	<b>Newington Police Department General Order</b>	<b>Number 11.1</b>
<b>Organizational Structure</b>		
<b>Chapter 11 - Organization</b>		
<b>Date: January 29, 1993</b>	<b>Revised: December 2, 2024</b>	<b>Page 1 of 4</b>

1. Organizational Structure

The police department is divided into four major divisions: Administration, Patrol, Investigation, and Support Services.

A. Administration

1. The Police Chief is the head of the Police Department and has overall command responsibility for all personnel and activities conducted by the agency.
2. The Deputy Police Chief Acts as Executive Officer responsible for departmental administration; exercises oversight of the Patrol, Detective and Support Services Divisions and coordinates activities with other members of the staff. Assumes command of the Police Department in the absence of the Police Chief.
3. Secretary: Manages all of the central personnel files, correspondence, general and specific files, appointments, incoming calls and other tasks directed by the Chief.
4. Police Administrative Assistant: Provides administrative assistance to the Chief of Police by performing tasks of above average difficulty in support of the administrative activities and operations of the police department. The position involves police administration, budgeting, grant coordination, management analysis, staff assistance, record keeping, and policy development and performs other duties as required.

B. Patrol Division

1. The Patrol Division is commanded by a Lieutenant who reports directly to the Deputy Chief of Police. The Lieutenant has six Sergeants who report directly to him.
2. The six Sergeants command a shift of patrol officers and at least one Public Safety Dispatcher.
3. Shift Sergeants control the assignment of work for personnel under their control on their shift. They also inspect and evaluate personnel and assets under their control.

C. The Investigation Division


1. The Investigation Division is commanded by a Lieutenant who reports directly to the Deputy Chief of Police. He in turn has a Sergeant who reports directly to him. The Detectives, Evidence/Property Officer and Youth Officer report to the Sergeant. The Sergeant controls the assignment of cases and the workload in compliance with General Order 11.2.

D. Support Services

1. The Support Services Division is under the command of a Lieutenant who reports directly to the Deputy Chief of Police. He in turn has a Sergeant who reports directly to him. The Community Service Officer(s), School Resource Officer, Canine Control Officer, Civilian Dispatchers and members of the Records Unit report to the Sergeant. No one in the group reporting to the Sergeant has any supervisory authority over any other police personnel with the exception of a Records Clerk Supervisor who has supervisory authority over other records clerks.

2. Chief's Span of Control

- A. All members of the Administration Division report directly to the Chief of Police.

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3. Areas of Responsibility

A. Administration

1. The Administration Division is responsible for screening applicants for hire, assignments, promotion, publishing general and special orders in conformance with accepted standards and current law, management/labor agreement enforcement, budget administration, department inspections, police buildings, equipment, supplies, servicing and repair of all department assets, purchasing and maintenance of all records in connection with the aforementioned responsibilities, and other administrative duties.

B. Patrol Division

1. The Patrol Division provides 24-hour town wide coverage with uniformed officers and distinctively marked patrol vehicles. The Patrol Division handles all service calls, minor complaints, sick or injured calls, first response to serious incidents and when the opportunity presents itself, immediate follow-up to serious crimes. Members of the Patrol Division are obligated to prepare reports of their activity telling of their actions and/or for a follow-up by a responsible unit.

C. Investigation Division


1. The Investigation Division either initiates or conducts a follow-up of major crimes occurring in town. In addition, the division initiates or follows up on drug, vice, illegal gambling or fraud cases. Further, on behalf of the Chief, it conducts all background checks on prospective candidates. A Youth Officer is assigned to this division. The officer is responsible for investigating crimes by and sometimes against those categories of persons defined by statutes as requiring exemptions from being investigated, charged, tried, and sentenced as adults. The Civilian Property Technician is assigned to the Investigation Division and is responsible for storing and securing evidence/property taken into custody of the police department.

