



Ocean City Police Department

General Order

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Organizational Structure Chart

I. Purpose:

It is advantageous that all Department personnel become sufficiently acquainted with the structure, functions, activities, and services that the Department has in order to understand its inner workings and responsibilities. It is also important for personnel to properly follow the chain of command and to assist visitors or citizens with questions regarding Departmental programs or the hierarchical structure of the organization.

The purpose of this directive is to explain the Department's organizational structure and to explain how employees play an important role within the Department. The various responsibilities and duties of each assignment are discussed and, along with the Department's individual position descriptions, should enhance cooperation between all employees.

II. Definitions

- A. **Non-Sworn Employee:** Personnel who have no law enforcement authority, commonly referred to as a "civilian employee".
- B. **Sworn Employee:** Personnel who have law enforcement authority and are generally termed "police officer."
- C. **Supervisor:** All sworn officers at the rank of Corporal and above and all civilian supervisors and managers.

III. Policy

The Department shall maintain an organizational structure based on function, unity of command, delineation of responsibility, accountability and the effective delegation of authority under which the Department can operate efficiently and effectively.

IV. Organizational Direction

The Department is committed to a structured chain of command with commensurate authority and responsibility in providing continuity and unity of command. The success of the Department requires that responsibility be accompanied by the necessary authority.

A. Authority and Responsibility

Authority to execute the required activity of the Department shall be delegated by the Chief of Police through the chain of command to individual members. At every level of the organization, employees will be given the authority to make decisions necessary for the effective execution of their responsibilities.

B. Delegation of Authority

The Chief of Police shall be responsible for the performance of the organization. To assist the Chief of Police in accomplishing the goals and objectives of the

Department, employees shall be delegated authority to perform the duties of their assignments.

C. Accountability

Employees, by virtue of their position in the Department, shall be held accountable for their overall performance and the performance of the members under their immediate supervision. This accountability shall include the use of, or failure to use, delegated authority in accomplishing the responsibilities of their position. All members shall be organizationally accountable to only one supervisor at any given time. Each organizational component shall be under the direct command of only one supervisor at any given time.

D. Span of Control

Supervisors will be given specific areas of assignment over which they have supervisory or command responsibility at all times. Supervisors will not have an excessive number of employees under their immediate control. As a general policy, this should not exceed eight (8) employees.

E. Staff Meetings

1. Division Commander Staff Meetings shall be conducted weekly unless deemed otherwise by the Chief of Police. Staff Meetings for all Command Staff personnel will be held every other week or at the direction of the Chief of Police as he/she deems necessary.
2. All Supervisors should conduct documented meetings with the employees within their respective functions to facilitate the efficient flow of information. Examples of "documented meetings" for the purpose of information sharing are: daily roll call briefings, weekly unit meetings, specialty unit training exercises, e-mail correspondence addressing a police practice/strategy, etc.

F. Chain of Command

1. The Chain of Command shall be the line of authority which extends from the Chief of Police through a single person at each level of supervision to the level of execution.
2. The following is the precedence of rank for all sworn employees (regardless of assignment, such as detectives) in descending order.
 - a. Chief of Police
 - b. Captain
 - c. Lieutenant
 - d. Sergeant

