

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 10: Organization and Control **Order Number:** 1001
Topic: DEPARTMENT ORGANIZATION AND FUNCTIONS **Issued by:** Chief of Police
Approved: 08/21/2017
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Supersedes: G.O. 1001 dated 01/01/2017

.01 PURPOSE:

To outline the organization of the Frederick Police Department and the management and organizational principles that guides its operation.

.02 CROSS REF.:

G.O. [1002](#), "Office of the Chief"
G.O. [1020](#), "Chain of Command and Command Structure"
G.O. [1030](#), "Rank and Responsibility"
G.O. [1040](#), "Principles of Command and Supervision"
CALEA STANDARD(S): 11.1.1, 11.3.1

.03 DISCUSSION:

1. The organization of the Frederick Police Department is in accordance with management principles recognized by law enforcement professionals. The Department placed job tasks, functions and responsibilities in a structure that allows its many components to effectively interact with one another to accomplish its mission. The Department's organizational structure ensures that the efforts of all Department personnel are adequately coordinated, directed and supervised while providing professional police services to the community.
2. The Department is organized into two Bureaus, the Special Services Bureau and the Operational Services Bureau. The two Bureaus are subdivided into the following Divisions: Support Services; Special Operations; Patrol Division 1; Patrol Division 2; Professional Services; Criminal Investigations and Technology and Services.

.04 POLICY:

It is the policy of the Frederick Police Department to adhere to principles of organization recognized and accepted by law enforcement professionals. To effectively perform tasks and assignments, the Department is committed to ensuring that each employee is given the authority, organizational support and training. It is the policy of the Department to hold each employee responsible for his/her individual performance. Supervisors and command officers are accountable for the proper supervision of their subordinates.

.05 DEFINITIONS:

DEPARTMENT: "Department," when standing alone and capitalized, will be used to mean the Frederick Police Department and includes all personnel and subdivisions under the command of the Chief of Police.

DEPUTY CHIEF OF POLICE: a sworn position with the rank of Captain and reports directly to the Chief of Police.

DIVISION: A "Division" is a functional subdivision of the Department commanded by a Lieutenant (sworn).

SECTION: A "Section" is a functional subdivision of a Division supervised by a Sergeant (sworn)

or a Manager or Supervisor (civilian).

SQUAD: A "Squad" is an alternate term for a Section, usually within the Patrol Division.

UNIT: A "Unit" is an alternate term for a Section.

TEAM: A "Team" describes groups of individuals performing like tasks but who may not be assigned to the same functional subdivision, e.g., Special Response Team. Such individuals share common administrative and training needs and/or requirements.

CORPS: A "Corps" is an alternate term for a Team.

DETAIL: A "Detail" describes the "temporary" assignment of an individual(s) to staff a special event or to perform other duties because of Department need or an officer's duty status. The term "temporary" does not limit the length of time an individual(s) may be assigned to a detail based on the Department's need or individual's status.

CHAIN OF COMMAND: The "Chain of Command" refers to the hierarchy of supervision between the Chief of Police and every individual within the organization. It is a series of positions, each of which directly commanded by the one immediately above it. Each individual's chain of command is determined by his/her assignment within the Department (division, unit, etc.) The chain of command includes both those individuals who are superior to and subordinate to any particular employee.

.10 STATUTORY AUTHORITY

Chapter 17 of the Charter of the City of Frederick authorizes the Chief of Police to direct and supervise employees of the Department.

.20 ORGANIZATIONAL PRINCIPLES:

The Department has been structured to accomplish its mission using the organizational principles listed below:

1. All necessary police functions are assigned to specific components within the Department and that similar or related functions are assigned to the same organizational entity;
2. Responsibility for a specific function is matched with the authority necessary to perform it;
3. Each police function is assigned to only one organizational component;
4. Special details are created because a valid, demonstrated need exists;
5. The chain of command is clearly defined so that command personnel and supervisors know which employees report to them and, conversely, subordinate personnel know to which supervisor they are to report. No individual reports to more than one supervisor at any given time and each organizational component is under the direct command/supervision of only one commander/supervisor;
6. The authority to act is placed as close to the level of execution as possible;
7. Personnel to whom authority is delegated are held accountable for the use of that authority or, conversely, the failure to properly use it; and
8. Command officers exercise control over their areas of responsibility through the development of policy and procedures while first line supervisory personnel direct and review routine activity.