D. Support Services Division

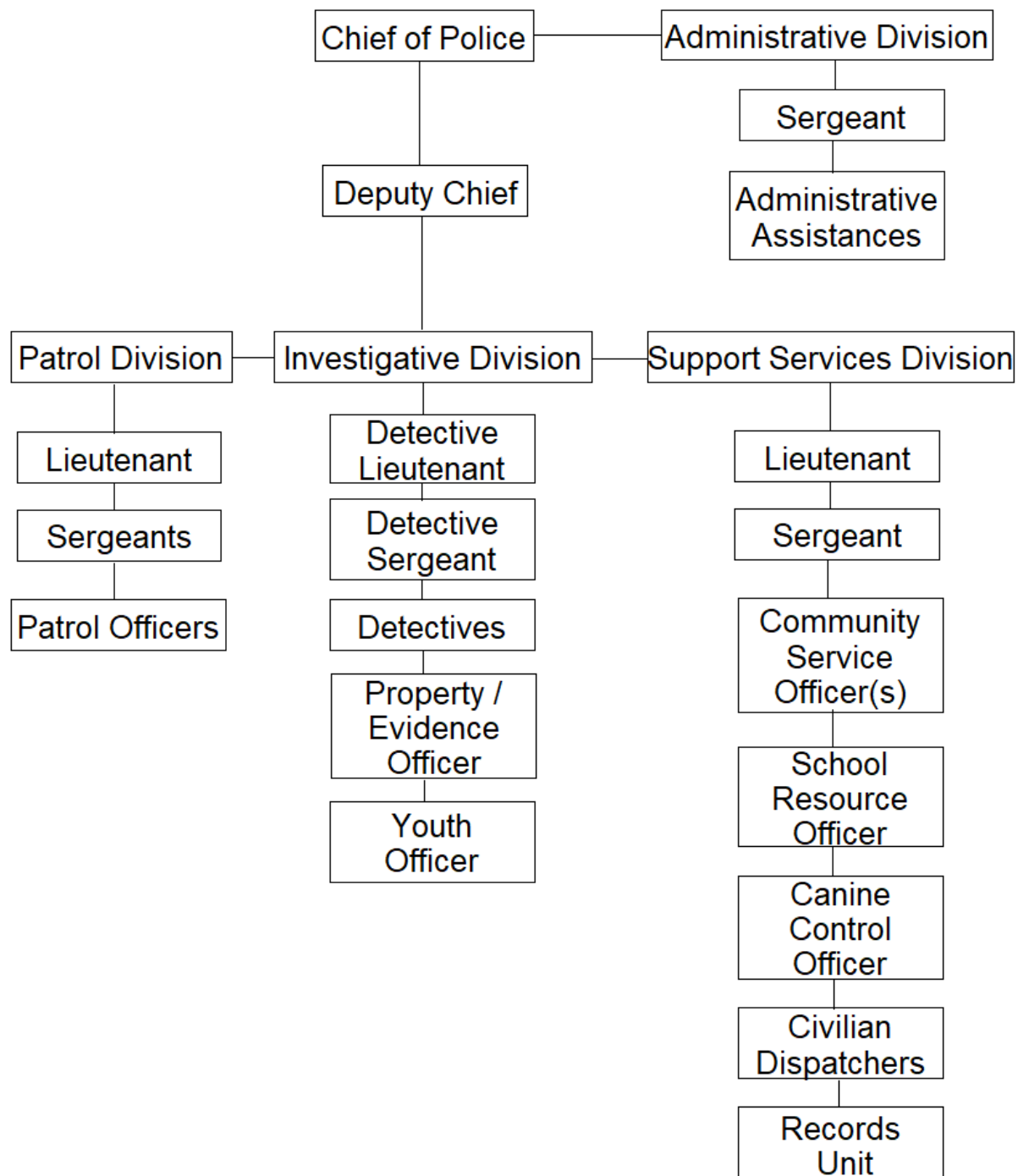
1. The Support Services Division provides in-service training, criminal and incident files management/maintenance, communications, statistical analysis reports, enforcement of canine control laws and regulations, community relations functions, may conduct internal affairs investigations and is responsible for Professional Review and Standards (Accreditation) and other duties. The School Resource Officer provides a full-time police presence in the school system. The Support Services Division is responsible for preparation of the NIBRS report submitted to the State Police and the FBI.



4. Organizational Chart

- A. The organizational chart will be reviewed and updated as needed.

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## Organizational Chart



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By Order of: \_\_\_\_\_

Christopher Perry  
Chief of Police

\_\_\_\_\_ Date