- e. Corporal
 - f. Police Officer First Class (PFC)
 - g. Police Officer
 - h. Reserve Police Officer
 - i. Probationary Police Officer
 - j. Seasonal Police Officer
- 3. Civilian Supervisors shall be integrated into the chain of command, as appropriate, based on their functional scope and assignment as established by the Chief of Police.
 - 4. The ranks of PFC, Police Officer and Probationary Police Officer shall be considered equal for the purpose of issuing orders.
- G. Command in Absence of the Chief of Police
- 1. In the planned absence of the Chief of Police, the Chief will designate, in writing, an "Acting" authority.
 - 2. In the unexpected absence of the Chief of Police, the Support Services Commander will assume command of the Department, until such time as the Chief returns or the Town Manager appoints a new or "Acting" Chief of Police.
 - 3. In the unexpected absence of both the Chief of Police and the Support Services Commander, the Patrol Commander will assume command of the Department. The Patrol Commander will maintain Command until such time as the Support Services Commander or the Chief of Police returns or the Town Manager appoints a new or "Acting" Chief of Police.
 - 4. In the unexpected absence of the Chief of Police, the Support Services Commander, and the Patrol Commander; the Criminal Investigation Commander will maintain command until such time the other two Division Commanders or the Chief of Police returns or the town Manager appoints a new or "Acting" Chief of Police.
 - 5. Should all Division Commanders be unavailable in the unexpected absence of the Chief of Police, the command of the Department shall rest with the most senior Lieutenant as determined by time in grade. The senior Lieutenant shall maintain command until such time as he/she is relieved by a Division Commander or the Chief of Police OR until the Town Manager appoints a new or "Acting" Chief of Police.

H. Command Protocol

Command protocol in single incidents involving employees of different functional assignments will be determined by rank. A ranking employee's appearance on the scene does not automatically place him/her in charge of that scene unless he/she assumes control and announces he/she is taking control consistent with the Department's policy on Incident Command.

I. Joint Patrol Division/Criminal Investigation Division (CID) Investigations

1. The patrol officer assigned to the call will be in charge of the crime scene unless:
 - a. Relieved by a detective called to the scene; OR,
 - b. Relieved by a higher ranking officer.
2. The on-scene detective assigned to the crime will be in charge of the scene unless relieved by a higher ranking officer.
3. In all instances where a higher ranking officer relieves the patrol officer or detective at the scene, that higher ranking officer will then assume control and responsibility for the incident.

J. Obedience to Orders

1. Employees shall be required to obey any lawful order from a higher ranking employee, including such an order relayed by an employee of the same or lesser rank.
2. Occasions may arise requiring a Supervisor to issue an order to employees outside the Supervisor's immediate responsibility. Nothing in this General Order shall prevent this from occurring.
3. Employees shall abide by G.O. 200 B-1, Section III-A; Subsection 6, 7, 8 and 9 in regard to obedience to orders.

V. Organizational Structure:

This General Order shall define the Department's organizational structure and functions and shall be updated as needed and made available to all personnel. The Department shall be divided into four (4) primary command structures; the Office of the Chief; the Patrol Division; the Support Services Division and the Criminal Investigation Division. All employees ultimately fall under the command of the Chief of Police; however the majority of the organizational components report to one of the three designated Division Commanders.

VI. Office of the Chief of Police

The Office of the Chief of Police shall be comprised of the Chief of Police and his/her executive assistant, the Office of Professional Standards, and the Office of Public Affairs.

A. Chief of Police

The Chief of Police shall be the highest ranking officer within the Department. Under the general direction of the Town Manager, and shall be responsible for administering the Department in accordance with applicable laws and regulations and for ensuring that organizational objectives are met. The Chief of Police shall apply principles of organizational management, including long and short range planning, fiscal management, discipline, personnel management and the evaluation of police service delivery. The Chief of Police shall hold final responsibility for the preparation of the Department's annual budgets and control of police expenditures.

The Chief of Police shall direct and coordinate the activities of all organizational components of the Department to see that goals and objectives are being achieved efficiently and effectively. The Chief of Police shall participate in the Town Manager's staff meetings and regularly hold police staff meetings to formulate plans and programs, identify and solve problems, discuss policy and procedural issues.

B. Office of Professional Standards

The Office of Professional Standards shall be commanded by a Lieutenant who reports directly to the Chief of Police and is comprised of the following functions:

1. Internal Affairs: Internal Affairs shall be responsible for ensuring the integrity of the Department by thoroughly and objectively investigating complaints of employee misconduct and maintaining an early warning system in regard to employee performance. Internal Affairs shall be responsible for the implementation and coordination of all disciplinary actions and procedures instituted by the Chief of Police.
2. Planning and Research: Planning and research will spearhead special projects at the direction of the Chief of Police and other commanders on matters requiring research, planning and implementation of best practices and procedures. Primary responsibilities will focus on strategic planning and program development.
3. Quality Assurance: Quality Assurance shall conduct inspections and audits of Departmental components to ensure that proper administrative and operational controls are in place and are being followed. Announced and un-announced inspections/audits will be conducted to ensure Departmental preparedness and compliance with established policy, procedure, and practice.