.30 DEPUTY CHIEF OF POLICE:

1. The Chief of Police has the authority to appoint Command Staff members to the rank of Captain who will serve as Bureau Commanders/Deputy Chiefs of Police.
2. The Deputy Chief of Police assigned as the Special Services Bureau Commander will have direct oversight of and provides direction, guidance, and supervision to the Commanders of the Technology and Services Division; Support Services Division; Criminal Investigations Division and Fiscal Affairs Unit.
3. The Deputy Chief of Police assigned as the Operational Services Bureau Commander has direct oversight of and provides direction, guidance and supervision to the Commanders of the Patrol Divisions; Special Operations Division; Office of the Chief of Police support staff and Public Information Outreach Coordinator. The Operational Services Bureau Commander and Special Services Bureau Commander will jointly appoint specific command staff members to specialty positions and assignments such as the Special Response Team and Crisis Intervention Team Commander positions.
4. The Deputy Chiefs of Police are responsible for the following:
 - A. Providing direction and guidance to the commanders/managers of the Divisions within the Department;
 - B. Assisting the Chief of Police in the preparation of the Department's multi-year strategic plan and evaluate the goals and objectives of the divisions assigned to them;
 - C. Reviewing and evaluating suggested operation and/or problem solving plans prior to implementation;
 - D. Coordinating activities/operations of subordinate personnel;
 - E. Providing critique of operations and evaluates the performance of Bureau personnel;
 - F. Representing the Department at public and/or governmental meetings;
 - G. Overseeing the recommendation for, and imposition of, disciplinary action for Department personnel;
 - H. Directing the implementation of the Department's community policing plan/operations to enhance communication with all segments of the community;
 - I. Participating in the preparation and implementation of the Department's budget;
 - J. Overseeing the activities of all subordinate units and personnel; and
 - K. Assisting the Chief of Police in any project or matter as required.

.40 ORGANIZATIONAL STRUCTURE SPECIAL SERVICES BUREAU:

The Special Services Bureau is organized into the following Divisions: Support Services; Criminal Investigations; Technology and Services and Fiscal Affairs Unit. The Special Services Bureau supervises and coordinates administrative and operational operations involving the Special Response Team, Canine operations, and the Asset Forfeiture program.

1. The Support Services Division is commanded by a lieutenant who reports directly to the Deputy Chief of Police, Special Services Bureau. The Division is comprised of the Personnel Unit, and the Training Unit. The Division also assists the Deputy Chief in any project or matter as required.
 - A. A corporal who reports directly to the Commander, Support Services Division supervises the Personnel Unit. The Personnel Unit coordinates those personnel activities that are essential to the efficiency and effectiveness of the Department. The Personnel Unit:
 - (1) Maintains liaison with the Human Resources Department for the City of Frederick regarding employee issues;
 - (2) Maintains contact with employment agencies, colleges, and military installations, and participates in job fairs and recruiting activities to attract qualified candidates for employment with the Department;
 - (3) Conducts entry-level and lateral applicant testing and processes entry-level candidates for all positions within the Department;
 - (4) Oversees the completion of pre-employment background investigations of applicants for sworn and civilian positions, as well as volunteer positions such as interns and auxiliary;
 - (5) Coordinates the preparation and administration of promotional testing for sworn personnel using consultants/testing firms;
 - (6) Coordinates medical services/treatment for line of duty injuries and medical examinations/tests such as departmental physicals, fitness for duty examinations, drug testing/urinalysis, worker's compensation claims, examinations and psychological services;
 - (7) Maintains administrative/records control over all employee grievances filed with the Department;
 - (8) Manages the Department's personnel and medical records;
 - (9) Monitors the Department's compliance with all applicable state and federal laws;
 - (10) Oversees the Department's volunteer intern programs;
 - (11) Maintains liaison with the Frederick County Human Relations Commission;
 - (12) Reviews, evaluates, and improves the Department's recruitment, selection, retention, and promotion processes;
 - (13) Assists the Division Commander in any project or matter as required; and
 - (14) Oversees the Honor Guard.
 - B. A sergeant who reports directly to the Commander, Support Services Division supervises the Training Unit. The Training Unit coordinates all Department

training activities and:

