

# THURMONT POLICE DEPARTMENT

<b>GENERAL ORDER</b>	<i>Date Issued:</i> August 27, 2007	<i>Effective Date:</i> August 27, 2007	<i>Order No:</i> Chapter 38.0
<i>Authority: Chief of Police</i> <p style="text-align: center;"><i>Gregory L. Eyer</i></p>		<i>Manual Page No:</i>	
<i>Subject: <b>Organization and Administration</b></i>		<i>Replaces Page No:</i>	
<i>Accreditation Standard:</i> Chapter 11	<i>Distribution:</i> <b>ALL</b>	<i>Amends:</i>	<i>Number of Pages:</i> 11
<i>Related Documents:</i>		<i>Rescinds:</i>	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

## I. PURPOSE:

To outline the organization of the Thurmont Police Department and the management and organizational principles that guide its operation.

## II. POLICY:

It is the policy of the Thurmont Police Department to adhere to principals of organization recognized and accepted by law enforcement professionals. Its organizational structure has been developed to support each individual in his/her effort to accomplish the mission of the Department. The Department is committed to ensuring that each employee is given the authority, organizational support and training to effectively perform the tasks assigned to him/her because of his/her rank or position in the department. It is the policy of the Department to hold each employee responsible for his/her individual performance while supervisors and command officers will be held accountable for the performance of their subordinates.

## III. DEFINITIONS:

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

**DETAIL:** describes the "temporary" assignment of an individual(s) to staff a special event to perform other duties because of departmental need or an officer's duty status. The use of the

word “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 status.

**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 is directly commanded by the one immediately above it. Each individual’s chain of command is determined by his assignment within the Department. The chain of command includes both those individuals who are superior to and subordinate to any particular employee.

**CITIZEN:** any person who is not sworn or civilian member of any law enforcement agency.

**CIVILIAN PERSONNEL:** designates any member of the Department who is not sworn.

**COMMAND OFFICER/COMMANDER:** designates any officer who has attained the rank of lieutenant or higher.

**FIRST LINE SUPERVISOR:** is any member of the Department who has been designated as having the direct and immediate responsibility and authority to control, coordinate and evaluate the performance of subordinate personnel. “First Line Supervisor” includes the rank of sergeant as well as corporal.

**OFFICER:** is any member of the department below the rank of corporal who has taken an oath of office and possesses police powers.

**SWORN PERSONNEL:** designates all personnel of the Department who have taken an oath of office and who possesses police powers.

#### **IV. PROCEDURES:**

A. The organizational structure for the Thurmont Police Department consists of:

Chief of Police – Rank of Colonel

Deputy Chief of Police – Rank of Lieutenant

Patrol Supervisor – Rank of Sergeant

Patrol Officers

Administrative Support

1. Chief of Police:

The Chief of Police is the Chief Executive Officer of the Department and the final authority in all matters of policy, operations and, except otherwise provided, discipline. Responsibilities of the Chief of Police include enforcing laws and ordinances and ensuring the efficient and effective operation of the Department.

The Chief of Police directly supervises the Commander, Supervisors, Patrol Officers and Administrative Staff.

2. Administration:

Secretarial and administrative support is provided to the Chief of Police by the Administrative Assistant and a secretary.

3. Deputy Chief of Police

- a. The Deputy Chief of Police is an executive leadership position reporting directly to the Chief of Police. This position is responsible for the leadership and coordination of the daily activities of the Department.
- b. Assists the Chief of Police in the preparation of the Department's strategic plan and evaluates the goals and objectives of the Department.
- c. Assists the Chief of Police in any project or matter as assigned.
- d. Represents the Department at public and/or governmental meetings.
- e. Directs the implementation of the Department's community policing philosophy/operations to enhance communication with all segments of the community.

4. Patrol Supervisor:

First line supervisory position responsible for the daily assignment of duties, transmission of orders, evaluation of fielded performance, and training of subordinate law enforcement staff. Responsible for providing the Department's sustained, round-the-clock police presence in the Town.

5. Patrol Officer:

Provides a full range of law enforcement services to the community. Performs law enforcement duties to protect life and property and provides uniformed police response to calls for service.

B. Organizational Chart:

The Department has developed and will keep current an organizational chart that graphically depicts its structure and chain of command.

