If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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I. Purpose

The purpose of this directive is to outline the functions of the various operational and support units within the department and describe the department’s organizational structure. Organizational charts are maintained by the department and updated as needed.

II. Command Structure

A. Each organizational component is under the direct command of only one supervisor. The administrative titles for officers in charge of each bureau, office, division, section, or unit will be as follows, regardless of the individual’s rank:
   1. Department - Chief
   2. Bureau - Assistant Chief of Police, respective bureau
   3. District - Commander
   4. Division - Director, respective division
   5. Section - Supervisor, respective section
   6. Unit - Supervisor, respective unit
   7. Shift - Supervisor

B. Definitions and Terminology
   1. Department: The entire organization known as the Department of Police, Montgomery County, Maryland.
   2. Bureau: The largest organizational entity within the department.
   3. District: A geographical subdivision of the county for field services, investigations, and related police functions.
   4. Division: A primary subdivision of the Office of the Chief or a bureau having department-wide jurisdiction.
   5. Section: A functional component of a division.
   6. Unit: A functional component of a section.
   7. Officer in Charge: Senior officer on duty, commanding a particular component, unless an “acting” officer in charge is designated.
   8. Commander: A captain having command of a district. A commander will wear the gold oak leaf rank insignia.
   9. Chain of Command: The unbroken line of authority extending from the Chief of Police through a single subordinate at each command level down to the level of execution.
10. Officer: A commissioned (sworn) police officer employed by the department.
11. Employee: All personnel, sworn and non-sworn.

C. During a temporary absence, an assistant chief, district commander, division director, or section/unit supervisor will designate an individual to serve in an acting capacity. The “acting” responsibility may rotate among the individuals within the organization. In the event the Chief of Police is absent, unless otherwise designated, the command progression will be:
   1. Assistant Chief of Police, Field Services Bureau
   2. Assistant Chief of Police, Investigative Services Bureau
   3. Assistant Chief of Police, Management Services Bureau
   4. District Commanders, by seniority

D. During the temporary absence of a commanding officer, when competent authority makes no other provision, the command will automatically fall to the senior-ranking subordinate. Seniority is established for command purposes first by rank and, secondly, by length of service in such rank. In cases of equal rank and length of service in rank, the officer with the greatest length of service in the department shall be in command.

E. The order of rank for sworn personnel shall be as follows:
   1. Chief of Police
   2. Assistant Chief of Police
   3. Commander
   4. Captain
   5. Lieutenant
   6. Sergeant
   7. Corporal
   8. Police Officer III
   9. Police Officer II
   10. Police Officer I

F. At every operational and staff level of the department, personnel who have been given responsibility also have the requisite authority to make decisions necessary for the effective execution of those responsibilities. Each employee will be held accountable for authority delegated to them and will be held responsible for carrying out their duties in that regard.

G. In establishing organizational components and lines of authority, consideration must be given to the span of control. Supervisors can reasonably supervise only a limited number of employees. Further, each employee is accountable to only one supervisor at any given time.

H. The position of non-sworn personnel within the rank structure shall be determined by individual commanding officers dependent upon assigned duties and responsibilities.

III. Organizational Structure

A. General
   The department is organized into the Office of the Chief and three bureaus: Field Services Bureau, Investigative Services Bureau, and Management Services Bureau. The Office of the Chief consists of a number of components that are necessary to assist in carrying out the Chief’s responsibilities. The primary functions of the department are the responsibility of the Field Services Bureau and the Investigative Services Bureau. Internal management support is the responsibility of the Management Services Bureau. Each bureau is under the command of an Assistant Chief of Police. All three bureaus are grouped by function under the control of the Chief of Police. Each bureau is divided into divisions, sections, and units according to the functions they perform.
B. **Office of the Chief** - The Chief of Police is the highest ranking officer within the department. The Chief is responsible for administering the department in accordance with applicable laws and regulations and ensuring that organizational objectives are being met. The following divisions are collectively known as the Office of the Chief and are so organized because of their unique function and need for immediate access to the Chief.

1. **Internal Affairs Division** - responsible for ensuring the integrity of the department by thoroughly and objectively investigating complaints of employee misconduct. This division is also responsible for the implementation and coordination of all disciplinary actions and procedures instituted by the Office of the Chief.

2. **Legal and Labor Relations Division** - represents the department in administrative hearings and civil proceedings, issues legal opinions concerning police matters, handles all employee/labor relations functions for the department including: represents the department during grievance meetings, arbitrations, and labor contract negotiations.