- (1) Conducts entry-level training for the Department and allied agencies when requested in accordance with the standards established by the Maryland Police and Corrections Training Commission (MPCTC);
- (2) Conducts mandated in-service training that include academic, skills, and firearms re-qualification and enhanced training;
- (3) Provides liaison with the Maryland Police and Corrections Training Commission;
- (4) Maintains the academic, skills, and firearms training records for all personnel;
- (5) Coordinates and assists as needed in the conduct of any specialized training sponsored by the Department;
- (6) Maintains and operates the Department's Charles V. Main Training Center and associated firearms range;
- (7) Prepares roll call training material for the Department;
- (8) Conducts the Citizen Police Academy;
- (9) Coordinates the Department's field training program;
- (10) Provides oversight and maintenance responsibility for all Department weapons and weapon-related equipment, including ballistic armor;
- (11) Serves as Department quartermaster;
- (12) Manages the Department's Drug Recognition Expert program;
- (13) Coordinates Accident Reconstruction activities and equipment;
- (14) Maintains oversight of the breath and blood testing programs; and
- (15) Assists the Division Commander in any project or matter as required.

2. The Criminal Investigation Division is commanded by a lieutenant who reports directly to the Deputy Chief of Police, Special Services Bureau. The Criminal Investigations Division is comprised of the Drug Enforcement Unit; Street Crimes Unit; Crime Scene Unit and Investigations Unit. The Criminal Investigations Division provides administrative and operational oversight of the Special Response Team; Canine Corps and Asset Forfeiture Program. A full time civilian crime analyst reports to the Criminal Investigations Division Commander. This function is responsible for analysis of long-term crime trends and other data driven forecasts that allow the Department to plan for future needs, responsibilities, and other changes. The analyst(s) conduct short-term, tactically driven crime analysis in coordination with the Department's operational divisions. The crime analyst maintains liaison with the Western Maryland Information Center and the Maryland Crime and Analysis Center. Finally, the Division assists the Deputy Chief of Police in any project or matter as required.

A. A sergeant who reports directly to the Commander, Criminal Investigations

Division, supervises the Drug Enforcement Unit. The Drug Enforcement Unit:

- (1) Coordinates and conducts surveillance, investigation, and enforcement of illegal narcotics trafficking and related vice activities in the City;
- (2) Maintains liaison with the drug enforcement efforts of allied agencies, as required;
- (3) Prepares, analyzes and disseminates intelligence on illegal narcotics trafficking to other line units and allied agencies as appropriate;
- (4) Undertakes specialized surveillance/enforcement/prevention efforts as directed;
- (5) Coordinates narcotics/asset forfeiture activities with the Frederick County State's Attorney's Office, including management of the Secured Vehicle Storage area;
- (6) Provides support to other entities within the Department with CDS and vice investigations, asset forfeiture, interviews and interrogations, and investigative follow-up;
- (7) Manages the Department's asset forfeiture program;
- (8) Manages and provides administrative oversight of the Department's canine program; and
- (9) Assists the Criminal Investigations Division Commander with any project or matter as required.

B. The Street Crimes Unit is supervised by a Sergeant who reports directly to the Commander, Criminal Investigations Division. The Street Crime Unit:

- (1) Responds to any situation that requires a highly mobile and flexible police unit;
- (2) Directs vehicle and foot patrols to target specific, recurring problems;
- (3) Directs patrols and surveillance to target ongoing crimes;
- (4) Directs criminal, municipal, and traffic enforcement for problem areas;
- (5) Applies assertive, problem-solving efforts in support of the Department's strategic objectives;
- (6) Serves arrest warrants and criminal summonses;
- (7) Supports the Drug Enforcement Unit (DEU) while conducting special operations, search and seizure warrants, and surveillance;
- (8) Supports the Investigations Unit with surveillance of crime suspects or locations;
- (9) Supports the Patrol Divisions with special events;

