



GENERAL ORDER

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EFFECTIVE DATE

22 April 1965

NO.

65-17

SUBJECT

ORGANIZATION AND FUNCTIONS OF THE OFFICE OF THE SUPERINTENDENT

DISTRI-BUTION

C

AMENDS

REFERENCE

General Order 63-31
Department Special Orders 64-24 and 64-34

RESCINDS

General Order 63-35

RESCINDED Article II

by G.O. 65-17 A

RESCINDED
by G.O. 68-18

I. PURPOSE

This order:

- A. defines the organization and outlines the functions of the Office of the Superintendent.
- B. changes the names of the Police Planning Division to the Planning Division and the Management Analysis Division to the Data Systems Division.
- C. transfers the Forms and Records Management and the Organization and Methods Sections to the Planning Division and redesignates the Organization and Methods Section as the Methods and Procedures Section.
- D. reflects changes in the organization and functions of the other divisions in the Office of the Superintendent.

II. OFFICE OF THE SUPERINTENDENT

A. Superintendent's Personal Staff

- 1. Aide
- 2. Executive Assistant
- 3. Administrative Assistant

B. Divisions

- 1. Data Systems
- 2. Finance
- 3. Personnel
- 4. Planning
- 5. Public Information

III. DATA SYSTEMS DIVISION

The Division is commanded by a Director and consists of the following sections:*

A. Systems

- 1. Designs, implements, documents, and maintains Department data processing applications.
- 2. Evaluates and selects data processing equipment for use in or by the Department.
- 3. Carries or shares responsibility for and participates in Department activity, the purpose of which is to determine feasibility of proposed data processing applications, to provide specifications for proposed data processing applications, or to modify existing data processing applications.
- 4. Supervises contractual work relating to data processing for the Department.

B. Operations

Operates data processing equipment assigned to the Division.

*Definitions

- 1. Integrated data is information in machine usable form. Examples: punched cards, punched tape, magnetically stored information, sense marked data, transmitted data.
- 2. Data Processing Equipment is machinery or other devices including communications equipment which uses or produces integrated data.
- 3. Data Processing Application is any use of data processing equipment.

IV. FINANCE DIVISION

The Division is commanded by a Director and consists of the following sections:

A. Timekeeping and Payroll

Maintains the Department daily Attendance and Assignment Record and the payroll status of all Department personnel. Transmits payroll to the City Comptroller's Office and certifies Department payrolls.

B. Purchasing

Reviews, approves, and processes all Department purchase requisitions and contractual payments, and prepares vouchers. Maintains liaison with the City Comptroller's Office and Department of Purchases, Contracts, and Supplies.

C. Budgeting

Develops the annual budget estimates in line with administration fiscal policy. Issues quarterly budget reports of projected and actual expenditures. Controls expenditures for personal and non-personal services. Maintains liaison with the City's Budgetary Division.

D. Accounting

Maintains the Department's accounting records. Issues periodic and special reports to management and to unit heads relating to fiscal operations. Performs such audits as may be required.

E. Contingency Fund and Extraditions

Disburses and controls expenditures from the Superintendent's contingency fund. Processes extradition papers. Controls travel expenditures for Department personnel on official business.

V. PERSONNEL DIVISION

The Division is commanded by a Director and consists of the following sections:

A. Employment

Recruits sworn and civilian personnel. Administers tests to civilian applicants. Prepares and publishes personnel orders. Assigns personnel within established complements. Regulates transfers, secondary employment, and leaves of absence.

B. Recruit Processing

Investigates, processes, and clears all persons for employment by the Department. Recommends recruits for permanent appointment. Administers the authorization of special police. Supervises and maintains records on the activities of all police officers on Detached Service. Supervises the administration of the Police Cadet Program.

C. Classification

Classifies all positions within the Department. Makes on-the-job audits of the duties and responsibilities in the classified service, and prepares detailed job descriptions.

D. Records and Transactions

Processes all personnel transactions, including original appointments, salary increases, transfers, promotions, deaths, and retirements. Maintains records of hospitalization insurance and savings bonds. Releases authorized information on members of the Department. Maintains the personnel records of all members.

E. Special Projects and Research

Analyzes Department personnel policies and practices. Administers special projects, such as detective examinations and periodic performance ratings.

F. Safety

Develops and directs a Department-wide safety program. Establishes and maintains procedures for reporting, analyzing, and presenting records of employee accidents and injuries. Makes field inspections to uncover safety hazards. Investigates all serious accidents and injuries to establish responsibility and Department liability. Develops information to form the basis for an accident prevention program. Represents the Department in court cases involving Department vehicles. Places into effect safety projects of a specialized nature to cope with particular safety deficiencies.

