

Maryland-National Capital Park Police
Prince George's County Division

DIVISION DIRECTIVE

TITLE DIVISION ORGANIZATION			PROCEDURE NUMBER PG202.0
SECTION Division Organization	DISTRIBUTION A	ISSUE DATE 03/01/04	REVIEW DATE 01/01/06
REPLACES D.D. 202.0 – “Division Organization”, issued 02/05/01			
RELATED DIRECTIVES PG306.0	REFERENCES CALEA 11, 12, 16	AUTHORITY Commander Larry M. Brownlee, Sr.–Division Chief	

I. PURPOSE

This directive describes the organizational structure of the Division and documents the function of each individual position or component of the Division.

II. POLICY

It is the Division's policy to establish an organizational structure that enables the Division to efficiently and effectively perform its police functions. The Division is comprised of four operational units: Office of the Division Chief, Field Operations, Support Operations and Investigative Operations. The Division's organizational chart is attached.

III. RANK STRUCTURE

A. Division personnel are either:

1. Appointed law enforcement personnel. Police officers who are vested with law enforcement authority, or
2. Positions that do not require a sworn police officer, will be staffed by a civilian employee, such as, administrative, dispatcher, clerical, alarms, records, property, firearms range, etc.

B. The order and rank of Division sworn personnel is:

1. Division Chief/Commander
2. Assistant Chief/Captain
3. Manager/Lieutenant

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4. Sergeant
 5. Police Officer IV
 6. Police Officer III
 7. Police Officer II
 8. Police Officer Candidate
- C. During the temporary absence of any ranking command officer, the highest-ranking subordinate present or available for duty acts as the ranking officer unless the absent ranking officer has designated, by name, this authority to another ranking officer.
- D. Command officers of lower rank, after assuming a temporary higher command post, have the delegated authority and duties of the higher position. However, those temporarily assigned shall not interfere with, or countermand, any order issued by the officer whose place he/she is temporarily occupying, without prior approval of a Senior Command Officer.
- E. Those officers assigned to another unit, branch or section must be responsible to and follow the orders of those in command of the unit to which they have been reassigned.

IV. COMMAND STRUCTURE

- A. The Assistant Division Chiefs/Captains and Office of the Division Chief will be supervised by the Division Chief/Commander.
- B. The Office of the Division Chief consists of the following sections:
1. Fiscal Affairs;
 2. Human Resources;
 3. Internal Affairs; and
 4. Executive (Services) Officer.
- C. Internal Affairs Services is supervised by a Manager/Lieutenant who reports directly to the Division Chief.
- D. Executive (Services) Officer is a Manager/Lieutenant who reports directly to the Division Chief.
- E. Field Operations, which consists of Patrol Services and Mounted Services, will be supervised by an Assistant Chief/Captain.
1. A Manager/Lieutenant is assigned to supervise each of the three Patrol Services shifts: days, evenings and midnights.
 2. A Manager/Lieutenant is assigned to supervise the Mounted Services personnel.

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3. Field Operations has a Manager assigned as an Administrative Lieutenant who reports directly to the Field Operations Assistant Chief/Captain.
- F. Support Operations, which consists of Technical Services and Staff Services, will be supervised by an Assistant Chief/Captain.
1. A Manager/Lieutenant will be assigned to supervise Support Operations – Technical Services (Communications, Records, Alarms).
 2. A Manager/Lieutenant will be assigned to supervise Support Operations – Staff Services (Training, Academy, Firearms Range and Property).
- G. Investigative Operations which consists of Investigative Services and Tactical Services will be supervised by an Assistant Chief/Captain.
1. A Manager/Lieutenant will be assigned to supervise the Investigative Operations (Investigative Services and Tactical Services).
- H. Each of the following units will be supervised directly by one sergeant or civilian supervisor:
1. Each Patrol Services Squad
 2. Each Mounted Services Squad
 3. Tactical Services
 4. Internal Affairs Services
 5. Investigative Services
 6. Staff Services
 7. Records
 8. Communications.
- I. The Division Chief has the authority to restructure the organization as deemed necessary to the efficient and effective operation of policing services.

V. ALLOCATION OF PERSONNEL

- A. The Division shall conduct periodic workload assessments of all components to determine staffing needs.
- B. Each component shall be responsible for providing full documentation of the results of the assessment to the Office of the Division Chief.
- C. Allocation of personnel based on these workload assessments shall be made in accordance with Division Directive PG736.0 – “Transfer Procedures”.
- D. Assessments that demonstrate a need for an increase in the Division’s overall authorized strength shall be presented, with full documentation, to the Chief, Park Police Division, for inclusion in the Divisions budget proposals.

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VI. ORGANIZATION STRUCTURE

- A. Office of the Division Chief consists of the following functions:
 - 1. Executive Services/Public Information Officer
 - 2. Fiscal Affairs
 - 3. Human Resources
 - 4. Internal Affairs Services/Applicant Investigations/Backgrounds
 - 5. Accreditation

- B. Field Operations consists of the following functions:
 - 1. Patrol Services
 - a. Traditional Patrol
 - b. Bicycle Patrol
 - 2. Mounted Services
 - a. Mounted Patrol
 - 3. FOP President, if a member of the Prince George's County Division.

- C. Support Operations consists of the following functions:
 - 1. Technical Services
 - a. Alarms
 - b. Communications
 - c. Records
 - 2. Staff Services
 - a. Training
 - b. Academy
 - c. Research and Development
 - d. Property/Evidence
 - e. Firearms Range

- D. Investigative Operations consists of the following functions:
 - 1. Investigative Services
 - a. Criminal Investigations
 - b. Evidence Collection
 - c. Victim/Witness Assistance Program

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- d. Crime Analysis
2. Tactical Services
- a. Motorcycle Unit
 - b. Surveillance/Undercover Operations
 - c. Intelligence
 - d. Crime Prevention Site Analysis

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