4. Policy Development: Practices and procedures are coordinated for the development and revision of Department policy through drafting, revision and review. Policy development is a department-wide responsibility, coordinated by the Office of Professional Standards.

C. Office of Public Affairs

Public Affairs will be staffed with a civilian and/or sworn personnel, who report directly to the Chief of Police, and their role shall be to communicate effectively with the public and the media. They are responsible for:

1. Keeping the public and news media informed about significant police-related events in the Town of Ocean City at all times.
2. Marketing and public relations for the Department, including the Department's newsletter, the Annual Report, and the Department's website(s). Additional responsibilities include various special events planning such as "National Night Out".
3. Promoting programs and initiatives sponsored by the Department, such as Neighborhood Watch which encourages the public to become an important part of crime prevention and to report incidents and activities that are of a suspicious nature.
4. Building Police/Community/Business Partnerships which are vital to the success of the Department's community policing goals. As such, Officers will work in conjunction with the Office of Public Affairs in an attempt to reduce crime and establish favorable community/business partnerships.
5. Developing programs to address citizen and business perceptions and/or misrepresentations of crime activity that affect their quality of life.
6. Providing the public with various services, programs, information and crime statistics; enabling citizens to make educated decisions regarding their personal safety and community security.

VII. Patrol Division

The Patrol Division shall be responsible for providing police patrol services twenty-four hours per day, three hundred sixty-five days per year. The mission of the Patrol Division is to protect life and property through the prevention and detection of crime, apprehension of criminal offenders, preserving the peace and enforcing criminal and motor vehicle laws as well as local ordinances. Additionally, the Patrol Division shall maintain readiness to respond in an "ALL HAZARDS" environment in accordance with the National Incident Management System (NIMS) philosophy.

A. Division Command

The Patrol Division shall be commanded by a Captain who reports directly to the Chief of Police. The Patrol Division Commander is responsible for the preliminary investigation of calls for police service, traffic enforcement and control, collision investigation, follow-up of criminal investigations, and the direction of designated Specialty Units within the operational function of the Division. Duties of the Patrol Division Commander include scheduling staff meetings, scheduling for the components directly responsible to him/her, monitoring and evaluating the performance of personnel assigned to the Division, acting as principle advisor to the Chief of Police on unusual occurrences, and other special duties as assigned.

B. Assistant Division Command

The Assistant Division Commanders of the Patrol Division shall be Lieutenants who report to the Division Commander and will serve in the following roles:

1. Assistant Patrol Division Commander

The Assistant Patrol Division Commander is responsible for the operations of the Division in the absence of the Patrol Division Commander and this position's regular duties shall be comprised of:

- a. Auditing the performance of Division personnel to ensure Department orders, policies, and directives are carried out in an efficient and effective manner.
- b. Directing the implementation of the Department's policing philosophy within the Division.
- c. Responsibility for activities, such as the coordination of roll-call training topics, coordination of Division specialty units, Division budgetary needs and other special duties assigned by the Patrol Division Commander and/or the Chief of Police.

2. Special Events & Emergency Management Commander

The Special Events & Emergency Management Commander's primary responsibility is the coordination of the Department's involvement in Town of Ocean City Special Events, and emergency preparedness planning, along with other duties as assigned by the Patrol Division Commander and/or the Chief of Police. The primary duties of this position are comprised of:

- a. Special Events Coordination: This Commander will work closely with other Town departments and allied law enforcement agencies to develop operational plans and orders for all special events

involving Department personnel. This will necessitate extensive planning and attendance at pre-event meetings as well as after-action debriefings at the direction of the Patrol Division Commander.

