

La Plata Police Department – General Order

	Title: Organization and Structure	Order #: 301		
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Approved by: Chief Carl Schinner			CALEA 5 th Edition	
CALEA Standard:			Pages: 4	

1. **POLICY:** It is the policy of the La Plata Police Department to have organized components that best promote and further the community oriented policing philosophy, provide exceptional customer service to our citizens, and promote the efficient and effective allocation of resources that will assist in the successful accomplishment of the Department’s mission.

2. PROCEDURES:

a. Chain of Command:

i. The Department will utilize a chain of command for communication, command, and direction of agency personnel. The following chain of command has been established to facilitate the decision-making process within the Department.

1. Chief of Police
2. Captain
3. Lieutenant
4. Sergeant
5. Corporal
6. Police Officer First Class
7. Officer
8. Cadet

b. 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 him/her to make

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decisions necessary for the effective execution of his/her responsibilities.
(CALEA 11.3.1.a)

- c. Delegation. Employees shall be accountable for the use of delegated authority, as well as for failure to use delegated authority. (CALEA 11.3.1.b)
- d. Component Command: Each organizational component is under the direct command of only one supervisor. (CALEA 11.2.2)
- e. Function Command: Each employee function is responsible to one (1) supervisor as outlined in the Department's organization charts. (CALEA 11.2.1)
- f. Span of Control. Supervisors, both sworn and civilian, will not directly perform day to day supervision of more than six (6) employees, unless if unusual circumstances exist. Generally, Division Commanders are not considered as having day to day supervisory responsibility to all personnel assigned to their Division, but delegate authority to their subordinate supervisors. Division Commanders will ensure that adequate and proper supervision is provided to all personnel assigned to their Divisions.
- g. Command Protocol: Higher ranking officers shall not assume command outside of their own area of the organization structure except when failure to do so would seriously endanger the community or the Department. This does not apply to violations of law or General Orders observed that need immediate attention, nor does not apply to on-call commander situations.
- h. Multiple Organizational Components: In situations involving two or more organizational components, 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 (i.e., Criminal Investigations Unit (CIU), Collision Analyst, etc). The Chief of Police shall have final authority to designate command authority. (CALEA 12.2.c)
- i. Absence of the Chief:
 - i. In the planned absence of the Chief of Police, a designated division commander shall be in-charge of the day-to-day operations of the Department. (CALEA 12.1.2.a)
 - ii. If an exceptional situation would arise, such as a sudden serious illness or other unforeseen incident, the senior division commander will assume the role as acting Chief of Police unless otherwise designated by the City Manager. (CALEA 12.1.2.b)

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- j. Supervisor Accountability: Supervisors are accountable for the activities of employees under their immediate control. (CALEA 11.3.2)
3. **Department Organization** (CALEA 11.1.1)
- a. The Department is under the direction of the Chief of Police who reports directly to the Town Manager.
 - b. Executive Authority. The Chief’s executive authority for the Department is established by Town Council Resolution. (CALEA 12.1.1)
 - c. The functional units within the Greenbelt Police Department are described as follows:
 - i. Division: The largest organized unit within the Department. Each Division is led by a Division Commander which may be of the rank of Captain or Lieutenant.
 - ii. Squads: A functional unit within a Division. Squads are normally contained within the Patrol Division.
 - iii. Units. A functional unit within a Division, which needs an additional degree of specialization and therefore personnel must be further classified according to their duties,(i.e. CIU, Bicycle Unit, K-9, etc.).
 - iv. Section: A small group of officers, which works inside a Unit.
 - d. Office of the Chief of Police:
 - i. Is responsible for the budget, quartermaster, purchasing/procurement, fleet maintenance, facilities management, risk management and, research and development of the Department, as well as supervision of the entire organization.
 - ii. Is responsible for overseeing Departmental inspections and the preparation, distribution, and updating of Department policies and the Commission on Accreditation for Law Enforcement Agencies CALEA files.
 - e. The Patrol Division:
 - i. Patrol Squad Supervisors: The Patrol Squad Supervisor is responsible for the function and allocation of personnel to respond to calls for service, traffic enforcement, accident investigation, and other front line police functions.

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- ii. Police Operations Sergeant (future): Is responsible for overseeing the Communications Unit and the supervision of all specialized units assigned to the Patrol Division , to include:
 - 1. Traffic Officer: Is responsible for enforcement of traffic laws, collision reduction, investigation, reconstruction, and seeking grants that promote traffic safety.
 - 2. Bicycle Unit (Part Time Unit): Is supervised by the Bike Unit Supervisor and is responsible for patrolling and enforcing laws in various sections of the Town on bicycles.
 - 3. K-9 Unit (future): The K-9 Unit is responsible for assisting the patrol function in areas of searching for suspects and detecting hidden drugs.

- f. Criminal Investigations Division:
 - i. Criminal Investigations Unit/Special Assignment Section: Is responsible to investigate criminal offenses, presenting cases to the grand jury and assisting patrol officers with street level investigations.
 - ii. Drug Task Force: Is supervised by the Criminal Investigations Division Commander in conjunction with the allied agencies’ supervisor at the Drug Task Force and/or Southern Maryland Information Center and is responsible to investigate and arrest drug offenders in the local area and to be the conduit for intelligence information.
 - iii. Public/Private Partnership Officer: Is responsible for responding to calls at a business, apartment complex or shopping center with an approved public/private partnership agreement with the Department.
 - iv. Accreditation: Serves as the Department’s Accreditation Manager and is responsible for policy updates, file maintenance and preparation for on-site assessments.
 - v. Records Management: Is responsible for the records management, recruiting/applicant screening, as well as supervision of the Department civilian records personnel.
 - vi. Evidence Function: Is responsible for custodial property.
 - vii. Crime Prevention Function: Is responsible for attending various community events that bring crime prevention awareness to the public.