

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER NO. 04-15

October 21, 2015

SUBJECT: LOGISTICS SECTION, EMERGENCY SERVICES DIVISION; GRANT OVERSIGHT

PURPOSE:

To clarify the chain of command for Logistics Section, Emergency Services Division (ESD) and to clarify external/internal coordination, expenditures and procurement of operational equipment/supplies for the Bomb Squad, Hazmat and Bomb Detection K-9 Section. Also, to implement a coordinated effort in regards to grant expenditures.

PROCEDURE:

Chain of Command – Officers assigned to the Logistics Section, ESD, are a direct report to the Commanding Officer, ESD. The Police Officer III+I+I in the Logistics Section, ESD, shall be the Officer-in-Charge (OIC) of the unit.

External/Internal Coordination - The Logistics Section, ESD, will act as the clearinghouse and coordinate all operational equipment purchased for ESD. When any of the three other sections (Bomb Squad, Bomb Detection K9, Hazmat) are in need of procuring supplies or equipment, that section shall contact the OIC of Logistics and inform the OIC of the desired items. Logistics will work with that section to help them identify and/or obtain the equipment/supplies requested.

Bomb Squad, Hazmat and Bomb Detection K9 shall each appoint a supervisor who will be the Quartermaster for their respective section. It is the expectation of the command that each Quartermaster shall meet and coordinate with the OIC of Logistics once per Deployment Period for the purpose of identifying the latest equipment on the market for their specific mission, procuring equipment and supplies and reviewing the budget.

Grant Coordinator – The tracking of the grants for ESD shall be coordinated by the Management Analyst II with the assistance of a Logistics Section officer. Each section shall assign an officer to oversee the grants for their respective section. Grant requests and grant funded purchases shall be coordinated between the sections and Logistics and presented to the Commanding Officer, ESD, for approval.

ROLANDO SOLANO, Captain
Commanding Officer
Emergency Services Division