- b. Emergency Preparedness: Emergency Preparedness ensures that the Department is prepared to respond to disaster situations utilizing an "ALL HAZARDS" philosophy. This Commander works with the Town of Ocean City's Department of Emergency Services to assure the Department is in compliance with State and Federal mandates regarding NIMS, Continuity of Operations Planning (COOP), and other policies as disseminated from time to time.
- c. Auxiliary Officer Program: The Auxiliary Officer Program provides volunteer police support services when, in the opinion of the Chief of Police or Division Commanders, such augmentation is in the best interests of public welfare and safety.

Auxiliary Officers are citizens who have received specialized training in selected police policies and procedures. The number of personnel assigned to this program shall be determined by the Chief of Police from time to time as appropriate.

C. Shift Command

Patrol operations are managed by Lieutenants who are designated as Shift Commanders, and who report to the Patrol Division Commander through the Assistant Patrol Division Commander.

Shift Commanders provide command responsibility and accountability in the absence of the Chief of Police and other Senior Command Staff Officers. They have authority to provide operational supervision throughout the Department on a twenty-four hour, daily basis to ensure that policies, procedures, orders and regulations are followed.

D. Division Responsibilities

The Patrol Division shall have the following duties and responsibilities:

1. Protection of life and property;
2. Repression of crime;
3. Enforcement, apprehension and prosecution of persons who violate the criminal and traffic laws;
4. Follow-up investigations of criminal offenses other than outlined by Policy;
5. Initial investigations of all calls for service;

6. Documentation through Incident Reports (IR) reported and enforced criminal activity;
7. Enhancement of community relations with citizens;
8. Preservation of the public peace;
9. Collection and preservation of evidence;
10. Processing of certain crime scenes;
11. Such other duties as assigned.

E. Specialty Units / Programs

The following Specialty Units / Programs shall be considered part of the Patrol Division and shall be overseen by a Patrol Division supervisor. They shall provide specialized services associated with the operational functions of the police department:

1. Traffic Safety Unit:

The Traffic Safety Unit shall initiate programs and procedures for decreasing traffic related deaths, injuries and property damage. They shall be the lead Unit for application, administration and reporting of traffic related grants and programs. This Unit will be staffed by police officers who have received specialized training in crash reconstruction, speed measurement and/or other traffic specific training. The number of personnel assigned to these duties shall be determined by the Patrol Division Commander from time to time as appropriate to meet scheduling needs and shall be approved by the Chief of Police.

2. Canine Unit

The Canine Unit shall be comprised of police officers paired with specially trained dogs referred to as "TEAMS." The teams will be deployed to assist with the location of suspects, contraband, evidence, and missing persons or for crowd control or other specialized missions in accordance with Department policy. The number of teams shall be determined by the Chief of Police from time to time as appropriate for the successful completion of the Department mission.

3. Mounted Unit

The Mounted Unit shall be comprised of police officers and specially trained horses. The Unit will be deployed to assist with special events, routine patrol, or for crowd control or other specialized missions in accordance with Department policy. The number of officers and horses shall be determined by the Chief of Police from time to time as appropriate for the successful completion of the Department mission.

4. Quick Response Team (QRT)

The Patrol Division will maintain a team of police officers who have received advanced training in the area of specialized weapons and response tactics. They shall be deployed in pre-approved circumstances, such as search warrants and hostage incidents or on a case by case basis with approval of the Chief of Police. The number of personnel assigned to this team shall be determined by the Chief of Police from time to time as appropriate and these personnel shall be commanded by a Lieutenant or higher.

5. Crisis Negotiation Team (CNT)

The Crisis Negotiation Team shall be staffed by police personnel who have had advanced training in the areas of interpersonal skills and negotiation. The team will work independently or in combination with the QRT to negotiate the peaceful settlement of hostage, barricade, suicidal subject or other critical incidents. The number of personnel assigned to this team shall be determined by the Chief of Police from time to time as appropriate and these personnel shall be commanded by a Lieutenant or higher.

