

Salisbury University Police Department

CHAPTER 11 ORGANIZATION AND ADMINISTRATION

11.1 Organizational Structure

11.1.1 Organizational Structure of the Salisbury University Persity P 32p96(erpar-3(e4 Tm(y)-3n5.23 709.68 Tm(

1. Preparation and submission of periodic documentation concerning personnel issues, annual Clery report, work orders, expense accounts, requisitions, etc.
2. Assists in the establishment and maintenance of departmental correspondence files plan, written and electronic correspondence, office administration and management.
3. Handles the Records function which includes reviewing written reports; coding and accounting for Uniform Crime Report; filing, maintenance and storage of
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E. *o y @ u ion, this Commander is system, communications voice logger and emergency alert systems. Additionally, the Commander is responsible for ensuring that backup power, radio, telephone and technology systems are maintained to ensure continuity of operations in the Communications Center and alternative sites as necessary.*

VI. Administrative Division

A. This division is commanded by a Lieutenant who is responsible for all sworn and civilian personnel assigned thereto with the following functional areas:

1. Accreditation;
2. Crime Prevention;
3. Property and Evidence Management;
4. Internal Quality Control and Inspections of functional areas;
5. Internal Affairs investigations;
6. Grants Coordinator;
7. Training;
8. Clery Act Report;
9. Recruitment/Selection;
10. *Communications Center*

B.

11.3 Authority and Responsibility

11.3.1 Delegation of Authority

- A. All employees within the department have been delegated authority necessary to make crucial decisions allowing them to execute their responsibilities and complete their function within the department. All levels of department supervision shall delegate the necessary authority to lower ranking personnel to allow all members of the department to function accordingly consistent with the values and mission of the department.
- B. Authority to execute required activities of agency units or functions is delegated by the Chief of Police through the command structure in order for responsibilities to be accompanied by commensurate authority.
- C. The chain of command provides a channel of communication and a means of delegating authority, assuring adequate

- B. Monthly Reports:
 - 1. These reports, as required, are prepared by Squad and/or Division Commanders for the Chief of Police. These reports provide the opportunity to account for unit/division activities, to discuss administrative matters, highlight achievements or problems, provide data analysis, establish upcoming objectives/plans for special events, etc.
- C. Quarterly Reports:
 - 1. These reports, as required, are prepared by Division Commanders for the Chief of Police. These reports provide Commanders and the Chief of Police with information concerning departmental activities, recommendations for reallocation and distribution of personnel and resources. These reports highlight achievements, report on department goals and objectives and reflect accreditation activities.
- D. Semi-Annual and Annual Reports:
 - 1. These reports, as required, are prepared by Division Commanders for the Chief of Police. These reports summarize monthly reports and should provide comparative data and statistics that account for the activities of the department and from which an annual report is prepared.
 - 2. The Chief of Police will use annual crime and other data to complete the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act Report for the US Department of Education.
- E. Miscellaneous Reports
 - 1. These reports are prepared by any individuals assigned to or participating in significant departmental activities (traffic/parking enforcement, changes of procedures or protocols, etc) which indicate directed patrol activities.

II. Accreditation Reports include:

- A. These reports may reflect activities outlined in the monthly, quarterly, semi-annual, annual and/or miscellaneous or other incident reports. Additionally, reviews, analyses, inspections, etc will be completed in compliance with Accreditation standards.
 - 1. A list of all required administrative reports are disseminated to each Division Commander. This list includes:
 - a. The CALEA standard number;
 - b. The person and/or position responsible for the report(s);
 - c. The purpose of the report(s); and
 - d. Frequency of the report(s).

