

SOP #175 Organization and Structure

MIDDLE TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>			
SOP #175		# OF PAGES: 8	
SUBJECT: ORGANIZATION AND STRUCTURE			
EFFECTIVE DATE: February 15 th , 2017	ACCREDITATION STANDARDS: 1.5.3	REVISION DATE Feb. 25 th , 2010	PAGE #
BY THE ORDER OF: Police Chief Christopher Leusner		Feb. 15 th , 2017	2-5
SUPERCEDES ORDER #: SOP #175 issued February 25 th , 2010			

PURPOSE: To describe the organizational structure of the Middle Township Police Department.

POLICY: The Middle Township Police Department is established by Local Ordinance as provided for in NJS 40A:14-118 and shall consist of a Chief of Police and such regular officers and employees as may be appointed by the Middle Township Committee. The Chief of Police shall be the head of the Police Department, and he shall at all times enforce the rules and regulations for the government of the Police Department as promulgated by the Middle Township Committee in the department's rules and regulations. The Chief of Police reports directly to the Township committee. Police Officers are charged with enforcing the laws of the State of New Jersey and all the ordinances of Middle Township. The organization of the Police Department will support the effective and efficient accomplishment of departmental responsibilities and functions.

PROCEDURE:

I. ORGANIZATIONAL STRUCTURE

- A. The Chief of Police is responsible for the direction of all activities of the department. This direction will be accomplished through oral and written orders, policy, directives, guidelines and guidance as well as by personal leadership.

SOP #175 Organization and Structure

B. The department organizational structure facilitates the assignment of personnel to the functional areas of responsibility within the department.

C. The rank structure within the department shall be as follows:

1. Chief of Police
2. Captain
3. Lieutenant
4. Sergeant
5. Corporal
6. Police Officer (Patrolman/Detective/Investigator)
7. SLEO II
8. SLEO I
9. Civilian Employees

D. The department shall be organized into (2) two major divisions: The Operations Division commanded by a Lieutenant and overseen by a Captain; and the Administration Division commanded by 2 Lieutenants and overseen by a Captain. The following illustrates the major subdivisions in the respective divisions, and the functional responsibilities of the Commanders of each Division.

1. Operations Division

a. Captain

- Responsible for Operations Division
- Public Information Officer
- Accreditation Manager
- Manage Standard Operating Procedures/Rules and Regulations
- Manage Payroll/POSS
- Manage In-Car and Body Cameras (Watchguard system)
- Traffic Committee
- Infectious Control Officer
- Manage Alcotest Units
- Manage Radar Units/Tuning Forks
- NJLearn Coordinator
- Emergency Management Officer
- Traffic/DWI Grants
- Fleet Manager
- Building/Cell Inspections

SOP #175 Organization and Structure

- On-Call Administrator
- Nixle Administrator
- Assistant Social Media Administrator
- Manage Station Video System
- Body Armor Grants
- Guardian Administrator
- Power DMS Administrator
- Hiring/Background Process
- GPS Trackstar Administrator
- Supervise Lieutenants

b. Lieutenant

- Patrol Bureau
 - 1) Response to all calls for service
 - 2) Traffic Direction and Safety
 - 3) Accident Investigations
 - 4) Preliminary Investigations
- Vehicle Maintenance
- POSS (scheduling, time off, OT, etc.)
- Review all DWI and Accident Reports
- Domestic Violence coordinator
- Manage Off-Duty Details
- Prepare Grants
- Manage Statistics
- Schedule Training
- Training Development Coordinator
- Hotel/Motel Association Liaison
- Assistant Public Information Officer
- On-Call Administrator
- Order/Replace Uniforms
- Field Training Officer Coordinator
- Manage Class II Program
- OSHA Compliance Officer
- Special Events Committee
- Municipal Court Operations Liaison
- Manage and Conduct Vehicle Inspections
- Dive Team (assign/training/equipment)
- Supervise Patrol Sergeants and Special Services Sergeant
- L.E.A.D Coordinator

SOP #175 Organization and Structure

2. Administrative Division

a. Captain

- Responsible for Administrative Division
- Internal Affairs Commander (Review/Recommend)
- JIF Coordinator
- False Alarm Administrator
- Review Investigation and Supplement Reports
- Assistant Public Information Officer
- Safety Officer
- Radio System Administrator
- Employee Evaluations
- Maintain Battery Back Up System
- Maintain Generators
- Manage Station Video
- Supervise and Manage IT Operations
- On-Call Administrator
- MVS 2000 Reports and Analysis
- Manage and Prepare Reports for Forfeiture Funds
- Prepare and Disseminate Weekly Crime and Arrest Blotter Reports
- Prepare Grants
- Manage Sick Time Log/Early Warning Guardian Procedure
- Parole and Probation Liaison
- Cyber Security Coordinator
- Supervise Lieutenants

b. Lieutenant #1

- Dispatch Administrator
- Records Administrator
- Supervise Animal Control
- Review Investigation and Supplement Reports
- Internal Affairs Investigator
- Crash Team Commander
- Manage Crime Analysis Function
- Assistant Public Information Officer
- Assistant Social Media Administrator
- Coordinate National Night Out
- Prepare Grants
- On-Call Administrator
- Hostage Negotiation Liaison