6. Honor Guard

The Honor Guard shall be staffed by sworn personnel who have received specialized drill and instruction in the area of ceremonial marching and protocol. They may be utilized for public or private events, flag presentations, funerals, academy graduations or other events approved by the Chief of Police. The number of personnel assigned to these duties shall be determined by the Chief of Police from time to time as appropriate to meet scheduling requests.

7. Animal Control

Animal Control shall be responsible for the enforcement of the laws pertaining to animals as mandated by Town of Ocean City Ordinance. Personnel assigned to this Unit shall conduct preliminary investigations into reported animal cruelty cases and other violations of animal control laws. The Unit shall also perform rescue operations for animals in danger.

8. Field Training & Evaluation Program (FTEP)

Trained officers and supervisors selected by the Division Commander carefully monitor and evaluate the abilities of police recruits who have successfully completed entrance level police officer training. Working in conjunction with the Training and Recruiting Section, the program's goals are to refine job skills, enhance professionalism, and instill ethical standards in recruit officers prior to their assignment as a certified police officer.

VIII. Support Services Division

The Support Services Division shall provide the management of various support related tasks associated with the efficient and effective operation of the Department. The Support Services Commander shall maintain an administrative staff comprised of both sworn and non-sworn employees to provide adequate support services and management.

A. Division Command

The Support Services Division is commanded by a Captain who reports directly to the Chief of Police.

B. Assistant Division Command/Management Personnel

The Support Services Division assistant command responsibilities are shared between sworn Commanders and Civilian Managers, who report directly to the Division Commander.

1. Human Resources

Human Resources is commanded by a Lieutenant who is responsible for the following functions:

- a. Recruiting: Recruitment of full-time, part-time and seasonal, employees both sworn and civilian within the Department. This includes the review and analysis of existing programs to refine and/or develop productive/innovative methods whereby affirmative recruitment and selection of applicants can occur.
- b. Pre-employment Testing: The testing and selection process of all new employees shall be completed in compliance with established guidelines. The Town of Ocean City's Human Resources Office is responsible for maintaining overall review and coordination of the applicant selection process to include (where applicable):
 - (1) Written Examination
 - (2) Physical Agility Examination
 - (3) Oral Interview Board
 - (4) Physical Examination
- c. Training: The primary duties, responsibilities and tasks of this Section are:
 - (1) Manage in-service training programs for sworn personnel as required by Maryland Police and Correctional Training Commissions (MPCTC).

- (2) Maintenance of academic and attendance records of personnel attending courses conducted by the Department and other agencies and institutions.
 - (3) Oversee and coordinate the Department's Firearms Training, Defensive Tactics Training and Emergency Vehicle Operator Course functions. Duties include organization of firearms training schedules, implementation of firearms training and qualification requirements and standards, and maintenance of accurate records and qualification dates and scores of Department personnel.
 - (4) Preside over the selection of members for specialized training as necessary for the effective operation of the Department. These responsibilities may include fiscal and registration needs.
 - (5) Coordinate instructional programs hosted by the Department.
 - (6) Assure compliance with policy driven Specialty Unit and Specialized Training selection protocols.
 - (7) Seek out suitable training programs to fulfill agency needs.
 - (8) Prepare and administer the Seasonal Officer and Seasonal Public Safety Aide training programs.
 - (9) Overall supervision of Seasonal Officer activities during training.
 - (10) Selection of members to and maintenance of the Department's body of MPCTC certified instructors.
 - (11) Maintenance of rosters of certified personnel for courses required under law (ex. FEMA, NIMS, etc.)
- d. Personnel Management: The primary duties, responsibilities and tasks of this function are:
- (1) Acting as the liaison to the Town of Ocean City's Human Resources Office in matters pertaining to hiring, movement and termination of personnel. Duties also include responsibility for the Department's payroll function, leave status records, and the maintenance of member's personnel, medical and background files.