Chief  
Colonel

Administrative  
Assistant

Secretary

Deputy Chief of  
Police  
Lieutenant

Patrol Supervisor  
Sergeant

Patrol Supervisor  
Vacant

Patrol  
Officers

C. Unity of Command:

1. The Thurmont Police Department adheres to the management principles referred to as “Unity of Command” which dictates that an employee receives orders from only one superior, and that each organizational component is under the direct command of only one supervisor.
2. Department personnel will be aware of their relative position in the organization to whom they are accountable and who is accountable to them. Subordinates, no matter what rank, will keep their immediate supervisor informed of their departmental activities.
3. Authority and Order of Succession:

The Chief of Police will appoint an Acting Chief of Police to serve during his absence. During this time, the Acting Chief has the same powers and authority as the Chief and performs the duties of the Chief. If no specific Acting Chief is named, the following order of succession will apply:

- a. Deputy Chief of Police
- b. Patrol Shift Supervisor

During non-business hours, the on-duty supervisor represents the Chief of Police until higher command assumes control of a situation. During overlap shifts, the senior ranking supervisor represents the Chief of Police.

4. Civilian Authority:

Civilian supervisors are vested with the same authority and responsibility as sworn supervisory personnel within their specific areas of control. When dealing with matters involving civilian personnel, sworn supervisory personnel will recognize and adhere to the chain of command, exigent/emergency situations excepted. Civilian supervisory personnel are held to the same standards of performance in their areas of assignment as their sworn counterparts.

5. Authority Outside the Chain of Command:

When a deviation from normal practice is believed justified, a senior member outside a subordinate’s chain of command may issue an order, but will notify the subordinate’s supervisor if the new order interferes with or alters previous orders to or functions of the subordinate.

6. Transfer of Command:

Upon assuming a new assignment and continually thereafter, a command officer

should critically evaluate all aspects of the command. Newly assigned command officers should review existing policies, procedures and programs to determine if they are needed and are effective to the mission of the Department

7. Command Functions:

Command personnel will take all reasonable steps to complete their assignments. As some assignments are ongoing or long-term, commanders will make frequent progress reports on them to their superiors, either orally or in writing, as the superior may prefer. Command officers will help their subordinates achieve goals by furnishing direction and coordination for their work.

8. Delegation to Subordinates:

Unless specific orders prohibit it, command officers may delegate duties assigned to them to their subordinates. They retain; however, the responsibility for ensuring that the duties are properly performed.

9. Absence of Commanding Officer:

In the absence of the commanding officer, the senior member of the next lower echelon within the Department will assume command, unless an alternate has been designated by the commanding officer, or by higher authority.

10. Chain of Command During Emergencies:

Command of all personnel assigned to the scene of an emergency, will be assumed by the highest ranking sworn individual on the scene. The ranking officer will supervise until the arrival of a counterpart of equal rank from the command handling the incident or until the arrival of higher command who assumes control of the scene.

Any officer assuming command at the scene of an emergency will inform the person being relieved of the superior officer's intent to assume command, and will then notify Communications that command has been assumed.

11. Seniority as a Factor of Command:

When two or more officers of equal rank are working together on the same assignment or detail, and an emergency arises requiring a command decision, the senior officer will assume command if no one has been assigned command by competent authority. Seniority will be determined by continuous service in rank.

## 12. Adherence to Chain of Command

All Department business will be conducted via the chain of command; that is, information will be transmitted upward or downward as necessary only to the employee(s) immediately above or below an individual in the chain of command, with the following exceptions:

- a. An employee wishes to discuss with another employee, regardless of his/her rank or position, a personnel matter that has nothing whatsoever to do with the administration, the operations, or the activities of the Department;
- b. An employee possesses information which is detrimental in some respect to a superior, and which in all likelihood would not be transmitted for information or action. In such circumstances, the employee is authorized only to directly contact the supervisor of the employee about whom the detrimental information exists;
- c. An employee is required in an emergency situation or due to exigent circumstances to initiate immediate action;
- d. An employee is specifically directed or authorized to do so by the General Orders of the Department; or
- e. An employee is conducting an operation or activity that by its nature requires cooperation with other members of the Department.

## 13. Seniority

- a. Seniority within the Department or within a component of the Department will be determined as follows:
  - (1) Higher ranking personnel are senior to lower ranking personnel;
  - (2) For members of the same or equivalent rank, the member who has served the longer period of time in the highest rank for which there is a differing time of service shall be senior;
  - (3) Although the rank of Officer First Class does not appear in the chain of command between officer and corporal, it is considered a “rank” above that of officer for determination of seniority;
  - (4) For members who have been demoted, their time served in higher ranks will be considered as continuous time served in the rank to which they

were demoted;

- (5) For members who were promoted on the same day, order of promotion on that day will play no part in determination of seniority;
- (6) If a command decision is necessary and none of the personnel present have designated authority over the situation by function, assignment, or other provision of the General Orders, the most senior member present will assume command.

