



YARMOUTH POLICE DEPARTMENT POLICY AND PROCEDURE

ORGANIZATION DESCRIPTION 2014-36

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Policy

11.2.1

11.2.2

11.3.1a b

26.1.1

It is the policy of the Yarmouth Police Department to describe the department's organizational structure, and to update this policy, along with the organizational chart, when the organization changes.

Commensurate authority accompanies responsibilities in all positions of the Yarmouth Police Department, and each member is accountable for the use of his/her delegated authority.[11.3.1]

When an officer is assigned to patrol, said Officer shall be supervised utilizing the chain of command, with guidance of the organizational chart and this policy. When an officer is acting in a special assigned capacity, the officer shall then answer directly to the designated Supervisor. [11.2.2] Employees will be accountable to only one supervisor at a time and supervisors will be accountable for the performance of all employees under their control.[11.2.1] Supervisors and all employees will be delegated the amount of authority commensurate with their responsibilities and each employee will be accountable for the use of that delegated authority. [11.3.1 a b] On those occasions when personnel from different units are working together, the highest-ranking officer shall have command authority.

[11.3.1] The organizational chart shall be posted for all to view and amended as necessary.[26.1.1]

Chain of Command and Procedure

1.2.1

The following organizational structure is reflective of the positions and assignments within the department, and will be utilized in coordination with the department's rules and regulations, and the organizational chart. These position and assignments are flexible and may be

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adjusted by the Chief of Police at his discretion for the better of the department.[11.1.1] [11.3.1] [21.2.2]

Chief of Police-Is the CEO of the organization, and oversees the operational and strategic goals and objectives of the organization. He ensures that the functions of management are properly utilized and that all processes regardless of their nature are implemented. The Chief has total oversight responsibilities, but utilizes the second in command to carry out orders. Legally authorized to carry out duties as specified by law, including MGL 41 97a and 41 Sec. 98 as amended. [1.2.1]

Deputy Chief of Police-Is the second in command of the department, and serves at the pleasure of the Chief of Police. The Deputy Chief of Police shall be assigned to administrative duties, and shall be responsible for human resources, including internal affairs, fleet maintenance, building maintenance, and media relations. He shall also be assigned as supervisor to all support services of the department. The Deputy Chief of Police answers to the Chief of Police. Legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. [1.2.1] [11.3.1]

Lieutenants-Are in command of the patrol division, detective division, and special services division. The Lieutenants answer to the Deputy Chief of Police. He carries out duties and responsibilities as outlined by the Chief. The Lieutenant is legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. [1.2.1] [11.3.1]

Sergeant-Is responsible for the day-to-day supervision of their assigned shift, and answer to the Lieutenant in charge of their shift. Sergeants carry out other duties and responsibilities assigned by the Chief, Deputy Chief of Police or Lieutenant. Sergeants are legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. In the absence of an assigned Lieutenant to a particular shift a Sergeant may be appointed by the Chief to act as the Shift Commander. [1.2.1]

Detective Sergeant-Is responsible for determining which police incidents require or would benefit from follow-up investigation by the division, in addition to any assigned by higher authority. He answers to the Lieutenant in charge of the detective division. Assign, or cause to be assigned, investigations to individual investigators for follow-up; prioritize these assignments; and review the activities of the investigators and time spent on these investigations. Ensure that

division employees effectively perform their duties and that all reports of all investigations conducted by the division are complete, accurate, and timely. The Detective Sergeant is legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. [1.2.1] [11.3.1]

Proactive Anti-Crime (PAC) Sergeant- Is responsible for the day to day supervision of full-time and part-time PAC officers. PAC Unit will work with the detective sergeant and the patrol sergeants on certain assignments. PAC sergeant will be responsible for deconflicting with the other divisions to ensure operational effectiveness. PAC sergeant will fall under the direct supervision of the detective lieutenant but will also report to additional lieutenants based on varied job responsibilities. PAC sergeant is legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. [1.2.1] [11.3.1]

Detective-Is responsible for assigned investigations being conducted and submitted in a complete, accurate, and timely manner. Detectives answer to the Detective Sergeant. They are legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. [1.2.1] [11.3.1]

Proactive Anti-Crime (PAC) Officers- Sworn police officers that are assigned, either full-time or part-time, to the Proactive Police Service Unit. They will address specific criminal, traffic and quality of life issues that other divisions cannot effectively handle due to call volume and other factors. The unit supplements both the Patrol and Detective Division on certain assignments. PAC officers report to the PAC Sergeant during their assignments.

Patrol Officers-Officers carry out law enforcement duties as assigned by the sergeant or shift commander. Patrol officers answer to the shift supervisor. If an officer is assigned a special duty, as depicted on the organizational chart, then that officer answers to the supervisor specifically dealing with the assignment. Patrol officers are legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. [1.2.1] [11.3.1]

Desk Officer (Patrol Officer) - A sworn officer shall have full responsibility of desk assignments, radio assignments, and all other related functional duties as assigned by the Shift Supervisor. Desk Officers shall answer to the Shift Supervisor but shall be responsible for completing duties and assignments as given by the Chief of Police, Deputy Chief of Police or Lieutenant.

