

## TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE: Organization of the Department</b>		<b>Number: 301</b>
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**01 Purpose:** To describe the department’s organizational structure and the functional levels of authority and responsibility therein.

**02 Policy:** The formal structure of the Takoma Park Police Department is shown on the attached organizational chart, which, together with this Order, is accessible to all personnel and updated as necessary.

**03 General Organization:** Line functions are activities directly related to carrying out the Department’s objectives. Staff functions are activities supporting the line functions. Typically, most line functions are activities accomplished by sworn personnel and staff functions are assigned to civilian positions. Under the command of the Chief of Police, the Department is organized as follows:

**A. Line Functions:**

- \* Operations Division
- \* Investigations Section

**B. Staff Functions:**

- \* Administrative Services Section
- \* Training Coordinator

**C. Office of the Chief:**

- \* Deputy Chief
- \* Executive Assistant / Public Information Officer
- \* Chief’s Advisory Board.
- \* Emergency Management and Police Planning
- \* Special Projects and Community Policing Lieutenant (when staffing allows)

**04 Chain of Command and Lines of Authority:** As shown on the organizational chart, the Department consists of the Office of the Chief, Operations Division, and Support Services Division. The Chief of Police supervises the Executive Assistant/Public/Information Officer, Emergency Preparedness/Planning Manager, Special Projects, and the Deputy Chief.

**A.** The City Code, Title 2, Article I, The City Manager, Sec. 2.08.020 Power of Appointment states: “The City Manager shall have the power to appoint, suspend, and remove all department heads at his or her sole discretion.” Section 2.08.30 of the City Code provides:

“The City Manager may establish such department head positions, as the City Manager deems necessary to manage the functions of the City government. The department heads may include:

Police Chief. The Police Chief shall arrange all activities and programs of the Police Department and shall be responsible for law enforcement in the City.”

Section 2.20.010 of the City Code further provides:

“The Chief Police Officer shall be responsible for the preservation of the peace, the maintenance of order, the prevention and detection of crime and the enforcement, within the City, of all laws, regulations, and ordinances over which the Police department has jurisdiction.”

“The Chief Police Officer shall ensure that members of the force properly perform their police duties that the rules and regulations of the department are strictly enforced, and that discipline in the department is rigidly maintained.”

Office of the Chief of Police: This section includes the Chief, the Deputy Chief, the Chief’s civilian Executive Assistant/Public Information Officer, Special Projects Lieutenant, and a civilian Emergency Management/Planning Manager. Also attached to the Office is the Chief’s Advisory Board, made up of 12 citizens and/or business owners in the City who advise the Chief on issues, concerns, and matters which affect the quality of life in the City.

**B.** Appointed by and reporting to the Chief of Police, the Deputy Chief will oversee the day to day operations of a modern, full-service agency dedicated to policing the City with a highly engaged and community-involved approach. The Deputy Chief of Police develops and administers programs and activities to ensure the safety and security of the community and to reduce fear of criminal activity. The Commanders of the Operations and Support Services Divisions report to the Deputy Chief.

**C.** Acting Chief of Police:

**1.** In the planned absence of the Chief of Police, the Deputy Chief shall be in-charge of the department during the absence of the Chief of Police.

**2.** If an exceptional situation involving the Chief’s and Deputy Chief’s availability should arise, such as a sudden serious illness or other unforeseen incident, the senior division commander will assume the role of Acting Chief of Police unless otherwise designated by the City Manager.

**3.** Personnel Orders will be written whenever an Acting Chief is designated. The Acting Chief has all the authority of the Chief, except in the following instances, or unless they are otherwise specifically authorized in the Personnel Order:

- \* selection and appointment of new personnel
- \* dismissals
- \* promotions
- \* demotions
- \* modifications of rules, regulations, general orders or policies, in non-emergencies

**D. Operations Division:** The Division is commanded by a Captain, who supervises the Operations Lieutenant, the four (4) patrol Teams, Traffic Unit, and the Community Outreach Officer. The Commander is responsible for coordinating all patrol activities, which include routine patrol, Community Oriented Policing, selective enforcement, the DCAT (Decentralized Community Action Team), SERT (Special Events Response Team), follow-up investigations as necessary, preparation of reports and court testimony, and patrol duties at special City events. The Commander has overall responsibility for division performance, morale, and patrol team staffing. Following is a brief description of positions within the Patrol Operations Division; however, each job description should be referenced for specific duties of these same positions.

