

Laurel Police Department – General Order  
Chapter II, Section 200, Order 201 – Department Organization  
September 26, 2016

**2 / 101.05 POLICY**

It is Department policy to adhere and maintain a Department Organization.

**2 / 105.10 PURPOSE**

The purpose is to set forth in a written format the Department Organizational structure.

**2 / 101.15 DEFINITIONS**

BEAT	A geographical subdivision of a sector which serves as a reporting area and a planning tool in the assignment of patrol officers.
BUREAU	The largest functional component within the department.
BEAT CAR	An officer assigned to primary patrol duty in a specific beat assignment.
CITY	City of Laurel, Maryland
COMMAND STAFF	All officers the rank of lieutenant and above, and civilian directors.
COMPONENT	Refers to any organization element. Each organizational component shall be under the direct command of only one supervisor.
DEPARTMENT	The Laurel Police Department.
DETAIL	A sub unit of a division, section or unit whose personnel are assigned to a specialized task.
DIRECTOR	Civilian employees who command a division, section or unit.
DIVISION	Subcomponent of a Bureau.
OFFICER	City of Laurel Police Officer.
SECTOR	Geographical subdivision of the Bureau of Patrol, which is composed of beats.
SPAN OF CONTROL	The number of subordinates under the immediate and functional control of a single supervisor. A sergeant or below is limited to full time supervision of a maximum of 10 employees during normal day-to-day operations. The span of control may be adjusted for operational purposes.

Laurel Police Department – General Order  
Chapter II, Section 200, Order 201 – Department Organization  
September 26, 2016

SHIFT	Tour of duty worked by a squad of officers. Hours worked will vary.
SQUAD	Unit composed of a group of officers including supervisors who perform related tasks. A squad may exist in any department component.
SUPERVISOR	Employees assigned by superiors to positions authorizing the exercise of immediate supervision over other employees. Supervisors are accountable for the performance, conduct and activities of all subordinates under their immediate control.
UNIT	Subdivision of a bureau or division or a general term describing any subdivision.
UNITY OF COMMAND	Each employee of the Laurel Police Department will be accountable to only one supervisor at any given time.

## **2 / 101.20 PROCEDURES**

### **A. RANK STRUCTURE**

1. Rank precedence of Sworn Personnel:
  - a. Chief of Police
  - b. Deputy Chief of Police
  - c. Captain
  - d. Lieutenant
  - e. Sergeant
  - f. Corporal
  - g. Master Police Officer
  - h. Private First Class
  - i. Private

### **B. DEPARTMENT ORGANIZATION**

1. The Laurel Police Department is a full-service law enforcement agency providing law enforcement services to the citizens of the City of Laurel 24 hours a day, 7 days a week.
2. The structure of the Department is depicted graphically on an organizational chart. This chart will be reviewed annually and updated as needed during the preparation of the agency's goals and objectives.
3. Chief of Police
  - a. The Chief of Police is the commanding officer of the Police Department, appointed by the Mayor and confirmed by the City Council.
    - 1) The Chief is responsible for overall planning, budgeting, directing, organizing, coordinating, training and staffing all activities of the Police Department.

Laurel Police Department – General Order  
Chapter II, Section 200, Order 201 – Department Organization  
September 26, 2016

- 2) The Chief of Police also coordinates relationships with the citizens and other local, State and Federal agencies.
- b. Office of the Chief of Police: includes the Office Manager.
  - 1) The Office of the Chief ensures efficient use of all departmental resources.
  - 2) The Office of the Chief of Police also coordinates the budget function, monitors expenditures and maintains the agency's accredited status.
4. Deputy Chief of Police
  - a. The Deputy Chief of Police is primarily responsible for the daily operations of the department, internal affairs investigations, planning and research, accreditation, training, grants, community liaison and other duties as assigned by the Chief of Police.
  - b. In order to accomplish the planning and research functions of the Police Department, the Deputy Chief of Police will have direct access to all agency records and resources not specifically prohibited by personnel laws, Law Enforcement Officer's Bill of Rights, or other laws and ordinances restricting access.
5. Bureau of Operations
  - a. Commanded by a Captain who is responsible and accountable for the division's actions and achievements to the Deputy Chief of Police.
  - b. The Bureau of Operations consist of the Special Operations Division and the Patrol Division
    - 1) Special Operations Division
      - a) Commanded by a Lieutenant
      - b) Special Operations Division
        - i. Primarily responsible for investigating all violent crime including murder, rape, kidnapping, robberies and sexual and aggravated assaults, as well as investigating the property crimes of burglaries, grand larceny and auto theft.
      - c) Special Crimes Unit
        - i. Primarily responsible for conducting investigations to disrupt illicit drug trade and collect drug intelligence information.
      - d) Internal Affairs Division
        - i. Handles all Internal and External complaints concerning allegations of misfeasance, malfeasance and nonfeasance by employees of the Department.
        - ii. In all matters concerning complaints of misfeasance, malfeasance and nonfeasance the office reports directly to the Chief of Police.
    - 2) Patrol Division
      - a) Commanded by a Lieutenant
      - b) The Patrol Shifts
        - i. Each Squad is supervised by a Sergeant
        - ii. For general purposes, the City is divided into six (6) geographic patrol beats with a patrol officer normally assigned to each beat
        - iii. In addition to performing motorized patrol, Officers are also deployed on foot and bicycles in selected parts of the patrol beats.

