



# ORGANIZATION OF THE POLICE DEPARTMENT

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## **I. PURPOSE**

The purpose of this directive is to describe the department's organizational structure, and to establish the basic functions of the components that make up the department.

## **II. ORGANIZATIONAL CHART**

The department's organizational structure is depicted graphically on an annually updated organizational chart and is made available to all personnel. The chart reflects formal lines of authority and communication within the department.

The current organizational chart appears as "Appendix A" of this directive.

## **III. GENERAL ORGANIZATION**

The four major organizational components within the personal span of control of the Chief of Police are grouped by function. Patrol functions are aligned into the Patrol Services Bureau; investigative and specialized functions are aligned into the Special Services Bureau; administrative and support functions are aligned into the Administrative Services Bureau; and management and executive support functions are aligned into *Executive Services*. The Office of Chief of Police oversees these components, as well as specialized functions described below.

In order to maintain clear lines of organization and unity of command, the department's command structure authority will be delegated down from the Chief of Police via the following chain of command:

1. Bureau
2. Division or District
3. Section or Platoon
4. Unit
5. Squad

This structure continues to follow the spirit of the department's paramilitary disposition.

#### **IV. OFFICE OF THE CHIEF OF POLICE**

The Chief of Police and his/her administrative staff are collectively known as the Office of the Chief of Police.

##### **A. Chief of Police**

The Chief of Police is the chief executive officer of the Police Department and the appointing authority for all Department employees. The Chief of Police is appointed by and serves at the pleasure of the County Executive of Anne Arundel County, Maryland.

The *Assistant Chief, Commander of Management Affairs*, Bureau Commanders, *Director of Emergency Management*, and the Commander of the Internal Affairs Section are appointed by and report to the Chief of Police.

##### **B. Executive Services**

*Executive Services provides administrative and management support services to the Office of the Chief of Police.*

###### **1. Office of the Assistant Chief**

*The Assistant Chief of Police is second in command to the Chief of Police and has executive oversight of matters such as boards, commissions and committees, which are an integral and significant part of department affairs. The Assistant Chief of Police also acts as a liaison with other vital components such as the Office of Law, Office of County Personnel and the County Office of Legislative Affairs.*

###### **2. Office of Management Affairs**

*The Office of Management Affairs is commanded by a Deputy Chief and is responsible for the administration of the department's fiscal operations. The Office of Management Affairs is also responsible for strategic planning, fleet coordination, and the Animal Control Section and Staff Inspections Unit.*

###### **a. Management & Planning Section**

*The Management & Planning Section is responsible for administering executive management functions: planning, budgeting, organizing, staffing, directing, controlling, and reporting.*

###### **1. Fiscal Unit**

*The Fiscal Unit is responsible for the department's fiscal management functions, including annual budget development and administration; supervision of internal expenditures and related controls; liaison with County government fiscal officers; coordinating requisitions and requests for purchase of equipment and supplies with the County Purchasing Office.*

*The Fiscal Unit oversees the Grants Unit, which is responsible for the development and financial tracking of all grant related programs secured by the department. Major functions include obtaining, developing, submitting, and tracking all grant applications pursued by the department; supervision of all financial records including expenditure requests and quarterly reports; maintaining grant binders; and maintaining a liaison with other departmental units.*

###### **2. Fleet Coordinator Unit**

*The Fleet Coordinator is responsible for the administration and management of the police department's motor vehicle fleet.*

###### **3. Strategic Planning Unit**

*The Strategic Planning Unit conducts research and study projects to identify present and future needs of the department. It conducts workload analysis and other measures, including development and maintenance of geographical information systems, to ensure proper deployment of resources and develops strategic plans for resource allocation.*

**b. Animal Control Section**

*The Animal Control Section is responsible for the code enforcement and sheltering of animals in the County. Activities include adoption and redemption of pets, licensing of pets and commercial pet business establishments, investigations of animal cruelty, liaison to the Health Department working to quarantine and establish control measures on aggressive animals involved in bites, and capturing potentially rabid/nuisance stray domestic animals and wildlife to control the spread of rabies. The Animal Control Section also provides numerous services to the public including the handling of animal field complaint calls and 24-hour emergency responses to animal incidents.*

**c. Staff Inspections Unit**

*The Staff Inspections Unit conducts inspections and audits of departmental components and functions to ensure that proper administrative and operational controls are in place and being followed. Staff Inspections Unit personnel ensure the integrity of the department's drug enforcement and vice enforcement efforts, by monitoring the operations, policies and procedures of the components responsible for enforcing vice and drug abuse laws. The Staff Inspections Unit also oversees the Accreditation Unit, which is responsible for managing the department's accreditation program, ensuring compliance with all applicable CALEA standards, maintaining the written directive system, and control of departmental forms.*

**3. Office of Emergency Management**

*The department provides for the command and control of the County's Office of Emergency Management.*

**4. Internal Affairs Section**

*The Internal Affairs Section is primarily responsible for the administration of all internal affairs activities. The goal of the Internal Affairs Section is to ensure that the department's integrity is maintained through a system that provides an objective and fair investigation and review of complaints against department employees.*

**VI. PATROL SERVICES BUREAU**

The Patrol Services Bureau provides direct police services through patrol, district level investigative and specialized functions. The group is commanded by a Bureau Commander, who is responsible for command, control, and administration of the Patrol Division and *Community Relations Division*.

