

**MERIDIAN TOWNSHIP POLICE DEPARTMENT
GENERAL ORDER**

Subject: ORGANIZATION	General Order: 101
Effective Date: January 21, 1980 Revision Date: December 12, 2024	Distribution: All Employees

I. PURPOSE

The purpose of this general order is to identify the source of authority and organization structure of the Meridian Township Police Department and to establish the responsibilities and authority of the command officers, supervisors, and officers.

II. POLICY

Revised

This general order identifies the formal structure through which organizational components are arranged, defined, directed, and coordinated. Under the Chief of Police, the Meridian Township Police Department is organized into three Divisions: Services Uniform, and Professional Standards. Division Commanders have direct operational control over their assigned division. The Chief of Police oversees the operation of the Commanders and their respective divisions.

III. PROCEDURE

A. Authority

1. The Charter Township Act 359 of 1947, MCL 42.12 authorizes charter townships to establish a police force, to appoint police officers, to make necessary departmental rules, prescribe the powers and duties of police officers, and invest authority.
2. Act 33 of 1951, MCL 41.806 section 6(1) (c) authorizes charter townships to employ and appoint a police chief required for the proper and efficient operation and maintenance of the police department and proper law enforcement.

B. Organization Components

1. The Meridian Township Police Department is organized with four major organizational components.
 - a. Office of the Chief of Police
 - b. Uniform Division
 - c. Services Division
 - d. Professional Standards Division

2. Office of the Chief of Police
 - a. The Office of the Chief of Police includes the Department Administrative Assistant.
 - b. The employees of the Meridian Township Police Department work under the authority of the Chief of Police. The Chief of Police is the administrative head of the Police Department. The Chief of Police reports directly to the Township Manager and is responsible for the overall planning, organization, and directing of the Police Department.

3. The Uniform Division

- a. The Uniform Division Commander (UDC) is the administrative officer charged with the coordination and management of the activities and personnel of the Uniform Division, as well as any other duties delineated in the job classification. The division components include:
 - i. Patrol Officers – Includes all officers assigned to work the road consisting of various patrol shifts supervised by patrol sergeants.
 - ii. Canine Unit – All officers and canines assigned to the canine unit.
 - iii. School Resource Unit – DARE and TEAM Officers
 - iv. Traffic Investigations Unit – Members may be assigned to either the Uniform Division or Services Division. However, when acting in the capacity of traffic accident investigators, they come under the command of the Uniform Division Commander.
 - v. Special Response Team – Members may be assigned to either the Uniform Division or Services Division. However, when members are acting in the capacity of the Special Response Team, they come under the command of the Uniform Division Commander.
 - vi. Crossing Guard Unit – Members are under the direction of the Community Resource Officers.
 - vii. Volunteer Unit – Members are under the direction of the Uniform Division Commander.

New

- b. The UDC is also charged with the following tasks:
 - i. Patrol vehicle maintenance
 - ii. Road patrol equipment maintenance
 - iii. Building maintenance

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4. The Services Division
 - a. The Services Division Commander (SDC) is the administrative officer charged with the coordination and management of the activities and personnel of the Services Division, as well as any other duties delineated in the job classification. The division components include:
 - i. Investigations Unit – Supervised by a sergeant
 - ii. Court Services – Supervised by the Investigations Unit Supervisor
 - iii. Records Unit – Consists of civilian employees and is supervised by a civilian
 - iv. Property Unit
 - v. Cadet Unit – Supervised by an officer or sergeant
 - b. The SDC is also charged with the following tasks:
 - i. Hiring and recruiting
 - ii. Liaison to the Mid-Michigan Police Academy
 - iii. Local Agency Security Officer (LASO)
 - iv. Township Safety Committee
 5. The Professional Standards Division
 - a. The Professional Standards Division Commander is the administrative officer charged with the coordination and management of multiple administrative functions of the department as well as any other duties delineated in the job classification. These functions include:
 - i. Coordination and documentation of training
 - ii. Coordination of the Accreditation program
 - iii. Equipment tracking
 - iv. Field Training
 - v. Orientation of new hires
 - vi. Internal Investigations when deemed appropriate by the Chief of Police
 - vii. Grant writing and coordination
 6. An organizational chart is attached. The organizational chart will be reviewed and updated annually or as necessary. A copy of the organization chart will be posted in an electronic format accessible to all employees.

New

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7. Revision Responsibility

The responsibility for the continuous updating and revision of this procedure lies with the Chief of Police.

IV. CANCELLATIONS

None

Authorized by:

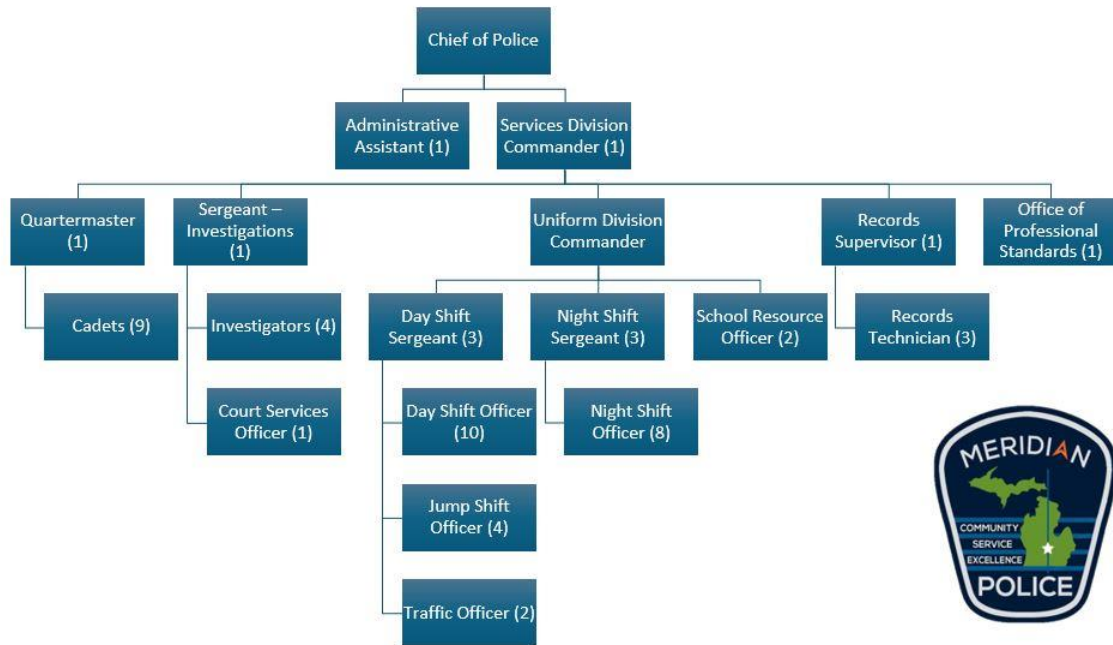


Rick Grillo, Chief of Police

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Application: This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.

Meridian Township Police Department Organizational Chart



January 6, 2025