- (10) Investigates graffiti incidents and follow-up eradication;
- (11) Administers and promotes the Neighborhood Watch (NW) program;
- (12) Provides administrative support to the Department of Public Works (traffic safety committee) during the conduct of traffic safety and use surveys;
- (13) Provides primary response and Department oversight of planned public demonstrations, protests etc.;
- (14) Coordinates general crime analysis and follow-up actions;
- (15) Coordinates operational efforts both within the unit and across divisional lines; and
- (16) Provides assistance to the Criminal Investigations Division Commander with any project or matter as required.

C. The Investigations Unit is supervised by a Sergeant who reports directly to the Commander, Criminal Investigations Division. The Unit is responsible for the in-depth investigations into those issues and offenses that are both time-consuming and demand an expertise developed through specialized training and experience. The Investigations Unit:

- (1) Conducts criminal follow-up investigations which may be extensive, time-consuming or require a specialized investigative expertise and in which solvability factors are present;
- (2) Supports other Divisions with initial investigations which, by the nature of the incident, e.g., homicide, suicide, rape, etc., require continued follow-up and attention;
- (3) Conducts administrative inquiries into matters involving the City or the Department (other than internal investigations) which will benefit from the expertise of trained investigators;
- (4) Maintains liaison with the Department of Social Services and coordinates and/or conducts investigations into reported abuse offenses;
- (5) Coordinates the Department's response to cases involving domestic violence, child abuse incidents, missing persons, and/or crimes against the elderly, including cooperation with agencies such as the Child Advocacy Center and the Heartly House;
- (6) Maintains liaison with the Frederick County State's Attorney Office on major criminal investigations;
- (7) Serves as the information clearinghouse for organized criminal activity/gang intelligence collected by the Department;
- (8) Assists with pre-employment background investigations, as needed;
- (9) Oversees the Department's polygraph program and equipment; and

- (10) Liaises with appropriate agencies concerning the investigation of computer-related crime.
- D. The Crime Scene Unit is supervised by a civilian supervisor whose rank is equivalent to a sergeant. The Crime Scene Unit:
- (1) Processes all evidence that is recovered by the Department and forwards evidence and seized controlled dangerous substances in need of scientific analysis to the Maryland State Police or other allied agency as appropriate;
 - (2) Responds when requested to incident scenes to process the scene and recover evidence to maintain the appropriate chain of custody;
 - (3) Remains on call twenty-four hours a day to respond to process scenes when requested; and
 - (4) Provides photography and photo developing services to the Department;
3. The Technology and Services Division is commanded by a lieutenant who reports directly to the Deputy Chief of Police, Special Services Bureau. The Technology and Services Division consists of the Records and Accreditation Section; Communications Section, and the Information Technology Section. In addition, the Technology and Services Division oversees the Body Worn Camera program, Mobile Video/Audio Recording systems (MVRS) and Department fleet management program and services.
- A. The Records and Accreditation Section is the central depository and primary processing unit for all police reports and is responsible for the custody, storage and disposal of all property recovered, seized or found by the Department. It is supervised by a civilian supervisor who has a rank equivalent to a sergeant and reports directly to the Technology and Services Commander. The Records and Accreditation Section:
- (1) Reviews, processes, and stores all field reports generated by the Department;
 - (2) Disseminates field reports to departmental personnel as well as allied criminal justice and/or social services agencies as required;
 - (3) Services all authorized requests for field reports and/or criminal history information from the public;
 - (4) Enters, compiles, and disseminates Uniform Crime Report data;
 - (5) Audits and upgrades all criminal history and arrestee identification records;
 - (6) Provides oversight and management of the Department's effort to maintain professional accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA);
 - (7) Coordinates the preparation of all general orders which define the policy and standard operating procedures of the Department; and

- (8) Records, stores, restricts access to, retrieves as needed and disposes of all property recovered, seized, found, or otherwise acquired by the Department.