SOP #175 Organization and Structure

- Honor Guard Coordinator
- Manage Crime Watch Video Program
- Manage Vacant Property Program
- Municipal Court Administrative Liaison
- Manage Live Scan
- Manage Comcast Accounts

c. Lieutenant #2

- Major Crimes Unit Administrator
- Street Crimes Unit Administrator
- Review Investigation and Supplement Reports from MCU/SCU
- Internal Affairs Investigator
- Megan's Law Liaison
- VICAP Officer
- Maglocen Liaison
- Manage Towing
- Assistant Public Information Officer
- Assistant Social Media Administrator
- Bias Crime Officer
- DCCP Liaison
- Internship Coordinator
- Prepare Grants
- On-Call Administrator
- Manage, Approve and Audit Confidential Funds
- Webmaster
- Appmaster
- South Jersey Real Time Crime Center Liaison
- ACS/ATS Coordinator
- CJIS/TAC Coordinator
- Manage Verizon Wireless Account
- Oversee Evidence Function

E. The Chief of Police shall maintain and periodically update the official table of organization.

1. The table of organization shall be conspicuously posted on a bulletin board in the patrol room
2. All employees responsible for reviewing the table of organization paying particular attention to their position within the established chain of command.

SOP #175 Organization and Structure

II. AUTHORITY AND RESPONSIBILITY

- A. At every level within the department, personnel shall be given the authority to make decisions necessary for the effective execution of their responsibilities.
 - 1. Each department employee will be held fully accountable for the use of, or failure to use, delegated authority. Any employee who has any questions concerning his delegated authority should bring such questions to the attention of his/her supervisor for prompt resolution.
 - 2. Any significant improper use of authority or failure to accept authority will be reported through the chain of command as rapidly as possible.
- B. In accordance with the departmental rules and regulations, the Chief of Police is the Chief executive of the department. As such, the Chief of Police has full authority and responsibility for the management, direction, and control of the operation and administration of the Police Department.
- C. Employees with complaints against other police personnel except the Chief of Police must submit such complaints through the chain of command with the final determination resting with the Chief of Police.
 - 1. An officer dissatisfied with the decision of the Chief of Police may appeal to the appropriate authority, appealing the case through the Chief of Police.
 - 2. Department personnel may not directly approach the Township Committee on any official matter without prior approval of the Chief of Police.
 - 3. Complaints by department personnel against the Chief of Police must be presented in writing to the Township Committee. The complainant must simultaneously deliver a copy to the Chief of Police
- D. Employees with complaints as to matters covered under their collective bargaining agreement must utilize the grievance procedures as defined in their respective collective bargaining agreement.
- E. Employees having complaints regarding matters not covered by their collective bargaining agreements must utilize the grievance procedure as set forth in the Township of Middle Employee Handbook.
- F. All civilian employees, regardless of their job classification or assignment within the department are subject to rules and regulations of the police department and all policies, procedures and general orders, which touch upon their duties and responsibilities, as set forth in the Township of Middle Employees Handbook.

SOP #175 Organization and Structure

V. Position Management System

- A. In addition to the table of organization, the Chief of Police shall maintain a position management system to establish controls on the number, type and location of all authorized positions in the agency.

SOP #175 Organization and Structure

III. Classification and Assignment

- A. To insure that there is a clear understanding by both subordinates and supervisory officers regarding the individual duties, responsibilities and tasks, there will be a written job description for every position within the Police Department.
- B. All assignments and promotions will be accomplished in accordance with NJS 40A:14-129, NJS 430A:14-130 and the applicable provisions of the Middle Township Municipal Code.
- C. All employees are required to review the applicable job description for any position to which they are appointed and must become well versed in the individual responsibilities and duties associated with their respective position.
 - 1. All supervisory officers are required to thoroughly familiarize themselves with the duties of their subordinate employees.
- D. A separate directive will be maintained outlining the duties and responsibilities for each position or assignment within the Middle Township Police Department.

IV. Internal and External Communications

- A. Any employee desiring to speak to the Middle Township Business Administrator concerning business involving police functions and or operations must receive clearance from the Chief of Police.
- B. No employee of the Police Department shall be subject to orders from the Mayor or Committee person, other Township department heads or supervisors or citizens of the Township unless the Chief of Police or other competent authority has previously approved the order.
 - 1. If any of the above named individuals order an employee of the department to perform a duty other than what which would be normally performed in the situation encountered, such employee is required to promptly notify the Chief of Police via the chain of command.