

Abington Township Police Department Policy and Procedure Manual

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I. PURPOSE

The purpose of this order is to describe the organization of the Police Department.

II. POLICY

The Police Department is established by law and shall consist of a Chief of Police and such regular officers and employees as may be specified by the Abington Township Board of Commissioners. The Police Department shall be under the general supervision of the Township Manager. The Chief of Police shall be the Chief Executive Officer of the Police Department, and he/she shall, at all times, enforce the rules and regulations for the government of the police prescribed by the Abington Township Board of Commissioners. The Chief of Police reports directly to the Township Manager. Police officers are charged with enforcing the laws of the Commonwealth of Pennsylvania and all the ordinances of Abington Township. Jurisdiction of the Police Department is limited to the town boundaries, except when another department requests assistance, or when enforcing laws on property owned by the Township, but outside its boundaries. The organization of the Police Department will support the effective and efficient accomplishment of Departmental responsibilities and functions.

III. PROCEDURE

A. Organizational structure:

1. The Chief of Police is responsible for the direction of all activities of the Department. This direction will be accomplished through written and oral orders, policies, directives, guidelines and guidance, as well as by personal leadership.

2. The Police Department places a high organizational value on Community Policing concepts and practical application.
3. The department=s organizational structure includes persons who are assigned specific responsibilities which include activities directly related to carrying out or supporting the Department's objectives. The Department is reorganized under a Deputy Chief and Division Commanders.
 - a. The Deputy Chief will be held accountable for the performance of this/her assigned areas of responsibility.
 - b. The functional responsibility of police department work groups will be placed under a Deputy Chief specifically charged with ensuring their successful operation.
4. The Abington Township Police Department is divided into three major divisions and the Emergency Management and Planning Office:
 - a. The Deputy Chief
 - (1) The Deputy Chief will serve as the Department's "Second in Command". He/she will serve as the Commander of the Detective Division including the Detective Bureau, the Special Investigations Unit (SIU), the Juvenile Unit, Evidence Control, and Professional Integrity and Standards Investigations.
 - (2) In addition, he/she will be responsible for the administrative and budgetary oversight of the Community Oriented Policing Division and Patrol Operations.
 - (a) The COP Division and Patrol Division Commander, will report directly to the Deputy Chief.
 - b. Administrative Division
 - (1) The Administrative Division is the source of non-operational support to the Police Department, and provides most of the ancillary products and services necessary to keep line units operating. This division provides information management services, record keeping, and communications which make field operations possible, contributes to the effective management of the Department's resources and Accreditation.
 - (2) The Records Unit files, stores and manages all of the operational records of the Department including all accident and criminal reports.

c. Emergency Management and Planning Office

- (1) The mission of the Emergency Management and Planning Office is the development and maintenance of a comprehensive plan to prepare for, respond to, and recover from all types of large scale emergencies that might occur within Abington Township. This mission is accomplished by coordinating various Township departments, volunteer units, regional partners, and other organizations that would play a role in any major incident.
- (2) During major incidents, the Emergency Operations Center (EOC) serves as the coordination point for all response and recovery operations, and dissemination point for public information and emergency instructions for residents.
- (3) Abington Township's Emergency Operations Center (EOC) is located in the basement of the Abington Township Building.