B. The Communications Section utilizes a variety of telecommunications equipment to provide the public with 24-hour communications access to police services. The Section is overseen by a civilian supervisor who has a rank equivalent to a sergeant and who reports directly to the Technology and Services Division Commander. The Communications Section:

- (1) Receives, processes, prioritizes, and dispatches requests for police service via the 911 emergency call system and by way of the Department's business telephone exchange;
- (2) Monitors officer response to and clearance from calls for service;
- (3) Provides administrative support to field units by processing requests for criminal/wanted checks, motor vehicle registration or driver's license information or teletype entries;
- (4) Advises citizens who call for service on non-police matters;
- (5) Processes and compiles via the computer assisted dispatch (CAD) system, calls for service information, wanted check or motor vehicle/driver's license information;
- (6) Provides control numbers for all calls for service via CAD;
- (7) Manages all aspects of the Department's participation in Criminal Justice Information System and National Crime Information Computer system functions;
- (8) Provides reception services at the front lobby of Headquarters;
- (9) Serves as the Department's telephone reporting unit, completing reports for non-emergency incidents for entry into the records system; and
- (10) Manages arrest warrants, criminal summonses and court paperwork in the custody of the Department.

C. The Information Technology Section:

- (1) Prepares the Capital Improvement Budget (CIB) relative to communications, computer, and telephone equipment;
- (2) Provides research prior to communications, computer, telephone, and other technological equipment purchases and maintains that equipment once purchased;
- (3) Oversees the Department's communications, computer, and telephone networks and coordinates the activities of the network administrators;
- (4) Maintains the Department's speed and sound measuring equipment; and
- (5) Manages the Department's Body Worn and MVRs programs.

- D. Fleet Management Services:
 - (1) Manages the Department's motor vehicle fleet including coordination with the City's Department of Public Works;
 - (2) Manages the Department's alternate methods of transportation to include bicycles, segways, and associated equipment and
 - (3) Oversees administration and deployment of the Motor Patrol program.

- 4. The Fiscal Unit is supervised by a civilian manager who has a rank equivalent to a lieutenant and who reports to the Deputy Chief of Police, Special Services Bureau. The Fiscal Unit prepares and manages the Department's multi-million dollar budget, material procurement, and facility maintenance. The Fiscal Unit:
 - A. Coordinates the preparation of the Department's budget;
 - (B) Maintains liaison with the Finance Department, City of Frederick, regarding budget expenditures, asset tracking and monthly budget-use reports;
 - (C) Manages the Department's budget and procures equipment and services using purchasing procedures mandated by the City of Frederick;
 - (D) Disposes of used/surplus departmental equipment according to established procedures;
 - (E) Prepares the Department payroll and monitors compliance with the Fair Labor Standards Act (FLSA) and with negotiated labor agreements;
 - (F) Audits the use of overtime and court appearance funds;
 - (G) Collects and maintains Department leave use records;
 - (H) Prepares periodic grant expenditure reports;
 - (I) Maintains accounting of incoming cash receipts and Department bank and cash accounts as per G.O. 1260;
 - (J) Oversees the custodial and maintenance services for all Department facilities; and
 - (K) Assists Division and Bureau Commanders in any project or matter as required.

.45 ORGANIZATIONAL STRUCTURE OPERATIONAL SERVICES BUREAU:

The Operational Services Bureau is organized into the two Patrol Divisions and the Special Operations Division. The Operational Services Bureau supervises and provides administrative and operational oversight of Crisis Negotiator operations. The Deputy Chief of Police, Operational Services Bureau, provides direct supervision to the Public Information Outreach Coordinator and Office of the Chief of Police (OCP) support staff.

- 1. The Public Information Outreach Coordinator serves as the primary public information official for the Department. This position provides administrative support to community outreach programs, as well as oversight of The City of Frederick's Neighborhood Advisory Council initiative.