Special assignment responsibilities shall include but not be limited to the following;

Mental Health Outreach Officers- A sworn police officer that has been trained in Community Crisis Intervention Training (CCIT). They shall coordinate response to high frequency/ high risk incidents involving mental illness. They will work with department and community resources to limit calls for service and connect citizens to appropriate services. Officers working in this assignment shall report to the unit sergeant.

CCIT Officers- Sworn police officers that have completed Community Crisis Intervention Training and have taken on added responsibility of dealing with mental health related calls for service. Officers working in this capacity shall report directly to the shift supervisor with oversight from the CCIT Sergeant.

Field Training Officer- Sworn police officer with a minimum of 3 years of fulltime police experience chosen to train newly hired police officers. They shall be responsible for implementing the established field training program and documenting progress and deficiencies. While training a new officer they shall act as the immediate supervisor of the trainee. Officers working in the assignment shall report to the unit supervisor.

Sex Offender Registry Supervisor- A sworn police officer holding this assignment shall information on the Sex Offender registry. He will coordinate the registration of sex offenders living or working in Yarmouth. He will be responsible to post or disseminate information to the public regarding sex offenders. Officers working in this assignment shall report to the Detective Division Commander. [11.3.1]

Prosecutor-Acts as liaison to the court, and is in charge of court operations as it relates to the Yarmouth Police Department. The prosecutor will review court cases and will follow up on investigations led by officers when necessary. The prosecutor answers to Detective Division Commander. The prosecutor is legally authorized to carry out duties as specified by law, including MGL 41 Sec. 98 as amended. [1.2.1] [11.3.1]

Evidence Officer- A sworn officer holding this assignment shall have full charge of the management of the evidence room, and shall act as liaison to other agencies. The evidence officer shall facilitate the secure chain of custody of all department evidence. Officers working in this assignment shall report to the Detective Division Commander. [11.3.1]

School Resource Officer- The School Resource Officer (SRO) has the primary responsibility of being a visible and active law enforcement figure on public school campuses and dealing with any police related issues. He/she will work closely with the faculty and administration to solve problems and investigate and prevent crimes within the school community. The SRO will also be the liaison between the school community and this department. The SRO is a sworn police officer who reports to the Detective Division Commander. [11.3.1]

Weapons Instructors/Armorers- A sworn police officer holding this assignment shall train officers, maintain records, and act as liaison concerning all matters regarding weapons. He/she shall maintain the armory, and shall be accountable for all firearms and weapons held in the armory. Officers working in this assignment shall have their own command structure. [11.3.1]

Crime Prevention- A sworn officer holding this assignment shall act as community liaison concerning issues involving crime prevention programs plans and related issues. He/she shall act as consultant with respect to all crime prevention matters. This assignment is held by the Lieutenant in charge of special services who reports to the Deputy Chief of Police. [11.3.1]

Fleet Maintenance Officer- A sworn officer holding this assignment shall schedule, assign, and facilitate the service of all department owned vehicles. He/she shall act as liaison to the town mechanic, and shall coordinate maintenance records as assigned. Officers working in this assignment shall report to the Chief. [11.3.1]

Elder Affairs Officer- A sworn officer holding this assignment shall act as liaison to all departments, committees and boards concerning elder affairs. He/she shall consult in matters concerning elder affairs, such as abuse problems, vulnerability, and other related matters. He/she shall assist in the investigations of all elder related or specific crimes of matters. Officers working in this assignment shall report to the Deputy Chief of Police. [11.3.1]

Domestic Affairs Officer- A sworn officer holding this assignment shall act as department liaison to all boards, committees and groups concerning domestic violence and abuse. He shall follow up on all domestic abuse cases, and ensure services to victims. This assignment is held by the Lieutenant in charge of special services who reports to the Deputy Chief of Police [11.3.1]

Designated Infection Control Officer-A sworn officer holding this assignment shall act as the department liaison with the health agencies regarding officer exposures and infectious disease concerns. Records shall be kept in confidence by the DICO. An Officer working this assignment shall report to the Chief. [11.3.1]

Narcotics Task Force Representative- A sworn officer holding this assignment, shall act as liaison to the DEA Task Force, and shall be assigned as a Narcotics Investigator. Officers working in this assignment shall report to the Detective Sergeant. [11.3.1]

Public Information Officer- A sworn officer holding this assignment has the responsibility of coordinating all press and media relations and news release information. Assist in crisis situations within the agency and coordinate the release of authorized information concerning agency investigations and operations. The officer shall report to the Chief. [11.3.1]

Accreditation Manager-A sworn officer assigned this function shall act as liaison to the Massachusetts Police Accreditation Commission, and shall manage and maintain the accreditation project. Officers working in this assignment shall report to the Chief. [11.3.1]

Website Coordinator- Maintains and coordinates updates and reports on the department Web Site. Acts as liaison to Internet Company. This assignment is responsible for the overall content and usability of the site. Personnel working in this assignment shall report to the Chief. [11.3.1]