- (2) The appropriate preparation, routing, distribution and maintenance of required documents to include Employee Requisitions, Personnel Action Forms and Personnel Orders;
 - (3) Recording and maintenance of salary records to include the entry and general preparation of bi-weekly payroll, and distribution of payroll checks and receipts;
 - (4) Salary adjustments attributed to promotion, demotion, transfer, step and longevity increases;
 - (5) Maintenance of the Department's authorized and actual staffing numbers by position;
 - (6) Maintenance and security of all employee records to include personnel, medical and background files;
 - (7) Responding to requests for employment verification lawfully and within established protocols;
 - (8) Assisting the Training & Recruiting Section with applicant processing and selection;
 - (9) Tracking of all applicants for employment by position.
- e. Reserve Police Officer Program: This Commander has the primary, but limited management of the Department's Reserve Police Officer program. Duties and responsibilities associated with this function include:
- (1) Bi-weekly payroll;
 - (2) Assignment of Reserve Police Officers to Divisions, events and special assignments;
 - (3) Assure compliance of all Reserve Police Officers with Department policies governing the position;
 - (4) Assure Reserve Police Officers are scheduled for and comply with all MPCTC training and certification requirements;
 - (5) Assure proper supervision occurs for all Reserve Police Officers to include the preparation and delivery of regular performance evaluations.

2. Services Management

Services Management is commanded by a Lieutenant who is responsible for the following functions:

- a. Arrest and Detention: This section shall be accountable for the proper execution of the following duties and responsibilities:
 - (1) Supervision of assigned personnel;
 - (2) Adherence to approved safety and defensive tactics practices at all times;
 - (3) Proper care and systematic processing of all prisoners traversing the booking and detention areas;
 - (4) Safe and appropriate movement of prisoners during escorts within & outside the Public Safety Building;
 - (5) Assuring juvenile prisoners are properly detained and processed in accordance with State law;
 - (6) Collection and safekeeping of prisoner property;
 - (7) Fingerprinting of citizens for public safety background checks and taxi license permits;
 - (8) Security of the Public Safety Building and surrounding grounds;
 - (9) Providing professional assistance to the public during walk-in or telephone queries;
 - (10) Providing the public with selected Records Management services during off-hours;
 - (11) Operation of the Telephone Reporting Unit during designated periods.

- b. Property and Evidence: This Section shall operate as a secure centralized location for the storage of found, recovered, stolen and evidentiary property, and maintain detailed records of all property flow within its operation. The primary duties and responsibilities of this section are:
 - (1) Quartermaster
 - (a) Timely acquisition and maintenance of appropriate inventory levels of supplies, equipment & uniforms;

- (b) Issuance and tracking of all Department issued forms, citation books, manuals, equipment & uniforms, including proper storage of these items;
- (c) Re-supply of issued items that are broken, lost or worn as requested by supervisory personnel;
- (d) Prompt collection of issued uniforms, citation books, supplies & equipment of personnel whose employment status with the department has concluded;
- (e) Receipt and appropriate disposition of packages delivered to the Department.

(2) Property & Evidence Management

- (a) The receipt, maintenance, and storage of all controlled dangerous substances and all non-controlled substances seized, recovered or submitted to the agency.
- (b) The destruction of any and all controlled and non-controlled substances under the supervision of the Services Management Commander;
- (c) The receipt, maintenance, storage and release of all evidence, recovered and found property, and items submitted for safekeeping;
- (d) Maintain a legally sufficient chain of custody on submitted property, evidence & contraband;
- (e) Inventory control to include the lawful conversion of property & evidence to auction, law enforcement use, or destruction, and documentation of same;
- (f) Accurate record keeping and timely deposit into an established escrow account of all non-evidentiary money submitted;

c. Information Technician Liaison

This Commander serves as the Department's liaison to the Town of Ocean City's Information Technology Department on all matters related to the acquisition, installation and disposition of computer hardware, network configuration and related projects.

d. Facility and Fleet Maintenance

This Commander shall be responsible for the care and maintenance of facility operating systems, as well as other designated duties relating to fleet maintenance, and Department equipment.