1. Operations Lieutenant: oversees the daily operations and investigations of the units under his/her command. Handles administrative tasks to keep the section operational and functional. Develops plans for events and selective special enforcement areas. Assumes command of the division in the absence of the Captain.
2. Sergeant - Team Leader: This position requires the direct supervision of patrol officers (the team). He/She is responsible for performance of the officers, as well as their professional development and morale. The Sergeant is also expected to perform duties of the subordinate officers as needed, including issuing tickets, writing reports, impounding property, and making arrests.
3. Patrol Corporal: This is a hands-on position with enforcement and, in the absence of the Sergeant, administrative duties.
4. Patrol Private First Class: This is a hands-on enforcement position, attained after demonstration of a basic level of proficiency in patrol work.
5. Patrol Officer/K-9: Refer to General Order 650 (K-9 Procedures) for a description of this position. May be either a Corporal or a Private First Class.
6. Patrol Private: This is a hands-on enforcement position.
7. Community Outreach Program (COP) Officer: This sworn officer furthers the COP objective to improve the quality of life for City residents through education on safety and crime prevention, and through strengthening the relationship between the community and the Police Department.
8. Traffic Control Officer: This sworn officer identifies specific traffic problem areas and targets such locations for enforcement action. The officer also investigates major vehicular collisions
9. Safe Speed Coordinator: This civilian position administers all aspects of the department's speed camera program except the approval process for issuance of citations.

**D. Support Services Division:** This component, commanded by a Captain, is responsible for the Criminal Investigations Division's Lieutenant who oversees the function and consists of two (2) units of sworn personnel, Criminal Investigations Unit and the Special Investigation Team, each supervised by a Detective/Sergeant as well as the civilian Crime Analyst, Property/Evidence Manager and Victim Witness Coordinator. The Captain is also responsible for the Support Services Division Lieutenant who oversees the civilian administrative staff, consisting of the Records Specialist, Parking Enforcement Coordinator, Logistics/Payroll Specialist and Crossing Guards, NCIC Warrants Specialist and Dispatchers, the Neighborhood Services Supervisors and unit. The Support Services Commander, also serves as the department's Professional Standards Manager.

Following is a brief and general description of positions in the division; however, individual job descriptions should be referenced for specific and complete duties for each position.

1. Detective Lieutenant: oversees the daily operations and investigations of the units under his/her command. Handles administrative tasks to keep the section operational and functional. Develops procedures and looks for training opportunities for officers. Assumes command of the division in the absence of the Captain as needed.

2. Detective/Sergeant: This is a hands-on position requiring supervision of other employees. In addition to performing investigations, the Detective/Sergeant is expected to train and evaluate subordinates.

3. Detective/Corporal: This is a hands-on position with investigative and, at times, administrative duties. The Detective/Corporal supervises in the absence of the Detective/Sergeant.

4. Detective: This is a hands-on position with investigative duties, in either the Criminal Investigations Section or Special Investigations Section.

5. Victim/Case Support Services Coordinator: a civilian position that provides referrals, support, and other information for victims and witnesses to crimes.

6. Crime Analyst: a civilian position that provides a crime analysis functions for the department.

7. Property/Evidence Manager: custody and disposes of property and evidence acquired through criminal investigations

**8. Support Services Section**

- a) PROCUREMENT
- b) Police records
- c) Logistics/Payroll Specialist also supervises the School Crossing Guard program, comprised of nine part-time civilian Crossing Guards.
- d) Impounded property
- e) Court dates
- f) Parking tickets Specialist; a Parking Enforcement Coordinator

g) **Neighborhood Services Team**

- Parking Enforcement/Nuisance Abatement Officer:
- Code Enforcement and Education Unit:

h) **Communications Dispatch Unit**

This Section is a 24X7 operation staffed by a civilian Communications Dispatch Supervisor, who provides direct supervision of the other civilian dispatchers

- i. NCIC Validations Coordinator/Warrant Control Specialist.
- ii. Communications/Dispatch Senior Dispatcher
- iii. Dispatchers

i) Training Coordinator

**Job Descriptions**

1. Support Services Lieutenant: oversees the daily operations of the units under his/her command. Handles administrative tasks to keep the section operational and functional. Develops procedures for improvement. Helps with the budget process. Assumes command of the division in the absence of the Captain as needed.

2. Administrative Sergeant: oversees the training of the department and maintains training records, assists with administrative tasks, and supervises the Traffic Enforcement Unit.

3. Training Coordinator: oversees the training of the department and maintains training records. Coordinates classes for mandatory officer training, works with Maryland Police Training and Standards Commission to keep instructor certificates current, and obtaining training codes for classes. Works with other officers, agencies, and departments to put on training for police staff.

4. Logistics/Payroll Specialist: processes department time sheets and leave sheets; handles purchasing of department supplies.

5. Records Specialist: maintains all department records except CID case files; makes RMS entries; distributes reports.

6. Parking Enforcement Coordinator: processes parking citation payments; handles issuance of City parking permits.

7. NCIC Validations Coordinator/Warrant Control Specialist: responsible for validating all department METERS and NCIC records; maintains warrant files.