Breathalyzer Maintenance Officer- A sworn Officer holding this assignment conducts regularly scheduled checks and tests of the department breathalyzer machine. Acts as liaison to other agencies, and conducts, arranges and coordinates training for officers. Officers working in this assignment shall report to the Detective Sergeant. [11.3.1]

Motorcycle Officer-A motorcycle officer is certified and authorized to operate the department's motorcycle during special events and routine patrol. Personnel working special operations shall report to the Unit Sergeant. [11.3.1]

Canine Officer-A Canine Unit is a support service, which supplements and assists primary response units. The unit assumes routine patrol responsibilities by responding to calls for service and in follow-up complaints. Unit may be used in criminal apprehension, tracking, and locating missing persons (criminal or civilian), building searches,

evidence and narcotics detection, crowd control and promoting public relations through K-9 demonstrations. The canine officer reports to the Shift Commander. It will be the duty and responsibility of the assigned lieutenant to exercise overall supervision of the K-9 Unit. [11.3.1]

Firearms Licensing Officer- A sworn officer oversees the application and screening of FID and LTC firearms licenses for the department. He shall submit proper documentation, applications and collect fees as necessary. He shall take immediate action to suspend or revoke a LTC or FID as directed by law or at the direction of the Chief. This assignment reports directly to the Chief of Police.

Reserve Police Officers- Reserve police officers will be assigned as call takers, for cellblock and other station house support duties. Reserve Officers shall have power to stop a motor vehicle that is operating in a manner that the officer feels is operating as to endanger the lives and safety of the public. On these occasions the reserve officer shall be required to request the assistance of the sector unit when conducting a motor vehicle stop. Reserve officers are authorized to tow motor vehicles after obtaining authorization from the patrol supervisor. The reserve officer must complete an incident report and a motor vehicle inventory sheet. A reserve officer's authority is derived from MGL 41 Sec. 98, and MGL 147 Sec. 13 [1.2.1] [11.3.1]

Non sworn personnel positions include but are not limited to the following:

Administrative Assistant- Primary responsibility is to monitor expenditures, purchases and departmental finances. To assist the Chief of Police in preparing the annual budget and assist him/her during any presentation regarding the department's financial condition. Provides technical and office support services as needed and as directed by the Chief of Police. This assignment includes the responsibilities of back up LEAPS Representative, Technical Support, Computer System Manager, and Parking Clerk. This assignment reports directly to the Chief of Police. [11.3.1]

Advocates- Civilian advocates primary responsibility is to provide guidance, assistance and services to those citizens suffering as a result of mental illness or as a victim of a violent crime. Victim Advocates serve as liaisons between the police department and victims of crimes. The Victim Advocate reports to the Detective Sergeant. The Behavioral Health Clinician serves as the liaison between the police department and citizens suffering with mental

illness. The Clinician reports to the Supervisor of the Mental Health Outreach Team.

Keeper of Records-Maintains those records that are related to field operations. These records include all incident reports, accident reports and administrative reports. Maintain a file of all department reports in a manner that allows for prompt and easy retrieval. Maintain all reports for the time prescribed by law or policy. Maintain such files as complete and current and adding to them all follow-up reports or court dispositions as these are received. Disseminates records according to law. Keeper of records answers to the day shift commander. [11.3.1]

Dispatchers-Assigned to the communications center for the purpose of facilitating incoming and outgoing telephone and E911 calls. He shall be familiar with all department operations. The dispatcher will answer incoming calls for service and dispatch officers as needed. The dispatcher shall at all times be courteous and thoughtful of the needs of callers. The dispatcher shall follow the direction of the officer assigned to the communications area. He shall maintain a record of all calls for service on the daily log. He shall make notifications as required. Dispatchers shall answer to the shift supervisor. He shall perform other such duties as may be assigned by the Chief of Police. [11.3.1]

Custodian-Shall be responsible for the general maintenance, upkeep and cleaning of the facility. Additionally, the custodian will respond to the facility during inclement weather and building emergencies to address departmental needs. Custodian shall answer to the shift supervisor. [11.3.1]

Mechanic- Civilian position responsible for skilled repair and maintenance of police motor equipment. Performs, plans and records preventive maintenance operations in compliance with state and federal regulations; such as changing oil and replacing oil filters, refilling lubricant, changing and or rotating tires, tuning up engines and inspecting vehicles for safety hazards. As well as other similar work. Orders replacement parts; deals with part vendors; maintains accurate records of parts purchased. Performs appraisals on damaged vehicles. Picks up vehicles and delivers repaired vehicles. Exercises substantial independence for planning and organizing work activities and for expending budget funds. Utilizes the Town's fleet management software program Utility Cloud and the Vehicle Management Information System (VMIS). To track and record work orders for each vehicle. Reports directly to the lieutenant in charge of fleet maintenance.

Matron-Called upon in the event that a female is arrested. Matrons will conduct inventory searches, and conduct prisoner checks when assigned. They shall report to the Shift Commander. [11.3.1]

Volunteers- Qualified volunteers are used for specified tasks and duties that can create efficiencies for the department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. Volunteers shall answer to the volunteer coordinator designated by the Chief. [11.3.1]