3. Budget & Fiscal Services

Budget and Fiscal Services is directed by a Civilian Manager who provides administrative support to the Department executive staff. This Manager is responsible for budget preparation and management as well as the technical preparation and daily administration of all Department budgets, including grants. Additional responsibilities include:

- a. Daily maintenance & control of the Department operating budget;
- b. Processing of requisitions, purchase orders, check requests, and invoices;
- c. Assuring Department compliance with the Town of Ocean City's purchasing policy;
- d. Maintenance of escrow accounts dedicated to seized assets, to include the issuance of reimbursement checks;
- e. Preparation and distribution of budget related management reports;
- f. Control of the distribution and re-supply of petty cash;
- g. Research, reserve and prepare travel and per diem requests for training and other work related travel;
- h. Production of regular reports to show account status, expenditures and remaining balances, equipment purchases, supply requisitions and purchase orders.
- i. Provide administrative support to the Office of the Chief.

4. Records Management

Records Management is directed by a Civilian Manager and serves as the central repository for police records storage, with control and retrieval in a manner consistent with confidentiality mandates. Other functions include entering incident-generated information into the Records Management System (RMS), disseminating reports internally and to the public as required and compiling statistics in accordance with national Uniform Crime Reporting (UCR) procedures.

This Section's primary duties and responsibilities are:

- a. Maintenance and proper filing of all police reports and arrest records;
- b. Reproduction and timely forwarding to the Office of the State's Attorney all documents and other media as required under rules of discovery in the prosecution of criminal cases;
- c. Serving as the distribution point for all reports and other requested materials under the Maryland Public Information Act;
- d. Processing all requests for information from the public concerning police reports and other information maintained in the Records Section;
- e. Regular compilation and submission of the Federal Bureau of Investigation's UCR statistics and all other State and Federal reports as assigned;
- f. Data entry of citations, warnings and Field Interview Reports into the department's Records Management System;
- g. Daily receipt, recording and deposit of payments received for parking tickets, municipal citations, impounded vehicles, and other fines and fees as assigned;
- h. Periodic billing of unpaid parking citations and municipal fines;
- i. Timely and thorough processing of court ordered expungements of criminal records and reports;
- j. Serving as the Department's Court Monitor while working with the Office of the State's Attorney for the purpose of reconciling court appearances and overtime expenditures;
- k. Providing administrative support to the Department's Hack Inspector;
- l. Providing administrative support to the Department's Noise Enforcement Unit.

C. Division Responsibilities

1. Manage the Department's primary administrative functions to include:
 - a. The Central Records facility and all duties associated therein;
 - b. Serve as liaison to the Town of Ocean City's Information Technology Department;

- c. All training of Department personnel and compliance with State certification requirements;
 - d. The recruitment of sworn and non-sworn employees;
 - e. Budget preparation and management;
 - f. Human Resources;
2. Manage the Department's tangible assets, and oversee certain support operations to include:
 - a. The maintenance of the Department's physical facilities;
 - b. Booking and detention operations;
 - c. Uniform, equipment and supply;
 - d. Property and evidence storage; and
 - e. Rolling stock.

IX. Criminal Investigation Division

The Criminal Investigation Division shall be responsible for conducting continued investigations into matters of criminal activity and shall be responsible for identifying, apprehending and assisting in the prosecution of those individuals responsible for such criminal activity. The Division shall be available to provide investigative services twenty-four hours a day.

A. Division Command

The Criminal Investigation Division shall be commanded by a Captain who reports directly to the Chief of Police and is responsible for the overall operations of CID.

Responsibilities of the CID Commander include:

1. Establishment and maintenance of Division policies, rules and regulations;
2. Ensure the Chief of Police is updated on major investigations;
3. Deployment of Division personnel and resources;
4. Preparation of Division budget and fiscal management;
5. Periodically prepares reports on activities/functions;
6. Coordinates multi-jurisdictional investigations with other agencies;

7. Direct and evaluate subordinates;
8. Other duties as assigned.

B. Assistant Division Command

The Assistant CID Commander shall be a Lieutenant who reports to the Division Commander.