Laurel Police Department – General Order  
Chapter II, Section 200, Order 201 – Department Organization  
September 26, 2016

- c) Emergency Response Team
    - i. Supervised, minimally, by a Non Commissioned Officer
  - d) Canine Unit
    - i. Supervised, minimally, by a Non Commissioned Officer
  - e) Traffic Unit
    - i. Supervised, minimally, by a Non Commissioned Officer
    - ii. Motorcycle Patrol
    - iii. Bike Patrol
6. Bureau of Administration
- a. Commanded by a Captain who is responsible and accountable for the division's actions and achievements to the Deputy Chief of Police.
  - b. The Bureau of Administration consists of the Support Services Division and Community Outreach.
    - 1) Support Services Division
      - a) Communications
        - i. Primarily responsible for receiving all calls for police service and dispatching of police officers to these calls for police service.
        - ii. Additionally, the unit handles all requests for criminal history information for police officers, teletypes and the data entry for NCIC.
        - iii. The communication specialists also manage the hearing impaired teletype and greet all visitors to the police department and are the initial contacts for all police inquiries or service.
      - b) Accreditation
        - i. Accreditation Process
          - a. Review of directives and forms in order to eliminate any conflicts or inconsistencies.
          - b. Propose general orders and policy statements appropriate for review by the Command Staff; on approval, publish such written directives.
          - c. Maintenance and distribution of written directives including a file of General Orders.
          - d. Conduct research into current police operational problems.
          - e. Test and evaluate special operational equipment and apparel.
          - f. Grant applications and coordination.
          - g. Community Liaison activities
          - h. Development of plans and documentation regarding matters of personnel, resources, equipment, and facilities.
          - i. Development of comprehensive law enforcement and criminal justice plans including projects or programs involving federal funding.
          - j. Distribution of any and all reports of analysis as directed by the Chief of Police to appropriate Bureau Commanders and / or affected units.
        - ii. Primarily responsible for functions related to planning and research, law enforcement accreditation, the development, distribution, and revision of department written directives, grant development, and other administrative duties as needed.

Laurel Police Department – General Order  
Chapter II, Section 200, Order 201 – Department Organization  
September 26, 2016

- c) Central Records
    - i. Primarily responsible for the secured maintenance and custody of all police records including police reports and criminal, traffic and parking citations.
    - ii. The unit is also responsible for the dissemination of police reports and records to other criminal justice agencies and other agencies or individuals authorized to access police records.
  - d) Property /Evidence Unit
    - i. Primarily responsible for the receipt, storage, release, and destruction of all property taken in by the agency including all evidentiary items.
  - e) Training
    - i. The main function of Training is to coordinate, maintain and document on training conducted by the Department.
  - f) Parking Enforcement/Animal Control
    - i. Primarily responsible for performing selective parking enforcement and animal control activities throughout the City of Laurel.
- 2) Community Outreach
- a) Community Outreach main purpose is Community Liaison and participating and developing community outreach groups such as:
    - i. PAL
    - ii. Police Explores
    - iii. LCPA
    - iv. D.A.R.E
    - v. Neighborhood Watch
    - vi. Cops Camp

**C. STAFFING OF CIVILIAN POSITIONS**

1. Positions not requiring sworn personnel are classified as civilian positions and are staffed accordingly. These civilian positions include:
  - a. Communications Specialists / Dispatchers
  - b. Personnel assigned to Records functions
  - c. Accreditation Manager
  - d. Investigations Administrative Assistant
  - e. Parking Enforcement / Animal Control
  - f. Office Manager
  - g. Property Custodian
2. Sworn officers will be assigned to these positions and/or functions only on an emergency basis, and then only if no civilian personnel are available to perform the functions.
  - a. This does not preclude the assignment of a sworn officer to assist in the functions performed by civilians when the officer is on light or limited duty restrictions.

Laurel Police Department – General Order  
Chapter II, Section 200, Order 201 – Department Organization  
September 26, 2016

D. AUTHORITY AND RESPONSIBILITY

1. Personnel at every level within the Laurel Police Department are granted the authority to make decisions necessary for the effective execution of their assigned duties and responsibilities.
  - a. All decisions made will be in accordance with the City and Department policies and procedures.
  - b. Each employee will be held accountable for the use of this delegated authority.

E. COMMAND PROTOCOL

1. In the absence of the Chief of Police, the Deputy Chief of Police will assume command of the police department.
2. If the Deputy Chief of Police is unavailable, the succession of command is as follows unless otherwise directed by the Chief of Police:
  - a. Commander – Bureau of Operations
  - b. Commander – Bureau of Administration
3. During emergency and unusual occurrences and for specific operational activities, command responsibilities will be in accordance with the provisions of the Emergency Operations Plan as dictated by the Incident Command Structure.

F. AGENCY COORDINATION

1. Although the police department is clearly established along functional organizational lines and a chain of command, there is a need for interaction, communication, coordination, and cooperation among all organizational components and agency functions.
2. The exchange of information with and among specialized and support elements is essential to the effective and efficient operation of the agency and the accomplishment of the department's mission, goals, objectives, and tasks.
3. In order to accomplish this coordination and cooperation, commanders, supervisors, and individuals assigned to specialty units or tasks are encouraged to communicate information to the commander, supervisors, and officers of other agency components through the use of attendance at roll calls, memorandums, staff meetings, bulletins, and any other means deemed appropriate.

Laurel Police Department – General Order  
Chapter II, Section 200, Order 201 – Department Organization  
September 26, 2016

**2 / 101.25 GOVERNING LEGISLATION AND REFERENCES**

City of Laurel Code Chapter 1, Article 400, Section 440 and Related Articles Within the Code  
CALEA Standard 11.1.1, 11.1.2, 11.2.2, 11.3.1, 12.1.1, 12.1.2, 12.1.4, 15.1.1, 15.1.2, 16.1.1, 41.2.4 ,  
46.1.1

**2 / 101.30 ANNEX**

General Order 2 / 101A, Organizational Chart