

# Bowie Police Department - General Orders



TITLE: DEPARTMENT ORGANIZATIONAL STRUCTURE		NUMBER: 205
EFFECTIVE DATE: 7/4/11		REVIEW DATE:
NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS <input type="checkbox"/>	DATE:	

AUTHORITY <b>Chief John K. Nesky</b>	ACCREDITATIONS STANDARDS CALEA STANDARDS: 11.1.1, 11.1.2, 11.2.1, 11.2.2, 11.3.1, 11.3.2, 12.1.1, 12.1.2	TOTAL PAGES 5
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## I. POLICY

It is the policy of the City of Bowie 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.

## II. 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. Chief of Police,
- b. Deputy 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 chart(s). (CALEA 11.2.1)

6. Span of Control - Supervisors, both sworn and civilian, will directly perform day to day supervision of their assigned employees. 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 Section ) 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, the Deputy Chief of Police 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 Deputy Chief of Police 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 City of Bowie City Council in Section 2-15B of the City Code (CALEA 12.1.1)

3. The functional units within the City of Bowie 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 Lieutenant.

b Section - Is a functional group within a Division, which needs an additional degree of specialization and therefore personnel must be further classified according to their

duties, (i.e. CIS, DRT, etc)..

c. Unit - A small group of officers, which works inside a Section, (i.e. Traffic Enforcement, Speed Cameras, etc).

d. Squads - A functional Section within a Division. Squads are normally contained within the Patrol Division.

### **C. Department Administration: (CALEA 11.1.1)**

The Department is organized into three (3) major components: the Patrol Division, Operations Services Division, and Investigative Services Division, each of which are managed by a Division Commander, who reports directly to the Captain. The Captain reports directly to the Deputy Chief of Police and the Deputy Chief reports 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 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. Is responsible for overseeing the supervision of all assigned Officers as well as any assigned that have specialized functions to the Patrol Division, to include:

- (1) K-9 Officer: The K-9 Officer is responsible for assisting the patrol function in searching for missing, and CDS Detection
- (2) Bicycle Officer: Bike Officers are responsible for patrolling and enforcing laws in various sections of the City on bicycles.
- (3) Motorcycle Patrol- Bike Officers are responsible for patrolling and enforcing laws in various sections of the City.

#### 2. Operations Services Division:

a. Operations Sergeant: Is supervised by the Operations Services Division Commander and is responsible for quartermaster, purchasing/procurement, fleet maintenance, facilities management, background investigations, Internal Affairs, updating of Department policies and the Commission on Accreditation for Law Enforcement Agencies CALEA files, as well as supervision of any assigned lower ranking personnel.

b. Training Sergeant: Is supervised by the Operations Services Division Commander and is responsible for maintain the Department's Training Files, scheduling of training, being the liaison with the Maryland Training Commission.

c. Property Custodian

d. Non- Emergency Call Center

e. Records Section

### 3. The Investigative Services Division:

- a. Criminal Investigations Section: Is supervised by a Sergeant whose unit's responsibilities are to investigate major criminal offenses.
- b. Evidence Unit: Is under the direct supervision of the CIS Sergeant. The Evidence Unit is responsible for the collection and preservation of evidence and are custodians of the Evidence Collection storage.
- c. Community Service Section: Is supervised by a Sergeant and is responsible for interaction with the community, establishing neighborhood watch groups, and attending various community events that bring crime prevention awareness to the public.
- c. School Resource Officer Unit: Is under the direct supervision of the CSS Sergeant and is responsible for handling calls for service during school hours at assigned City schools.
- f. Direct Response Team: Is supervised by a Sergeant and are responsible to investigate community complaints and saturation of problem areas.
- g. Traffic Unit: Is under direct supervision of the both the Community Service Sergeant and DRT Sergeant. The DRT Sergeant is responsible for enforcement of traffic laws; The Community Service Sergeant is responsible for collision reduction, investigation, and reconstruction.

### **III. ORGANIZATIONAL FLOW CHARTS**

(Attached): (CALEA 11.1.2) See Below.

### **IV. CANCELLATIONS**

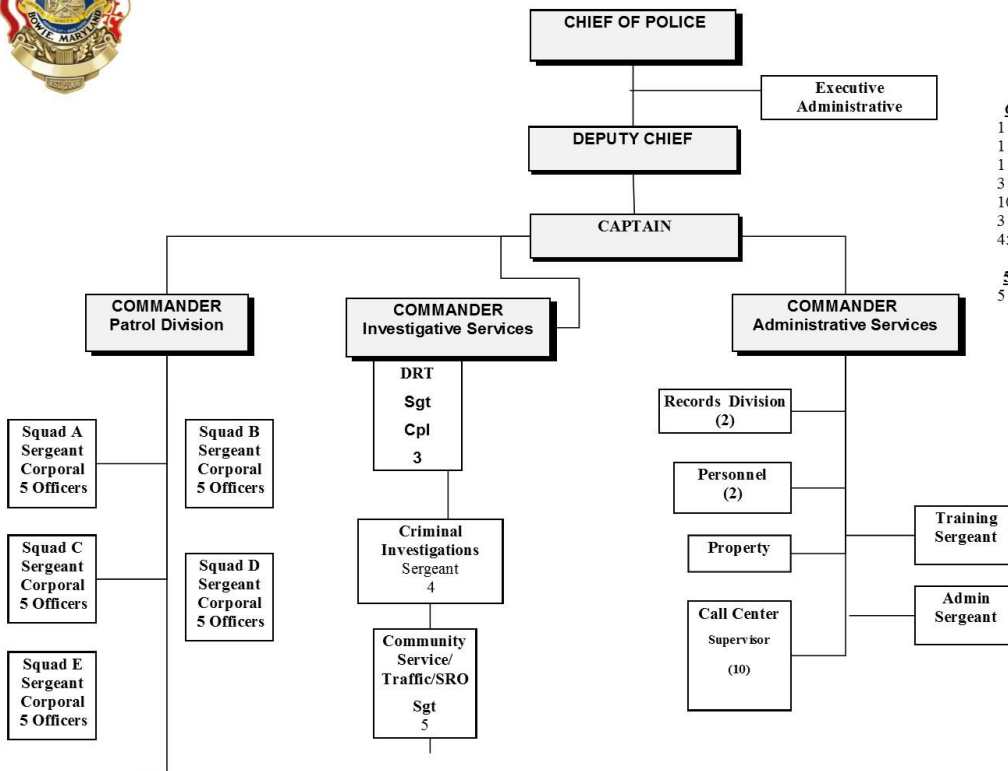
This General Order cancels and replaces:

General Order 3-7 Command Structure Dated 7/2011

General Order 3-9 Organizational Structure Dated 4/2012



## FY16 City of Bowie Police Department



**64 Sworn Positions**

- 1 Chief
- 1 Deputy Chief
- 1 Captain
- 3 Lieutenants
- 10 Sergeants
- 3 Detectives
- 45 Officers

**5 Civilian Positions**

- 5 Support