2. The Office of the Chief of Police Support Staff is supervised by an Office Manager who has a rank equivalent to a sergeant. It provides secretarial and administrative support to the Office of the Chief of Police and other Department elements as needed. In addition, the OCP Administrative Support staff manages incoming court summonses for all Department personnel; serves as the court liaison for the Department and assists the Chief of Police or Deputy Chiefs of Police in any project or matter as required.
3. Patrol operations are divided into two Divisions, each commanded by a lieutenant who reports to the Deputy Chief of Police, Operational Services Bureau. The Patrol Division Commanders provide geographic accountability across the entire City for response to calls for service and proactive and reactive patrols. Uniformed officers assigned to the Patrol Divisions are responsible for providing the Department's sustained, around-the-clock police presence in the City. Sworn personnel are divided into six (6) squads, each supervised by a sergeant. Additional personnel may be assigned directly to each Patrol Division Commander. The Patrol Divisions:
 - A. Provide uniformed police response to calls for service;
 - B. Provide directed and/or random uniformed patrol by vehicle or by foot to the City's neighborhoods;
 - C. Preserve the public peace;
 - D. Enforce criminal and traffic laws and municipal ordinances;
 - E. Provide selective/directed traffic and criminal enforcement;
 - F. Direct vehicular traffic, as needed;
 - G. Conduct preliminary investigations and follow-up investigations into criminal activity, as warranted;
 - H. Provide staffing for special events, as needed;
 - I. Investigate traffic accidents;
 - J. Serve court documents, as required;
 - K. Continually enhance communication with, and service to the community, through implementation of the Department's community policing plan/operations;
 - L. Serve as the Department's primary sworn point of contact for the Neighborhood Advisory Councils (NAC), providing Squad Supervisors as the coordinators for police issues with the NAC program;
 - M. Assist with coordination and problem solving efforts to address specific neighborhood complaints;
 - N. Plan and coordinate Department participation in large scale special events; and
 - O. Assist the Deputy Chief of Police in any project or matter as required.

4. The Special Operations Division is commanded by a lieutenant, who reports directly to the Deputy Chief of Police, Operational Services Bureau. The Division is comprised of the Outreach Unit and Directed Patrol Unit. The Directed Patrol Unit is comprised of the Directed Patrol and Tactical Patrol Teams. The Special Operations Division provides oversight of the False Alarm Reduction and Excessive Use of Police Services program. Further, the Special Operations Division is responsible for planning Department participation and security during large-scale City special events. A full time civilian crime analyst reports to the Special Operations Division Commander. This function is responsible for daily analysis of long-term crime trends and other data driven forecasts, which allow the Department to plan for future needs, responsibilities, and other changes. The analyst(s) conduct short-term, tactically driven crime analysis in coordination with the Department's operational divisions. The Crime Analyst(s) maintains liaison with the Western Maryland Information Center and the Maryland Crime and Analysis Center.
 - A. The Outreach Unit is supervised by a sergeant who reports directly to the assigned Special Operations Division Commander. The Outreach Unit provides oversight of the Police Activities League, Gang Resistance and Education Programs, Explorer Post 153 and the School Crossing Guards. The Outreach Unit:
 - (1) Coordinates specialized programs specifically designed to reduce crime through prevention, education and outreach;
 - (2) Fosters community-police interaction focused on long-term prevention activities and problem-solving;
 - (3) Provides liaison between the Department and various community associations;
 - (4) Provides mentoring and counseling in an effort to deter delinquent activity through participation in the Police Activities League, etc.;
 - (5) Works with Frederick County Public School officials in a School Resource Officer liaison capacity;
 - (6) Participates in the Youthful Offender Program in coordination with the Frederick County State's Attorney's Office;
 - (7) Assists in the management and coordination of the agency's crime prevention programs and related special events and activities;
 - (8) Conducts supplemental uniformed patrol in areas as assigned;
 - (9) Conducts outreach activities within the community;
 - (10) Provides oversight of the School Crossing Guard program;
 - (11) Provides oversight of the Uniformed Auxiliary;
 - (12) Provides oversight of the Department's Chaplain Corps; and
 - (13) Assists the Division Commander with any project or matter as required.

The Outreach Unit further assists with emergency preparedness and coordination with

City Directors and Frederick County Emergency Management. The Outreach Unit plans and coordinates Department participation and security during large-scale City special events.

