



Greenbelt Police Department – General Order

	Title: Organizational Structure		Order #: 301	
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Approved by: Chief James Craze				CALEA 5 th Edition
CALEA Standard: 11.1.1 11.1.2 11.2.1 11.2.2 11.3.1 12.1.1 12.1.2				Pages: 9

01 POLICY: It is the policy of the Greenbelt 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.

02 PROCEDURE:

A. Chain of Command:

1. 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.
 - a. City Manager, Director of Public Safety.
 - b. Chief of Police.
 - c. Captain.
 - d. Lieutenant
 - e. Sergeant.
 - f. Corporal.
 - g. Master Police Officer.
 - h. Police Officer First Class
 - i. Private.

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

3. 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)
4. Each organizational component is under the direct command of only one supervisor. (CALEA 11.2.2)
5. Each employee function is responsible to one (1) supervisor as outlined in the Department's organization charts. (CALEA 11.2.1)
6. Span of Control. Supervisors, both sworn and civilian, will not directly perform day to day supervision of more than nine (9) 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.
7. 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.
8. 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)
9. 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)
10. 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)
11. Supervisors are accountable for the activities of employees under their immediate control. (CALEA 11.3.2)

B. Department Organization (CALEA 11.1.1)

1. The Department is under the direction of the Chief of Police who reports directly to the City Manager.
 2. Executive Authority. The Chief's executive authority for the Department is established by Greenbelt City Council Resolution 989. (CALEA 12.1.1)
 3. Office of Professional Standards: A civilian accreditation manager is supervised by the Chief of Police and is responsible for , Departmental inspections and the preparation, distribution, and updating of Department policies and the Commission on Accreditation for Law Enforcement Agencies CALEA files.
 4. The functional units within the Greenbelt Police Department are described as follows:
 - a. 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.
 - b. Squads: A functional unit within a Division. Squads are normally contained within the Patrol Division.
 - c. 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).
 - d. Section: A small group of officers, which works inside a Unit, (i.e. Special Assignment Section (SAS)).
- C. Department Administration: (CALEA 11.1.1) The Department is organized into three (3) major components: the Patrol Division, Administrative Services Division, and Special Operations Division, each of which are managed by a Division Commander, who reports directly to the Chief of Police. Also reporting directly to the Chief of Police is his/her Administrative Assistant, which is a non-sworn position whose duties are assigned by the Chief of Police. (CALEA 12.1.2.d)
1. The Patrol Division:
 - a. Patrol Division Lieutenant: Is supervised by the Patrol Division Commander and oversees day to day activities of the Patrol Division and Commanders Unit.

- b. Patrol Squad Supervisors: Supervised by the Patrol Division Lieutenant and are responsible for the function and allocation of personnel to respond to calls for service, traffic enforcement, accident investigation, and other front line police functions.
 - c. Police Operations Sergeant: Supervised by the Patrol Division Lieutenant and is responsible for overseeing the Commanders Unit and specialized units within the Patrol Division, to include:
 - 1 Franklin Park Officer: Is responsible for responding to the community's needs of the Franklin Park Apartments. This officer is to bridge cooperation with the citizens of the Franklin Park Apartments and the City through the public/private partnership.
 - d. Traffic Safety Officer: Reports directly to the Patrol Division Commander. Is responsible for enforcement of traffic laws, collision reduction investigation, reconstruction, and seeking grants that promote traffic safety.
2. Administrative Services Division:
- a. Administrative Services Lieutenant: Is supervised by the Administrative Services Division Commander and oversees the Department civilian records personnel, Automated Enforcement and the Department Mechanic. The Administrative Services Lieutenant will also assume internal affairs investigations when delegated by the Chief of Police.
 - 1. Records Unit: Civilian clerical positions responsible for day to day data entry.
 - 2. Automated Enforcement Coordinator: Sworn officer who oversees the red light and speed camera programs.
 - 3. Department Mechanic: Civilian position who oversees maintenance and repair of department vehicles.
 - b. Police Information Technology Specialist (I.T.): Is supervised by the Administrative Services Division Commander and is responsible for ensuring the current technology utilized by the Department is efficient.
 - c. Communications Unit: Is supervised by the Communication's Unit Supervisor who reports to the Administrative Service Division Commander. Is responsible for receiving and dispatching calls for service in a professional and courteous manner, providing officers with a link to the NCIC/Miles computer function.

3. The Special Operations Division:
- a. Criminal Investigations Unit is supervised by a Sergeant whose unit's responsibilities are to investigate criminal offenses.
 - b. Evidence Unit: Is supervised by the CIU Sergeant. The Evidence Unit is responsible for the collection and preservation of evidence and are custodians of the Evidence Collection storage.
 - c. School Resource Officer Unit: Is supervised by the CIU Sergeant. Is responsible for handling calls for service during school hours at City schools.
 - d. K-9 Unit: Is supervised by the K-9 Unit Supervisor. The K-9 Unit is responsible for assisting the patrol function in areas of crowd control, searching for suspects, and detecting hidden drugs.
 - e. Crime Prevention Unit: Is supervised by the Special Operations Commander and is responsible for interaction with the press, preparing a weekly activity report, teaching D.A.R.E., and attending various community events that bring crime prevention awareness to the public.
 - f. Drug Task Force Officer: Is supervised by the Special Operations Division Commander in conjunction with the allied agencies' supervisor at the Drug Task Force and is responsible to investigate and arrest drug offenders in the local area. Officer may also investigate prostitution and other vice crimes.

03 ORGANIZATIONAL FLOW CHARTS: (Attached): (CALEA 11.1.2) See Below.

Chief of Police