3. **Media Services Division** - is the primary provider of information to the news media. Personnel from this division have been designated by the Chief of Police as official spokespersons for the department and are responsible for discussing departmental policy, managing website content, and coordinating with outside entities such as Crime Solvers and the Victims’ Rights Foundation.

C. **Field Services Bureau** - provides direct police service through patrol and investigative functions.

1. **Administrative Support** - responsible for providing the command, control, and support operations of the bureau; requests resources through workload analysis; and allocates resources among its functional units. Provides oversight to the District Court Liaison, EFO supervisor, and the Crisis Intervention Coordinator.

2. **District Stations** - The six patrol districts provide initial response, investigation, and resolution of a variety of law enforcement and public safety concerns that impact on crime, the fear of crime, and quality of life issues by utilizing problem solving techniques. In addition to these activities, district patrol personnel provide specialized law enforcement assistance in the form of:
   a. **Community Service** - provides community service-oriented support in the area of crime prevention and community relations for their respective district.
   b. **Special Assignment Team** (SAT) - responsible for conducting plainclothes covert law enforcement at the direction of the District Commander. These teams develop operational plans in order to curtail or reduce targeted criminal activity specific to the District. The officers assigned to this unit perform covert patrol activities as a team in unmarked vehicles or on foot.
   c. **Traffic Squad** - provides basic law enforcement with emphasis on traffic enforcement, collision investigation, and traffic control. In addition these units conduct selective enforcement based on analysis, frequency, and community complaint to reduce problematic driving behaviors.

3. **Duty Commander** - assumes command of the department in the absence of the Chief of Police and other senior departmental executive officers and provides field supervision to ensure adherence with established departmental polices, procedures, rules, and regulations.

4. **Special Operations Division** - provides operational and tactical support functions via the following sections:
   a. **Canine Section** - provides specialized canine support to police operations such as high-risk building/area searches, missing person searches, narcotics and bomb detection, etc.
   b. **Chaplain** - provides guidance and counsel to employees and their families; acts as a resource to employees and the public in spiritual or specialized matters.
   c. **Homeland Security Section** - coordinates grants and special homeland security projects with key county agencies and Federal, State, and local law enforcement partners; coordinates with County and National Capital Region partners to develop, deliver, and evaluate all-hazards training and exercises.
   d. **Police Community Action Team** (PCAT) - Provides preventative patrol functions within a targeted area and works with the community to address quality of life issues.
e. **Tactical Operations Section** - responsible for handling life threatening/high risk arrest situations. This section is trained to handle hostage/barricade situations, high-risk felony arrests, and high risk search warrant entries. This section also operates and maintains communication vehicles for use in large-scale operations. Includes Decentralized SWAT and Medics.

f. **Volunteer Resources Section** - enables sworn and civilian employees to devote more time and energy to higher priority tasks by assisting in the performance of technical and administrative non-enforcement tasks.

5. **Traffic Division**
   
a. **Alcohol Initiatives Unit** - is responsible for the development and coordination of the department’s alcohol education and enforcement programs, *the Drug Recognition Expert program, and coordinates training for PBT and intoximeter operators.*

b. **Automated Traffic Enforcement Unit** - is responsible for the operation of the department’s Photo Red Light Enforcement and *Speed Camera project.*

c. **Collision Reconstruction Unit** - is responsible for the investigation of all fatal traffic collisions.

d. **School Safety Section** - is responsible for the oversight of school crossing guards and the safety patrol program.

D. **Investigative Services Bureau** - provides police service through various investigative functions.

1. **Criminal Investigations Division**
   
a. **Career Criminal Section** - coordinates grand jury appearances in felony cases, and acts as a liaison between the department and the State’s Attorney’s Office.
      
      - **Firearms Investigations Unit** - investigates all firearm related crimes, coordinates grand jury appearances in felony cases, and acts as a liaison between the department and the State’s Attorney’s Office.
      
      - **Pawn Unit** - inspects licensed precious metals and secondhand property dealers in the county; reviews daily event reports and identifies stolen property through comparison with pawnshop lists.

b. **Central Auto Theft Section** - responsible for the investigation of vehicle thefts and provides anti-theft education to the community.

c. **Crime Laboratory Section** - responsible for analyzing evidence.
      
