



ORGANIZATION OF THE POLICE DEPARTMENT

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I. PURPOSE

The purpose of this directive is to describe the department's organizational structure, and to establish the basic functions of the components that make up the department.

II. ORGANIZATIONAL CHART

The department's organizational structure is depicted graphically on an annually updated organizational chart and is made available to all personnel. The chart reflects formal lines of authority and communication within the department.

III. GENERAL ORGANIZATION

The five major organizational components are grouped by function. Patrol functions are aligned into the Bureau of Patrol; community services functions are aligned into the Bureau of Community Services; investigative and specialized functions are aligned into the Bureau of Special Operations and Criminal Investigations; administrative and support functions are aligned into the Bureau of Administration; and executive support functions are aligned into the Office of the Chief of Police.

In order to maintain clear lines of organization and unity of command, the department's command general structure authority will be delegated down from the Chief of Police via the following chain of command:

1. Assistant Chief of Police
2. Deputy Chief of Police
3. Bureau
4. Division or District
5. Section or Platoon
6. Unit
7. Squad

This structure continues to follow the spirit of the department's paramilitary disposition.

The department's organizational chart (Index Code 201, Appendix A) provides a detailed description of the agency's organizational chain of command.

IV. OFFICE OF THE CHIEF OF POLICE

The Chief of Police, the Chief's administrative staff, and the executive command staff are collectively known as the Office of the Chief of Police.

The Chief of Police is the chief executive officer of the Police Department and the appointing authority for all Department employees. The Chief of Police is appointed by and serves at the pleasure of the County Executive of Anne Arundel County, Maryland.

A. Assistant Chief of Police

The Assistant Chief of Police commands the Office of Professional Standards, the department's Strategic Planner and the department's Deputy Chiefs of Police. The Assistant Chief of Police Reports to the Chief of Police.

B. Deputy Chiefs of Police

The Deputy Chiefs of Police command department Bureaus. The Deputy Chief of Police of Support and Administrative Services commands the Bureau of Administration, the Bureau of Operations and Investigations, and the Fiscal Management Section. The Deputy Chief of Police of Patrol and Community Services commands the Bureau of Patrol and the Bureau of Community Services. The Deputy Chiefs of Police report to the Assistant Chief of Police.

C. Office of Professional Standards

1. Internal Affairs Section

The Internal Affairs Section is primarily responsible for the administration of all internal affairs activities. The goal of the Internal Affairs Section is to ensure that the department's integrity is maintained through a system that provides an objective and fair investigation and review of complaints of misconduct against department employees.

2. Staff Inspections Section

The Staff Inspections Section conducts inspections and audits of departmental components and functions to ensure that proper administrative and operational controls are in place and being followed. Staff Inspections Section personnel ensure the integrity of the department's drug enforcement and vice enforcement efforts, by monitoring the operations, policies and procedures of the components responsible for enforcing vice and drug abuse laws. The Staff Inspections Section also oversees the Accreditation Unit, which is responsible for managing the department's accreditation program, ensuring compliance with all applicable CALEA standards, maintaining the written directive system, and control of departmental forms.

D. Executive Assistant and Media Relations Office

The Executive Assistant and Media Relations Office manages the daily administrative operations and activities of the Office of the Chief and serves as the liaison/director for external activities to include media relations and County government affairs. The Executive Assistant and Media Relations Office reports directly to the Chief of Police.

E. Fiscal Management Section

The Fiscal Management Section is responsible for the department's fiscal management functions, including annual budget development and administration; supervision of internal expenditures and related controls; liaison with County government fiscal officers; and coordinating requisitions and requests for purchase of equipment and supplies with the County Purchasing Office.

1. Grants Unit

The Grants Unit is responsible for the development and financial tracking of all grant related programs secured by the department. Major functions include obtaining, developing, submitting, and tracking all grant applications pursued by the department; supervision of all financial records including expenditure requests and quarterly reports; maintaining grant binders; and maintaining a liaison with other departmental units.

F. Legal Affairs

Legal Affairs is responsible for providing legal advice, support, and services to the Chief of Police. Legal Affairs is the police department's primary liaison with the County Office of Law. Legal Affairs reports directly to the Chief of Police.

G. Strategic Planner

The Strategic Planner conducts research and study projects to identify present and future needs of the department. The Strategic Planner also conducts workload analysis and other measures and develops strategic plans for resource allocation. The Strategic Planner reports to the Assistant Chief of Police.

H. Office of Homeland Security and Intelligence

The Office of Homeland Security and Intelligence is comprised of the Homeland Security & Intelligence Unit, the Real Time Information Center, and the Executive Protection Unit.

1. Homeland Security & Intelligence Unit

The Homeland Security & Intelligence Unit contains the Homeland Security/Counter Terrorism Squad, Threat Management Squad, and the Criminal Intelligence & Violent Offender Enforcement Squad. The Unit serves as a liaison to regional, state, and federal intelligence entities to include the FBI, DHS, ATF, USSS, Military Law Enforcement, NSA, MCAC, Parole and Probation and other agencies. As part of its operation, the unit serves as the intelligence hub which focuses on the sharing of strategic and tactical intelligence, the prevention, disruption, and interdiction of organized crime activity, including counter-terrorism efforts, conducting threat assessments to prevent acts of mass violence, and the management of violent repeat offenders (ROPE Program). All activities of the Homeland Security & Intelligence Unit are limited to those persons and organizations which are suspected of being involved in criminal activity and will be conducted in a manner which respects the privacy and constitutional rights of all individuals.