#### D. Authority and Responsibility

1. While the Chief of Police is responsible for the overall performance of the Department, he cannot personally plan, direct, coordinate, and supervise all of its activities and personnel. Responsibility for the Department's daily operation has therefore been given to command and supervisory personnel. The Department is rank-structured and includes both sworn and civilian personnel who have been vested with both the responsibility and authority to carry out the mission of the Department.
2. It is the policy of the Thurmont Police Department to assign responsibilities to personnel commensurate with their rank and to delegate the appropriate authority to ensure that these responsibilities are completed. Each member will be held accountable for their overall performance and the use or failure to use this delegated authority in accomplishing the responsibilities of their position.
3. Job descriptions defining in detail the duties and responsibilities of each position in the Department have been developed and distributed to each employee.

#### E. Span of Control

1. While the exact number of subordinates assigned to a particular command will depend upon the nature and complexity of the assigned duties and upon the nature and extent of the demands placed upon the Department. The Department will attempt to limit the number of personnel under the immediate control of an individual so as to not be excessive.
2. The span of control does not in any way relieve command/supervisory personnel from ultimate responsibility for the actions or inactions of personnel within their command.

#### F. General Management and Administration

1. The Thurmont Police Department uses a variety of forms in the course of its official business to record information, to communicate information internally from one entity to another, or to provide information to other entities within the criminal justice system, or to the public as permitted by law. Because they are official documents, there is a need to oversee the development, distribution, use and control of these forms.
2. The Department will control the development, use and retention of the forms necessary to conduct its official business. In addition to the development of “new” forms, it is the Department’s policy to determine through scheduled, periodic review if a form currently in use needs to be revised, or in some cases, eliminated.
3. Departmental Form is any form or document created by the Department that is either preprinted or stored on the “share” drive of its computer system and is used in the conduct of the Department’s business. Excluded are:
  - a. Unique forms developed as part of a report or a presentation.
  - b. Checklists or worksheets designed by individual supervisors for their own use.
  - c. Forms designed to gather information for a specific, time-limited purpose and not for on-going use.
  - d. Training materials.
  - e. Forms originating outside the Thurmont Police Department.
4. Form Development – when any employee of the Department believes that there is a need to develop a “new” departmental form or to revise an existing one, that individual will submit a draft of the proposed form to the Deputy Chief of Police via the chain of command. If the Deputy Chief of Police determines the proposal is necessary, he/she will forward to the Administrative Assistant who will make the necessary changes, and will assign the appropriate form number to the document.
5. Form Control – The Administrative Assistant will be responsible for assigning a Form Control Number to each departmental form and for maintaining a file containing an original copy of each form used by the Department, as well as a master list of all forms and numbers in use by the Department.
6. Form Review – The Deputy Chief of Police and the Administrative Assistant will be responsible for reviewing all forms on an annual basis.

7. Security of Forms on Share Drive – Forms are placed on the shared computer drive for the convenience of all personnel. Forms will not be altered except at the direction of the Deputy Chief of Police and/or the Administration Assistant. Should a form on the shared drive become corrupted, the Deputy Chief of Police or the Administrative Assistant will be notified and will ensure that the form is corrected.

G. Notifications to Chief of Police: (CALEA 11.4.5)

1. The Chief of Police and Deputy Chief of Police will be notified immediately of any incidents where there may be a question as to the Department's liability or those which may result in heightened community interest.
2. Incidents include, but are not limited to the following:
  - a. Homicides
  - b. Rapes
  - c. Robbery
  - d. Serious Assaults
  - e. Suicides
  - f. Officer involved shootings
  - g. Officer injuries
  - h. Pursuit of motor vehicle
  - i. Any incident that may cause death or serious injury to persons or significant loss of property.
3. Incidents of a lesser nature will be forwarded to the Chief of Police and Deputy Chief of Police within a reasonable period of time.

**ATTACHMENTS :**

**DOCUMENT DATES :**

*Amended Date:*

*Review Date:*

*Review Date:*

*Review Date:*

*Rescinds:*

*Order Written By: Chief Gregory L. Eyer*

*Order Edited and Approved By: Chief Gregory L. Eyer*

*Accreditation Standards Included in this Order*

*CHAPTER 11*