      - **Chemistry Unit** - responsible for analysis of controlled substances.
      
      - **Biology Unit** - responsible for analysis of biological substances and comparison using DNA testing.

d. **District Investigative Sections**
   The District Investigative Sections are responsible for conducting follow-up investigations of felony offenses and other offenses not handled by specialized units.

e. **Financial Crimes Section** - investigates fraud, forgery, embezzlement, and confidence game crimes.
      
      - **Computer Crime Unit** - examines computers, *cell phones, and other electronic devices* seized in connection with crimes for evidence or intelligence information hidden in the system’s data; investigates computer fraud and other criminal activity involving computer technology.

f. **Forensic Services Section** - encompasses evidence collection and analysis, photography examinations, ballistic analysis, and automated fingerprint analysis.
      
      - **Firearms Examination Unit** - responsible for entering all ballistic data obtained from firearm, expended bullet, and shell casing evidence into the Integrated Ballistic Identification System (IBIS) as a means to identify perpetrators of violent crimes committed with firearms.
      
      - **Forensic Evidence Unit** - responsible for the processing of serious crime scenes to include photography, chemical examinations, latent fingerprinting, tire/footprint/shoe/tool impressions, and evidence collection.

      - **Photographic/Digital Image Unit** - responsible for capturing and enhancing latent print evidence and reviewing and capturing video images; develops digital, color and black and white film and photographic prints for court and investigative purposes.
• **Polygraph Unit** - supports criminal investigations and applicant processing by performing polygraph examinations and submitting reports to the appropriate investigator.

• **RAFIS Unit** - utilizes regional and statewide-automated systems to compare prints of arrested subjects, suspects, witnesses, and deceased individuals against latent fingerprint evidence obtained at crime scenes and examine the results.

2. **Family Crimes Division**
   a. **Child Abuse/Sexual Assault Section** - investigates physical and sexual abuse of children; all rapes and sex offenses other than fourth degree where the victim is under 18 years and all attempts; investigates fourth degree sex offenses where the incident is part of a pattern of such offenses or follow-up is required in widely separated locations outside the geographic boundaries of the district in which the offense occurred.

   b. **Family Outreach Section**
      • **Case Screening Unit** - reviews all juvenile arrests and exceptional closures and makes appropriate case dispositions.
      • **Domestic Violence Unit** - investigates cases of domestic violence involving first degree assault, stalking and strangulation. The unit also investigates elder abuse, institutional abuse and abuse of vulnerable adults.
      • **Missing Children Unit** - conducts follow-up investigations on reported missing children and parental abductions.

   c. **Pedophile Section** - investigates child molesters, child pornography and other child exploitation, internet crime, and kidnappings; maintains local investigative files on suspected child molesters and exploiters; manages the Sex Offender Registry.

3. **Major Crimes Division**
   a. **Cold Case Section** - responsible for the investigation of homicides and rapes still open but inactive for periods of time.

   b. **Fugitive Section** - tracks fugitive cases through the court system, responsible for Interstate Agreement on Detainer transports, service of other jurisdiction’s warrants, handles requisitions for Governor’s Warrants, and serves in-county warrants.

   c. **Homicide and Sex Section** - investigates deaths, all rapes and sex offenses other than fourth degree where the victim is 18 years or older and all attempts, police shootings, etc.

   d. **Robbery Section** - investigates all commercial proceeds robberies, carjackings, home invasion robberies

   e. **Victim/Witness Assistance Section** - develops, implements, and coordinates victim/witness assistance services, ensuring all victims have access to support, information, and referral.

   f. **Warrant Control Section** - responsible for maintaining warrant files, handling hit confirmations, ensuring compliance with NCIC policies and procedures, and handling monthly validations of warrant records.

4. **Special Investigations Division** - manages, directs, and procures resources for enforcement of narcotic and vice violations; also coordinates asset forfeiture proceedings seized under forfeiture statutes.

   a. **Drug Enforcement Section**
      • **Interdiction Unit** - focuses on parcel interdiction which includes the interception of suspicious packages containing large amounts of illicit drugs and then conducting controlled deliveries. The unit also conducts interdiction activities at local hotels/motels, bus stations, MARC Stations, and storage facilities.

      • **Major Offender Conspiracy Unit** - disrupts major drug trafficking organizations and targets sources of supply and assets of major narcotic traffickers. The unit also assists outside agencies with narcotic investigations within the county.