- (1) Manages all aspects of the Department's emergency planning, to include training and equipment selection, procurement, and maintenance;
- (2) Develops and maintains the Department's emergency operations plans and coordinates with plans developed at the City, County, State, and Federal level;
- (3) Conducts and coordinates all aspects of the Department's homeland security activities and terrorism preparation and response;
- (4) Liaises with all appropriate City and allied agencies concerning homeland security and emergency planning matters;
- (6) Serves as Department representative to committees and other joint functions preparing for emergencies and/or conducting homeland security activities;
- (7) Manages preparation of the Department's long-term strategic goals and plans;
- (8) Coordinates preparation of goals and objectives for all of the Department units; and
- (10) Administers the collection, analysis, and submission of data gathered under the Department's Vehicle Stop Log program;

B. The Directed Patrol Team is supervised by a corporal who reports directly to the Directed Patrol Unit Supervisor. The Directed Patrol Team:

- (1) Conducts directed patrols of the downtown area of the City of Frederick to target specific quality of life issues, crimes, and other recurring problems;
- (2) Assists community representatives in identifying problems and potential concerns that need to be addressed before they become criminal and/or enforcement matters;
- (3) Addresses the three sides of the problem solving triangle to improve problem locations, potential victim safety, and to deter and apprehend criminals;
- (4) Conducts residential and commercial security surveys utilizing CPTED;
- (5) Utilizes proactive patrol strategies, such as foot beats, surveillance, bicycle patrol, etc to address problems and issues in assigned area;
- (6) Utilizes the tools of intelligence-led policing to combat and reduce crime, such as Beat Bulletins, Crime Bulletins, the CAT, and appropriate specialty units;

- (7) Coordinates operational efforts both within the unit and across divisional lines; and
- (8) Assists the with any project or matter as required.

C. Tactical Patrol Team is supervised by a corporal who reports directly to the Directed Patrol Unit Supervisor.

.50 CHIEF OF POLICE:

1. The Professional Services Division is commanded by a lieutenant, who reports directly to the Chief of Police. The Division is comprised of the Internal Affairs Unit, Victim Services Unit, and the Automated Enforcement Unit. In addition, the Professional Services Division oversees the Department's grant management process specifically, the grant funded coordinator functions. Finally, the Division assists both Deputy Chiefs of Police in any project or matter as required.

A. The Internal Affairs Unit is supervised by a sergeant or a corporal, who reports to the Commander, Professional Services Division. When necessary and appropriate, the internal affairs function, including its entire chain of command, has the authority to report directly to the Chief of Police. The Internal Affairs Unit provides administrative oversight for all complaints filed with the Department and conducts internal investigations into more serious allegations of misconduct, or as directed by the Chief of Police. Additionally, the Internal Affairs Unit:

- (1) Provides the Chief of Police with an objective assessment of the Department's adherence to established policies and procedures by conducting staff inspections when directed;
- (2) Collects and maintains statistical information on uses of force, internal investigations, and other requested criteria as directed by the Chief of Police;
- (3) Oversees management of secondary and extra-duty employment; and
- (4) Conducts administrative hearing boards and oversees the disciplinary process.

B. The Victim Services Unit is supervised by a civilian supervisor whose rank is equivalent to the rank of sergeant. The Victim Services Unit:

- (1) Liaises with Department personnel and personnel from allied agencies and organizations concerning victim needs and services and
- (2) Coordinates Department response and provision of services to crime victims and witnesses.;

C. The Automated Enforcement Unit consists of the Automated Enforcement Coordinator and Special Vehicle Coordinator.

- (1) The Special Vehicle Coordinator administers special vehicle activities, including towed and abandoned vehicles, taxicabs, taxicab licensing, and compliance with vehicle-related regulations.
- (2) The Automated Enforcement Coordinator manages and oversees the

City of Frederick's speed and red light automated enforcement programs.

.60 CHANGES TO THE ORGANIZATIONAL STRUCTURE

The Chief of Police alone retains the authority to add, change, or modify the organizational structure of the Department.

.70 ORGANIZATIONAL CHART

The Department maintains a current organizational chart that graphically depicts the Department structure and chain of command.



Frederick Police Department

