review
      ii. Shooting Review
      iii. Police Vehicle Accident Review

2. Training Unit - The Training Unit is responsible for coordinating and scheduling all training programs, either with outside agencies or in-service; preparing reports and making recommendations for improving the department's training program. It is administered by a Sergeant.

E. AUXILIARY SERVICES

1. Auxiliary Services aids or augments line units in the accomplishment of their primary police objectives. The Animal Control Officer, Crossing Guides and Fire Police are examples of units providing specialized services.

a. Animal Control Unit - The Animal Control Unit is manned by a part-time civilian employee who reports, through the police department, to the Board of Commissioners.
b. School Crossing Guide Unit - The School Crossing Guide Unit is manned by part-time sworn personnel. The unit is administered by a school guide named by the Chief of Police to act as coordinator between the Police Department, School Guides and the schools in the township which require this service.
c. Fire Police Unit - The Fire Police Unit is manned by persons who have been nominated by the Jefferson Fire Company and confirmed by the Board of Commissioners. They must be sworn and display a badge of authority and a prescribed uniform while performing their duties. No fire police member will be permitted to carry any firearm.