**A. Patrol Division**

The Patrol Division is responsible for the uniformed patrol function, and is subdivided geographically as follows:

- Northern District
- Eastern District
- Southern District
- Western District

*The patrol districts provide the capabilities for initial response, investigation, and resolution of public safety and law enforcement issues. Each patrol district has a District Detective Unit and a PACT Unit. Each unit is staffed with specialized personnel who perform community-based follow up investigation and resolution of recurring problems, including, street-level drug abuse and crimes against property.*

**B. Community Relations Division**

*The division provides community service-oriented support in the areas of crime prevention and community relations, provides a variety of educational and community-based recreational youth programs and oversees the department's volunteer program and the Office of the Chaplain. The division serves as a direct liaison with community groups to foster a better working relationship between the department and the communities. The Community Relations Division also oversees the Telephone Reporting Section.*

**1. Telephone Reporting Section**

*The Telephone Reporting Section (TRS) handles, via telephone, the reporting of specified incidents/crimes at the discretion of the reporting person.*

**2. Crime Prevention Unit**

*The Crime Prevention Unit provides support and subject matter expertise in the area of crime prevention and avoidance. It conducts crime avoidance surveys for businesses and residences, and oversees neighborhood watch programs. The Crime Prevention Unit also manages the department's volunteer Reserve Officer program, the Volunteers in Police Service (VIPS) program, and the Office of the Chaplain. The Office of the Chaplain provides counseling and spiritual support to Department employees.*

**a. Bike Patrol Unit**

*The Bike Patrol Unit provides a specialized response to enforcement operations and community issues.*

**b. Court Liaison**

*The Court Liaison is responsible for proper dissemination of subpoenas to the case officer(s) and proper coordination of court appearances. The Court Liaison works with the State Attorney's Office, Public Defender's office, private attorneys, judicial staff, and Clerk's office to assure that officers are available for court when needed and that they are notified of cancellations in a timely manner.*

**VII. SPECIAL SERVICES BUREAU**

The Special Services Bureau is commanded by a Bureau Commander, who is responsible for the command and control of the Special Operations Division, Criminal Investigation Division & Special Enforcement Division.

**A. Special Operations Division**

The Special Operations Division provides a specialized police response for unique emergency situations and technical traffic investigations.

**1. Special Operations Section**

The Special Operations Division provides unique specialized police assets.

**a. Quick Response Team (QRT)**

QRT provides operational and tactical support to the Patrol Division. Major responsibilities include handling hostage/barricade situations, high risk felony arrests, entering and stabilizing raid locations, woodland suspect searches, tactical responses to WMD/Hazmat and maritime incidents.

**b. Aviation Unit**

The Aviation Unit provides air support for operational activities, including surveillance, traffic enforcement, and pursuit of fleeing offenders. The unit also provides aerial support for various other County, State and Federal agencies.

**c. K-9 Unit**

The responsibility of the K-9 Unit is to provide line support to components within the department with highly mobile, specially trained police dogs. The unit provides canine support for high risk building/area searches, narcotic and explosives searches, and searches for missing persons.

**d. Marine Unit**

*The Marine Unit provides maritime operations, supporting a homeland security mission and works in conjunction with the Fire Department's maritime operations to provide a combined emergency response.*

**2. Traffic Safety Section**

The Traffic Safety Section coordinates or oversees traffic-related services including the department's radar enforcement programs, chemical test for alcohol program, and traffic control during parades, and other major events. Traffic Safety investigates all fatal motor vehicle traffic accidents.

**B. Criminal Investigation Division**

The Criminal Investigation Division provides specialized follow-up investigative services.

**1. Major Crimes Section**

*The Major Crimes Section is responsible for the follow-up investigations of homicides, kidnappings, sex offenses, robberies, child and vulnerable adult abuse, County-wide specialized property offenses and other serious crimes designated by the Bureau Commander.*

**2. Crime Analysis Unit**

The Crime Analysis *Unit* utilizes regularly collected information on reported crimes and criminals to produce analysis documents that assist *Patrol Services Bureau* personnel in the prevention and suppression of criminal activity and the apprehension of criminal offenders. The objectives of the *Unit* are to analyze and identify the modus operandi of criminals, recognize and forecast emerging crime patterns, and analyze data collected from field interrogations, arrests, and other sources of crime event and suspect information.

**3. Evidence Collection & Identification Section**

The Evidence Collection & Identification *Section* provides 24 hour/day evidence collection services to support line operations and is responsible for crime scene evidence collection, photography, fingerprint lifting and analysis.

**4. Crime Lab Section**

The Crime Lab *Section* is responsible for analyzing evidence, *including suspected controlled dangerous substances and biological evidence*, preparing scientific reports, and rendering expert testimony in court on evidentiary matters. *The Crime Lab Section is responsible for the department's participation in the Combined DNA Index System (CODIS).* The Crime Lab *Section* also provides long-term storage of controlled dangerous substances pending court disposition.