Responsibilities of the Assistant Division Commander include:

1. Supervision of personnel;
2. Oversight of case preparation;
3. Reviews reports;
4. Direct and evaluate subordinates;
5. Maintain records on forfeiture vehicles;
6. Prepares reports on activities/functions;
7. Assumes duties of the CID Commander during their absence;
8. Assignment of cases.

C. Division Responsibilities

The Criminal Investigation Division is responsible for:

1. The investigations of criminal offenses, detection and arrest of criminal offenders, recovery of lost and stolen property, compilation and comparison of criminal records, and other duties as the Chief of Police may direct.
2. Follow-up investigations of criminal offenses as outlined by policy and other special investigations designated by the Division Commander.
3. The confidentiality of all criminal investigative files maintained by the Division and not releasing materials without the authorization of the Division Commander or the Chief of Police.
4. Management of the Department's participation in any local, State, or Federal Criminal Task Force. The Department's participation in any outside Criminal Task Force shall remain at the sole discretion of the Chief of Police.

D. Sections/Units

1. Major Crimes

This section shall be responsible for the proper investigation and prosecution of the following:

- a. Crimes Against Persons: the investigation of crimes against persons as enumerated by policy.
- b. Crimes Against Property: the investigation of property crimes, as enumerated by policy.
- c. Juvenile/Child Abuse: the investigation of major juvenile crime and any child abuse.
- d. The Division may detail sworn personnel to the Office of the Fire Marshal to assist in the investigation of crimes of arson and other duties as determined by the Fire Marshal.

2. Crime Analysis

Crime Analysis is a component of the Major Crimes Section and will be utilized to support operational needs by coordinating and disseminating criminal information. Analysis of criminal incidents shall be utilized to detect trends, develop suspects, and assist with strategic planning for tactical, operational and administrative efforts.

3. Forensic Services

The Forensic Services Unit shall provide trained Crime Scene Technicians (CST) who shall respond to crime scenes to collect, document and preserve evidence and shall also provide processing and/or support for all digital evidence. CST's also process evidence submitted by other personnel, conduct examinations to the extent that their training allows, as well as prepare court exhibits.

4. Narcotics & Vice

This Section shall be responsible for the following duties:

- a. Controlled Dangerous Substance (CDS) Enforcement

The identification and apprehension of suspects in mid and upper-level drug organizations working within the Town. The Section shall also be responsible for the identification and arrest of street-level drug dealers and users operating within the Town. The

primary focus of this Section shall be the enforcement of drug laws in residential communities where drug sales are adversely affecting the quality of life for residents. This Section shall:

- (1) Cooperate with employees of the Department and other authorities in the enforcement of laws related to illicit CDS activities;
- (2) Coordinate information and efforts toward the apprehension of persons in violation of CDS laws; and
- (3) Ensure cooperation in the enforcement of CDS laws in cases requiring long-term investigations.

b. Vice Enforcement

- (1) Gambling/gaming laws enforcement;
- (2) Prostitution laws enforcement;
- (3) Pornography laws enforcement.

5. Intelligence

This Unit is responsible for information gathering, analysis, and dissemination to the appropriate functions/components as well as coordination with external agencies.

6. Special Enforcement

This Unit is a proactive, highly flexible street level criminal investigative unit that works closely with the community to identify problems and solve crime. The unit's objectives are to identify and address neighborhood quality of life concerns with an emphasis on reducing crime, monitoring repeat and violent offenders within the community, and rapidly deploying to evolving public safety concerns. The unit will use intelligence gathering and crime analysis to guide its investigative and enforcement efforts.

X. Organizational Chart:

An organizational chart shall be reviewed and updated as needed and made accessible to all personnel. The organizational chart shall be maintained by the Office of the Chief to illustrate the Department's basic organizational structure for all primary components. The current, approved organizational chart shall be maintained as an appendix to this General Order. Should changes or additions to the organizational structure occur, they may be reflected on an update to the organizational chart prior to a revision to this General Order. In that event, the organizational chart will take precedence over the narrative text of this General Order.

XI. Appendix

OCEAN CITY POLICE DEPARTMENT

Organizational Structure