      • **Pharmaceutical Unit** - investigates the illegal diversion of prescription drugs that have been obtained by utilizing forged/altered prescriptions. The unit also investigates health care practitioners who are suspected of illegal diversion/dispensing of pharmaceutical products.

      • **Tactical Narcotics Unit** - targets street level to mid-level narcotic traffickers. **Emphasis is on undercover drug purchases, controlled buys, buy bust operations, the execution of**
narcotic related search warrants, surveillance, and on-view arrests of CDS violators. The unit coordinates drug complaints at the District level.

b. Criminal Enterprise Section

- **Electronic/Technical Support Unit** - responsible for the installation and operation of specialized electronic surveillance equipment, audio/video surveillance equipment, pen registers, wire tap equipment, and vehicle tracking devices.
- **Gang Investigation Unit** - responsible for investigation of all gang-related crime, identifying gang members, and developing trends.
- **Repeat Offender Unit** - reduces the incidence of specific criminal offenses by identifying and targeting career criminals for apprehension and prosecution.
- **Vice and Intelligence Unit** - is responsible for the intelligence gathering and identifying threats to our community and liaison with Joint Terrorism Task Force (JTTF). The unit also investigates gambling, prostitution, and human trafficking.

E. **Management Services Bureau** - provides staff support services for the patrol and investigative functions of the department.

1. **Administrative Support** - responsible for the allocation of personnel and resources within the bureau, the coordination of training for bureau personnel, bureau budget preparation, secondary employment application processing, and maintaining departmental liaison with external awarding organizations.

2. **Animal Services Division** - ensures compliance with animal control laws; administers the animal licensing programs; provides for the shelter and disposition of stray, unwanted, or wild animals; provides public education on the proper care and handling of animals; provides a rabies control program; responds to calls for service for animal-related services, and conducts inspections and investigations relating to violations of the County Code concerning animals.

3. **Communications Division/Emergency Communications Center** - is the 9-1-1 Public Safety Answering Point (PSAP) for Montgomery County. Operate 24 hours a day, 7 days a week, receive and process all 9-1-1 calls and other emergency and non-emergency calls, dispatch all units of the department and county municipalities, and keep status on police units.
   a. **Technology Systems/Research & Development Section** - is responsible for the management and coordination of the operational and technical systems supporting the center, to include the Enhanced 9-1-1 phone system, CAD & subsystems, 800 MHz Radio System and various auxiliary systems; is responsible for lifecycle management to include planning and design of the above systems; is responsible for updating the 9-1-1 telephone street addressing guide and geographic information system (GIS) technologies; provides calls for service and dispatch event statistical information.
   b. **Training/Career Development/Professional Standards Section** - responsible for curriculum, development, implementation, and modifications to entry level, in-service, Communications Training Officers (CTO) programs; manages Quality Assurance and Quality Control Program; researches professional advancement within industry and coordinates policy/procedures and accreditation for division.

4. **Employee Health & Wellness Division** - responsible for the management and coordination of injured or ill employees through the Restricted Duty Unit until capable of performing in a full duty capacity; serves as liaison with third party administrator for workers compensation cases; and coordinates fitness for duty exams, periodic physical exams for employees, and the development of wellness programs.

5. **Informational Support and Analysis Division** - the repository of all official department-generated reports and statistics. The Director acts as the department’s custodian of records and liaison between the department and the central processing facility.
   a. **Crime Analysis Section** - provides investigative support and analysis for those offenses that occur in large numbers with discernible patterns and trends and on offenses that can be prevented or suppressed through the implementation of directed patrol and tactical action plans.
   b. **Data Systems Section** - is responsible for court orders to expunge criminal records from automated and paper systems and reviewing all event, DWI, and accident reports to ensure
adherence to departmental regulations and ensures accuracy of arrest history and classification of crimes reported.

c. **Defendant Quality Control Section** - responsible for reviewing daily defendant arrests for accuracy, collapsing criminal history under unique fingerprint IDs, researching and correcting incomplete or questionable defendant records, and ensuring arrests are classified with appropriate charges for statistical reporting.

d. **Message Routing Section** - is responsible for coordinating teletype communications with the State of Maryland and other law enforcement agencies across the county. This includes entries of missing persons, stolen vehicles, and property into NCIC and the verification of same.

e. **Records Management Section** - is responsible for processing and maintaining 24 hours a day operational access to central records including reports and photographs, NCIC entry of articles, guns, securities, and boats, and monitoring and completing the validation processes essential for maintaining CALEA standards.

f. **Telephone Reporting Section** - responsible for documenting police reports via telephone allowing patrol officers to be available for other priority issues.

