

HOWELL POLICE DEPARTMENT GENERAL ORDER			
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SUBJECT: ORGANIZATION AND ADMINISTRATION			
EFFECTIVE DATE: February 22, 2023	ACCREDITATION STANDARDS: 1.5.3a-c	SUPERSEDES ORDER #: V2C1 (Dated 02/12/2015) V2C1 (Dated 01/12/2017) V2C1 (Dated 03/14/2017)	
BY THE ORDER OF: Chief John F. Storrow			

PURPOSE: To facilitate the smooth operation of the Howell Police Department, a continuous updating of the Organizational Chart and its command structure will be maintained. Clear definitions of chain of command, unity of command and span of control will be provided.

POLICY: The department will be organized into components specified in this general order and depicted on the organizational chart.

PROCEDURE:

I. ORGANIZATIONAL STRUCTURE

- A. The Chief of Police is the head of the department and shall be the final department authority in all matters of policy, procedure, orders, and discipline governed by the rules and regulations. The department is organized by the separation of three divisions: Operations division, Investigative division, and Services division. A captain commands each division. Each division commander is answerable to the Chief of Police. All personnel assigned to their respective divisions or bureaus shall report to their supervisor through the chain of command.
 - 1. The internal affairs function works directly for the Chief of Police and conducts investigations pursuant to this department's general order on internal affairs and the rules and regulations.
 - 2. The Operations Division provides core-policing services to the public. The operations division is the most visible representation of the police department. The primary mission of the operations division is emergency response, crime prevention and preliminary investigations through pro-active patrol and emergency response. The following sub-units and/or functions are contained within the operations division:
 - a. Patrol – is responsible for general patrol of Township areas; detects and mitigates criminal activity; conducts preliminary investigations; provides general services to the public; first responders to emergencies.
 - b. Technical Services (Communications and network service) – The communications unit is responsible for the receipt by telephone or other electronic requests for emergency assistance including law enforcement, fire, medical and other emergency services and dispatches appropriate units. It serves as the center that coordinates the agencies responses and as a 9-1-1 public safety answering point for the surrounding area.
 - 1) This unit is also responsible for being the first point of contact for citizens coming into police headquarters and monitors security through the use of surveillance cameras.
 - 2) Network service is responsible for the routine maintenance of the department's technology network to include all department issued computers, telephone and related infrastructure. Responsible for preparing budget requests as it relates to technology and the coordination of technology related projects.
 - c. Fleet Management – is responsible for ordering vehicles and up-fitting all vehicles in the fleet. Also, providing liaison with DPW in repairing and maintaining agency vehicles.
 - d. OEM liaison – provides direct liaison with the Howell Township Officer of Emergency Management.

- e. Canine Unit - is responsible for providing canine support to police operations; drug detection and interdiction; tracking lost or missing persons and community events.
 - f. Special Law Enforcement Officers II.
 - g. Special Law Enforcement Officers I.
3. The Investigative Division is responsible for developing information leading to the arrest of criminal offenders, preparing cases for prosecution, recovering stolen property, crime scene investigations, drug enforcement, and gang suppression. The following sub-units and/or functions are contained within the Investigative Division:
- a. Detective Bureau – is responsible for criminal and follow-up investigations within the Township; maintains a close relationship with the County Prosecutor’s Office to prepare criminal cases.
 - b. Property and Evidence – is responsible for collating and preserving all property and evidence coming into the possession of the police department.
 - c. Juvenile Bureau – is responsible for investigations regarding juveniles; responsible for developing juvenile diversion programs; provides liaison with school officials.
 - d. Public Information – is responsible for the release of information to the media and the public; coordinates press conferences.
 - e. Records bureau – maintains records of the police department; fulfills OPRA and discovery requests to the public; collects certain fees for the police department
4. The Services Division is responsible for the various support services to the operational sub-components of the police department. Sub-units and/or activities include:
- a. Accreditation – maintains liaison with NJSACOP; develops and coordinates policy development.
 - b. Community Services – responsible for organizing, establishing, maintaining, and promoting educational programs for the youth and the community, as well as providing coordinated crime prevention and community relations programs for the entire community.
 - c. Domestic Violence Crisis Response Team – provides crisis intervention support services to victims of domestic violence.
 - d. EMS – responds to all emergency calls requiring emergency and urgent medical care; provides basic life support; transports the sick and injured to medical facilities; stands by major events.

- e. Professional Development Group (Training) – develop and deliver various training programs for employees of the police department; maintains all records pertaining to training.
- f. Traffic Safety – investigates serious and fatal traffic crashes; coordinates selective enforcement activities; liaison with DPW concerning signage and markings; reviews plans from planning and zoning departments.
- g. Special Law Enforcement Officers III

II. UNITY OF COMMAND

- A. The order of rank and succession for the police department personnel shall be:
 - 1. Chief of Police;
 - 2. Captain;
 - 3. Lieutenant;
 - 4. Sergeant;
 - 5. Corporal, officer, detective;
 - 6. Special officer;
 - 7. Civilian.
- B. In the absence of the Chief of Police, the following will be the chain of command:
 - 1. Captain;
 - 2. Lieutenant;
 - 3. Sergeant;
 - 4. Corporal, officer, detective;
 - 5. Special officer;
 - 6. Civilian.
- C. Supervisors will not assume command outside their own organizational structure, except when failure to do so would seriously endanger the department's reputation.
- D. Under normal operating conditions, the highest-ranking member present will assume command of any given situation. However, when members of two or more organizational components are involved in a criminal investigation, the ranking member present from the organizational component responsible for the follow-up investigation and conclusion of the case may assume responsibility for the investigation and take command of the investigation and crime scene. The Police Chief or his/her designee has the authority to designate command authority in any situation as needed (reference G.O. V2C5 – Command Protocol).

- E. Personnel are accountable to only one supervisor at a given time. Only one supervisor will be responsible for an organizational unit, For example, one patrol sergeant for one squad and one division commander for each division.
- F. Responsibilities shall be delegated to the lowest echelon possible for satisfactory execution.
 - 1. Personnel shall exercise such authority as is commensurate with their responsibility.
 - 2. Personnel will be responsible for that authority, which is exercised and shall be held fully accountable.
 - 3. Supervisory personnel in each hierarchical level are responsible for the performance of subordinate employees under their immediate control.
- G. Personnel shall promptly obey any lawful order of a superior. In the event the superior is unable to communicate directly, an employee of equal or lesser rank may convey the order.
- H. Orders conflicting with previous commands or with provision of department memorandum or special orders shall be called to the attention of the issuing superior. If there is no alteration or retraction, the last order shall stand.