G. Employee Appraisal

Maintains information regarding the qualifications and potential of present employees and prepares individual programs for the development and use of these individuals.

H. Special Services

Develops and coordinates Departmental athletic, recreational, cultural, and social programs designed to meet the needs and interests of Department employees and members of their families. Develops programs and opportunities for retired personnel. Administers Department Blood Donor Program. Represents the Superintendent of Police in assisting families of Department personnel in cases of emergencies. Coordinates Department recruitment efforts.

I. Medical Services

Conducts medical examinations of new personnel and administers a program of voluntary periodic medical examination of all personnel. Examines sick and injured employees to determine eligibility for benefits and ability to return to duty. Records all absences due to illness and injury and presents cases for medical review as required. Controls sick leave usage. Maintains special records of employees on light duty or disability roll.

VI. PLANNING DIVISION

The Division is commanded by a Director and consists of the following sections:

A. Methods and Procedures

1. Determines methods to maximize the efficiency of Department administrative operations.
2. Conducts studies of existing procedures and develops new ones when appropriate.
3. Conducts studies on utilization of administrative and clerical staffs; office equipment and supplies; physical properties and vehicles.
4. Conducts surveys of organizational structure within the various bureaus and divisions, and drafts organizational charts and orders.
5. Designs office layouts and evaluates the need for office space.
6. Proposes data processing applications.
7. Analyzes proposed and enacted legislation for its administrative implications.

B. Operations Analysis

1. Studies police operations and policies to determine more effective programs.
2. Conducts research to gain insight into current police problems.
3. Develops proposals for more effective crime prevention and criminal apprehension with particular emphasis on the formulation of effective beat layout.
4. Makes periodic analysis of the incidence of crime to alert the Department to significant trends. Prepares interpretations of crime statistics for the Department and the press. Stages briefing sessions on crime problems for command personnel.
5. Analyzes types of crime, rates of clearance, areas of occurrence, types of offenders, and court dispositions to give command personnel insight into the nature of the crime problem and their effectiveness in coping with it.
6. Reviews inspection reports to identify problem areas and proposes solutions.
7. Formulates proposals for legislation affecting police functions.
8. Prepares Department-level directives reflecting changes in legislation and the policies or procedures of other agencies.
9. Maintains and reviews specifications for uniforms and official personal equipment.
10. Reviews and prepares for staff consideration, material submitted by other units or individual members which relates to police functions.

C. Forms and Records Management

1. Reviews and approves all requests for forms, designs all forms, and establishes forms processing methods.

2. Develops the Department Records Management Program, including:
 - a. establishing records retention and disposal schedules.
 - b. reviewing and approving filing systems and all requests for filing equipment, both mechanical and manually maintained types.
 - c. reviewing and approving all requests for microfilming.
 3. Controls Department level directives and, on request, assists other units in the preparation of directives.
- D. Program Evaluation and Policy Planning (PEPP)
1. Evaluates the effectiveness of the Department in achieving its basic objectives, and determines how well these objectives are being met.
 2. Develops policies by which Department objectives might be fulfilled most effectively.
 3. Conducts long range research projects to objectively assess future Department policy and program needs.

VII. PUBLIC INFORMATION DIVISION

The Division is commanded by a Director and consists of the following sections:

A. Press Liaison

Maintains contact with the press. Prepares new releases. Arranges press conferences, and ceremonies for promotions, graduations, and special events. Administers the issuance of official credentials for the press, consular corps, doctors' emergency medical vehicles, and official business vehicles.

B. Department Publications

Reviews and approves issuance of Department publications. Prepares the Police Star, Department history, annual reports, special crime prevention campaign and project materials. Provides editorial and research assistance on request.

C. Special Events

Stages special events for the public, arranges tours, speeches, and receptions. Staffs an Information Desk in the lobby of the Headquarters Building. Replies to, or routes to concerned units for reply, inquiries from the public concerning Department operations.

D. Exhibits and Special Projects

Develops and maintains exhibits, posters, and other displays to aid in promotion of harmonious police/citizen relations and the recruitment of police personnel. Schedules the placement and manning of exhibit facilities at community locations throughout the city, in parades, and in special campaigns.

VIII. DEPARTMENT SPECIAL ORDERS AFFECTED

In Department Special Orders 64-24 and 64-34 wherever the name Management Analysis Division appears, Planning Division will be substituted.



Superintendent of Police

I have read and understand this order.

Signature

Date