**5. Juvenile - Victim/Witness Assistance Unit**

*The Juvenile - Victim/Witness Assistance Unit is responsible for staff supervision of all departmental juvenile operations pertaining to status and non-status offenders, including tracking repeat adjudicated juvenile offenders. The Juvenile - Victim/Witness Assistance Unit is also responsible for administering and coordinating the department's role in victim/witness assistance, and for analyzing the needs and available resources for victims and witnesses in Anne Arundel County.*

**C. Special Enforcement Division**

The Special Services Division is responsible for proactive law enforcement and school-related services.

**1. School Safety Section**

The School Safety Section is responsible for school-related services, as well as the Teen Court Program.

**a. School Resource Unit**

The School Resource Unit administers the School Resource Officer program. This unit serves as the direct liaison with the Anne Arundel County Board of Education.

**b. School Crossing Guard Unit**

The School Crossing Guard Unit supervises the County's school crossing guards, who provide manual traffic direction at intersections identified as hazardous school crossings, to ensure the safe passage of children.

**c. Teen Court**

Teen Court is a diversionary sentencing alternative provided to first time, non-violent juvenile offenders.

**2. Special Enforcement Section**

The Special Enforcement Section is comprised of multiple units to manage specialized and sensitive criminal investigations. The section is responsible for the investigation of the department's major drug and diversion cases, as well as the investigation of organized crime, criminal gang and vice activities. The section is also responsible for the department's extradition and *habitual offender* apprehension efforts. Section personnel maintain criminal intelligence files and provide liaison with federal and state narcotics investigators.

**a. Task Force Unit and Tactical Narcotics Team**

*The Task Force Unit is comprised of those investigators assigned to the Special Enforcement Section who are detailed to positions on federal or state task forces outside of the department. This Unit also includes the Tactical Narcotics Team which supports district narcotics operations.*

**b. Major Offender - Narcotics Unit**

The Major Offender - Narcotics Unit is responsible for the detection, investigation and prosecution of drug traffickers/offenders who reside in Anne Arundel County or whose criminal activity has a nexus to Anne Arundel County.

**c. Special Enforcement Team**

The Special Enforcement Team is responsible for gang suppression/investigation, fugitive apprehension and problem oriented policing efforts in support of all divisions of the police department. The Special Enforcement Team also provides electronic surveillance support to various investigative components of the department.

**d. Vice/Diversion/Asset Forfeiture Unit**

This Vice/Diversion unit is responsible for the investigation of violations of prostitution and gambling laws. The Asset Seizure Team is responsible for the administrative processing of all vehicles seized by the police department and the timely submission of forfeiture documentation to the Office of the Chief of Police.

**D. Homeland Security Section**

The Homeland Security Section is responsible for maintaining and administering all matters pertaining to departmental intelligence.

**1. Intelligence Unit**

The Intelligence Unit is responsible for providing the Chief of Police with information on criminal activity in Anne Arundel County to enable the Chief to plan for future law enforcement needs. It serves as liaison to regional, state, and federal intelligence entities, to include MCAC, JTTF, and ICE. The Intelligence Unit oversees the Technical Support Unit which is tasked with providing technical assistance for Intelligence and Homeland Security missions.

**2. Executive Protection Unit**

*The Executive Protection Unit is responsible for providing security for the County Executive.*

**VIII. ADMINISTRATIVE SERVICES BUREAU**

The Administrative Services Bureau, commanded by a Bureau Commander, provides support services to line operations and administration in technical or specialized fields.

**A. Communications Section**

The Communications Section is responsible for receiving and screening emergency and routine telephone requests for police services from the public, and dispatching police officers to calls for service.

**B. Information and Property Section**

*The Information and Property Section is responsible for managing and controlling property which is owned or used by the department; property which is in the custody of the department; and property which is acquired by the department as found, recovered or evidentiary. This Section also includes the Public Information Office and serves as the liaison to the Office of Information Technology.*

**1. Public Information Office**

*The Public Information Office is responsible for the public information function.*

**2. Property Management Unit**

The *Property Management Unit* is responsible for long-term storage and management of all forms of property in the care, custody, or control of the department, except controlled dangerous substances; and maintenance and control of agency supplies and property, except where specifically assigned elsewhere.

**C. Central Records Section**

The Central Records Section is responsible for maintaining 24 hours a day operational access to central records information; criminal data entry; and uniform crime reporting.

**D. Personnel Section**

The Personnel Section handles all personnel-related matters and activities within the department, and coordinates the department's personnel activities with the Anne Arundel County Office of Personnel. Major functions include assisting in the recruitment, selection, and promotion processes; and maintaining personnel files on all department employees.

**E. Training Academy**

The Training Academy, located in Davidsonville, Maryland, is responsible for providing entry-level and in-service training to all police officers, preparing training modules, and conducting all department firearms training and qualification programs.

**IX. PROPONENT UNIT:** Management & Planning Section.

**X. CANCELLATION:** This directive cancels Index Code 201, dated 11-26-08.