



GENERAL ORDER

DATE OF ISSUE

27 November 1973

EFFECTIVE DATE

28 November 1973

NO.

73-4A

SUBJECT

ORGANIZATION AND FUNCTIONS OF THE BUREAU OF ADMINISTRATIVE SERVICES

DISTRI-BUTION

C

AMENDS

General Order 73-4

REFERENCE

RESCINDS

I. PURPOSE

This order establishes the new organizational structure of the Training Division.

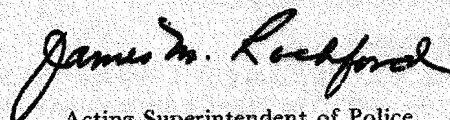
II. ITEM III-C IS AMENDED TO READ:

C. Training Division

The division is commanded by a director who is directly responsible to the Deputy Superintendent, Bureau of Administrative Services. The Training Division includes the following Sections:

1. Administrative Section, responsible for providing the administrative support necessary to insure the most effective operation of the Division. This section consists of:
 - A. The General Office Unit, responsible for the Division's clerical operation.
 - B. The Program Liaison Unit, responsible for maintaining liaison with and coordinating all Special Education Programs.
 - C. The Budget Unit, responsible for the development and preparation of the annual Division budget.
 - D. The Examination Unit, responsible for all examinations resulting in academic grading of members attending the Training Division.
2. Programs Section, responsible for the development and presentation of all in-academy instructional programs. This section consists of the following units:
 - A. The Police Operation Unit "A" Basic Patrol, responsible for the development and presentation of all training relating to police basic patrol operations and activities.
 - B. The Police Operation Unit "B" Patrol Support, responsible for the development and presentation of all training relating to operations and activities conducted in support of police basic patrol operations and activities.
 - C. The Criminal Law Unit, responsible for the development and presentation of all training relating to criminal law.
3. Physical Skills Section, responsible for the development and presentation of all training relating to weaponry, drill and formations, and weaponless defensive tactics. This section consists of:
 - A. The Range Unit, responsible for the training for qualification, or familiarization firing of Department weaponry by Department members.
 - B. The Drill Unit - Emergency Operations Unit, responsible for the development of all training relating to drill formations, tactical formations, and the doctrine for their employment.
 - C. The Physical Training Unit, responsible for the development and presentation of all training as it relates to weaponless defensive tactics and use of the baton.
4. Program Support Section, consists of the following units:
 - A. The Sight/Sound Training Material Unit, develops both graphic and audio/visual material to support Department roll call training programs.
 - B. The Training Bulletin Unit, responsible for the preparation of training bulletins.
 - C. The Visual Aids Unit, responsible for the development of graphic training aids and material to support the in-academy instructional program.
 - D. Reproduction Unit, responsible for all written materials which must be reproduced for use or dissemination by the Training Division.
 - E. Extension Unit, responsible for the development and presentation of correspondence course material for the police personnel.
5. Command Support Section, consists of the following units:
 - A. Duty Unit, responsible for disciplinary procedures in the Training Academy.
 - B. Veterans Affairs Unit, responsible for maintaining liaison with the Veterans Administration to insure educational benefits are afforded Department members who are prior Armed Forces Members.
 - C. Field Training Unit, responsible for the liaison between field training units and the Division.

- D. Facility, Control Unit, responsible for supervising and controlling the security and maintenance of the Division's physical plant and facilities.
6. Research and Analysis Section, consists of the following units:
- A. Curriculum Development Unit, responsible for the development of curriculum for all phases of training, including recruit in-service, extension course, roll call, and such other training needs that are identified.
 - B. Research Unit, responsible for the study of the organizational structure of the Training Division and the conduct of research programs within and without the Department relating to the police sciences.
 - C. Schedule Unit, responsible for the coordination of class scheduling to insure the most effective allocation of instructors, class rooms, and training material.


Acting Superintendent of Police

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