6. **Management and Budget Division** - is responsible for budget, facilities, motor pool issues, and other varied tasks in support of field functions.

   a. **Abandoned Vehicle Section** - is responsible for the removal, identification, recovery, and disposition of impounded and abandoned vehicles.

   b. **Central Supply Section** - is responsible for procuring, storing, and furnishing all supplies and equipment to department personnel.

   - **Evidence Unit** - maintains a secure area at the department level for long term storage of all evidence/property transferred from the field.

   c. **Facilities Management Section** - is responsible for the development and updating of the facilities plan, maintenance and renovation of the existing structures.

   d. **False Alarm Reduction Section** - responsible for the administration of the Montgomery County Alarm Law by registering and licensing alarm users, collecting false alarm fees, issuing civil citations, etc., with the purpose of reducing false alarms.

   e. **Financial and Grants Management Section** - is responsible for budget preparation and administration of the operational expenses, expenditure oversight, and grants management and reporting oversight.

   f. **Fleet Management Section** - is responsible for the maintenance, repair, and inspection of all departmental vehicles; operation of a preventive maintenance program; operation of a motor pool.

7. **Personnel Division** - responsible for handling personnel-related activities within the department.

   a. **Administrative Section** - maintains files on all employees, initiates and processes pay and personnel actions, and maintains the department complement/assignment roster.

   b. **Background Section** - conducts background investigations on all potential employees to ensure they meet departmental standards.

   c. **Recruitment Section** - recruits qualified employees through job fairs, media advertisements, etc.

8. **Policy and Planning Division** - develops policy and maintains the written directive system designed to delineate departmental policies and procedures to include forms control, conducts inspections and audits of departmental units to ensure proper administrative and operational controls are in place and are being followed, coordinates all long-term strategic planning functions and special projects for the department, and administers the Web Board.

   - **Accreditation** - Ensure compliance of standards for the Commission on Accreditation for Law Enforcement Agencies.

9. **Security Services Division** - Provides security for designated government and county owned buildings, monitoring of security camera/surveillance equipment for county buildings, and protection/coverage for the County Executive.

10. **Technology Division** - responsible for the evaluation, procurement, installation, training maintenance, support, and troubleshooting of hardware, software, and wireless systems utilized by the department.

    a. **Network and Data Section** - administers, maintains and coordinates the department servers, LAN, WAN backbone connections; supervises and maintains department logon and security for
networks and applications; provides data base development and support, and develops and maintains GIS systems and applications for the department.

b. **Management Systems Section** - is responsible for the development of commercial applications to support MCPD operations, the maintenance of the applications and support for the end users, and the development, procurement, and support of voice radio, commercial wireless and mobile data communications systems.

c. **Support Services Section** - responsible for the operation of Mobile Data Computer Customer Service Hotline; scheduling and service support for department MDCs and mobile software applications support; remote CAD, MILES and Maryland state systems and applications; and provides technical training for employees on department, state, and national law enforcement applications and systems.

11. **Training and Education Division** - responsible for providing entry-level and in-service training to all police officers, preparing training modules, conducting and maintaining records on firearms qualifications, FTO selection and training, and conducting specialized training for department employees as well as outside agencies, sworn and non-sworn.

a. **Field Training and Evaluation Section** - supervises all facets of the program’s operation including establishment of the Field Training Officer (FTO) Steering Committee, identifying and solving problems associated with the program, developing training for participants, and oversight of the FTO selection process.

b. **Firearms Training Section** - responsible for firearms training and qualifications for sworn personnel and other agencies.

c. **Leadership Institute Section** - responsible for the sergeant’s mentoring program and coordinating leadership and career development programs.

d. **Training Development Section** - responsible for the planning and organization of all in-service training programs prior to implementation.

e. **Training Operations Section** - responsible for all day-to-day operations (hands-on training, records maintenance, classroom instruction, etc.) pertaining primarily to entry level training.

IV. **CALEA Standards:** 11.1.1, 11.1.2, 11.2.1, 11.2.2, 11.3.1,

V. **Proponent Unit:** Policy and Planning Division

VI. **Cancellation**

This directive cancels Function Code 220, dated 10-15-02