8. Communications Dispatch Supervisor: supervises all functions of Communications office and personnel; performs line dispatch duties.

9. Communications Dispatcher: performs line dispatching and call taking duties.

10. Parking Enforcement/Nuisance Abatement Officer: This is a civilian field position responsible for issuing parking citations and removal of abandoned automobiles, for animal control violations and citations, and for noise control violations and concerns, including liaison

with the Noise Control Board.

**11. Code Enforcement and Education Section:** This is a civilian field position responsible for enforcing and educating the residents and businesses on city ordinances.

**12. Crossing Guard:** a part-time position controlling traffic at school crossings and/or key locations to ensure pedestrian safety, (School Safety Section).

**05 Command Progressions:**

A. In the absence of the Chief of Police, and no one is designated by the chief, such as a sudden serious illness or other unforeseen incident, the Deputy Chief, then the senior division commander in the absence of both the Chief and Deputy Chief will assume the role of Acting Chief of Police unless otherwise designated by the City Manager.

**B.** The order of rank for sworn personnel is:

- \* Colonel
- \* Lt. Colonel
- \* Captain
- \* Lieutenant
- \* Sergeant
- \* Corporal
- \* Private First Class
- \* Private

**06 Authority and Responsibility:**

A. Commensurate Authority. Each level of responsibility will be accompanied by commensurate authority. Commensurate authority is the authority given to an individual in a particular position or assignment enabling the individual to make decisions necessary for the effective execution of his/her responsibilities.

B. Delegation. Employees shall be accountable for the use of delegated authority, as well as for failure to use delegated authority.

**07 Unity of Command:**

A. Each employee is accountable to only one supervisor at any given time. This is to afford employees a clear understanding of the reporting relationship and accessibility to a supervisor. There will be situations, however, wherein an employee may legitimately receive an order from a supervisor outside of their normal chain of command.

B. Each organizational component is under the direct command of only one supervisor.

C. Supervisory personnel are accountable for the activities of employees under their immediate control.

**08 Command Protocol:**

A. Generally, command devolves on the senior ranking officer. Seniority is established first by rank, and second, by length of service in the rank. Command shall only devolve when a communication of intent to take command is made by an officer and acknowledged by the current officer in command. However, note the exceptions in the following three paragraphs.

B. When both the Operations and Investigative officers have responded to an incident or are present at a natural disaster or other catastrophic occurrence within the City, the ranking Operations officer will take command unless and until relieved by a competent authority.

C. Normally, in any hostage-barricade situation, the Operations Commander, or the next patrol officer in rank, will take command unless and until relieved by a competent authority.

D. When both Patrol and Investigative officers are present at a stabilized crime scene, the ranking Investigative officer shall take command of all activity within the crime scene.

**08 Span of Control:**

A. At higher levels of authority there are fewer employees in the span of control because the addition of employees increases the difficulty of command and decreases supervisory efficiency and employee performance. Generally, Division Commanders do not have day-to-day supervisory responsibility for all personnel assigned to their Division; instead, they delegate authority to their subordinate lieutenants and unit supervisors. Nevertheless, Division Commanders will ensure adequate and proper supervision is provided to all personnel assigned to their Divisions.

B. Higher ranking officers shall not assume command outside their own area of responsibility within the organizational structure except when failure to do so would seriously endanger the community or the Department. This does not apply to observed violations of law or General Orders that need immediate attention, nor to on-call commander situations.

C. In situations wherein two or more organizational components are represented, the highest-ranking supervisor of the component actively involved in the event will assume command responsibility until such time as that component's participation has been completed or turned over to a specialty unit or entity (e.g., CID, collision investigator, etc.) The Chief of Police will have final authority to designate command authority.

**09 Accountability:**

A. At every level within the Department, employees are given the authority by this General Order, as well as by informal agreement, to make decisions necessary for the effective execution of their responsibilities. Accordingly, every employee is responsible for use of delegated authority and failure to use delegated authority to accomplish tasks.

**B.** Supervisory personnel will be held accountable for the work performance of employees under their immediate supervision. Additionally, every supervisor will be responsible for delegated authority used in the course of official duties.

**C.** Each supervisor of every function or component will be responsible for communicating daily, quarterly, or annually as follows:

**1.** Daily communications may be disseminated by voice mail, email, bulletins, or in person at staff meetings.

**2.** Required monthly or quarterly reports will be written and will cover operational successes as well as problems.

**3.** Yearly reports may be included in an Annual Report. Among other things, the Annual Report will discuss goals and objectives of the affected unit for the next calendar year, and how previously announced goals were met in the calendar year preceding.