2. Real Time Information Center

The Real Time Information Center (RTIC) is a centralized resource which utilizes technology assets, public and criminal databases, and human analysis to support officers, detectives, supervisors, and commanders in crime-fighting, officer safety, and community safety efforts. The RTIC is comprised of the following teams:

- a. RTIC Operations Team: The RTIC Operations Team uses technology and human analysis to provide information and support to department personnel in real time (or near real-time).*
- b. Crime Analysis Team: The Crime Analysis Team uses data collected from police reports, field interview reports, arrest reports, and other sources to analyze and identify local, regional, and national emerging and historical crime patterns and trends. The Crime Analysis Team disseminates relevant crime information related to patterns and trends to Department personnel and it is the primary Liaison with allied agency crime analysis units. The Crime Analysis Team is responsible for local administration of the State's pawn & second-hand transaction database.*
- c. Data Driven Strategies Team: The Data Driven Strategies Team is responsible for supporting the Department's ability to analyze and visualize available data for relevant stakeholders.*

3. Executive Protection Unit

The Executive Protection Unit is responsible for providing security and safety for the County Executive.

V. BUREAU OF PATROL

The Bureau of Patrol provides direct police services through patrol, district level investigative and specialized functions. The group is commanded by a Bureau Commander, who is responsible for command, control, and administration of the Bureau.

A. Patrol Districts

Patrol districts are subdivided geographically as follows:

- Northern District
- Eastern District
- Southern District
- Western District

The patrol districts provide the capabilities for initial response, investigation, and resolution of public safety and law enforcement issues. Each patrol district has a Community Action Section which is comprised of the following:

1. Patrol Platoons

Patrol Platoons provide 24-hour response to emergency and non-emergency calls for service, proactive criminal law and traffic law enforcement, community oriented policing services, and initial investigation to reports of criminal activity.

2. District Operations Unit

The District Operations Unit is comprised of Strategic Patrol Team Detectives, District Narcotics Team Detectives, Police and Community Together Officers, and the District Traffic Coordinator.

a. Strategic Patrol Team (S.P.T.) Detectives

S.P.T. detectives perform community-based criminal enforcement. They help resolve recurring criminal problems that occur within the community and perform community-based investigations into street-level drug distribution.

b. Police and Community Together (P.A.C.T.) Officer

The P.A.C.T. Officer(s) is responsible for establishing and maintaining close ties with community and to help alleviate problems or concerns in the community. They attend community meetings and community events, enlist the aid and support of other governmental agencies to help solve quality-of-life issues within the district, provide crime prevention information, etc.

c. Traffic Coordinator (Officer)

The Traffic Coordinator provides selective traffic enforcement based on community complaints. The Traffic Coordinator also coordinates parades, funeral details, and other special traffic assignments within the District. They coordinate with the State Highway Administration and County Roads on traffic related issues regarding signage, signaling, etc.

3. District Detective Unit (D.D.U.)

D.D.U. detectives perform community-based follow up investigations, such as cases involving crimes against persons (assault, citizen robbery, etc.) and property (burglary, theft, etc.) not investigated by the Criminal Investigation Division. The D.D.U. Domestic Violence Officer is responsible for assisting victims of domestic violence and following-up on reports of domestic violence.

B. TeleStaff Unit

The TeleStaff Unit manages and administers the TeleStaff application, including system configuration and employee profiles within the application. The TeleStaff Unit provides assistance and guidance to Office Support Assistants and Office Support Specialists who have timekeeping responsibilities related to TeleStaff. The TeleStaff Unit works to properly manage leave requests and approvals, overtime/compensatory time entry and approval, and to manage and ensure the proper staffing of departmental functions, ensure personnel are accurately entering and managing leave requests and approvals; and overtime and compensatory time requests and approvals.

VI. BUREAU OF COMMUNITY SERVICES

The Bureau of Community Services is commanded by a Bureau Commander who is responsible for the command and control of the Community Relations Division and Training Division.

A. Community Relations Division

The division provides community service-oriented support in the areas of crime prevention and community relations, provides a variety of educational and community-based recreational youth programs, and oversees some of the department's volunteer programs. The division serves as a direct liaison with community groups to foster a better working relationship between the department and the communities.

1. Community Relations Section

a. Crime Prevention Unit

The Crime Prevention Unit provides support and subject matter expertise in the area of crime prevention and avoidance. It conducts crime avoidance surveys for businesses and residences, and oversees neighborhood watch programs. The Crime Prevention Unit also manages the department's Volunteers in Police Service (VIPS) program.

b. Bike Patrol Unit

The Bike Patrol Unit provides a specialized response to enforcement operations and community issues.

c. Court Liaison

The Court Liaison is responsible for proper dissemination of subpoenas to the case officer(s) and proper coordination of court appearances. The Court Liaison works with the State Attorney's Office, Public Defender's office, private attorneys, judicial staff, and Clerk's office to assure that officers are available for court when needed and that they are notified of cancellations in a timely manner.

d. Arundel Mills Section

The Arundel Mills Section provides patrol services to the Arundel Mills Mall, Maryland Live Casino, and the surrounding commercial and residential areas.

2. School Safety Section

The School Safety Section is responsible for school-related services, as well as the Teen Court Program.

a. School Resource Unit

The School Resource Unit administers the School Resource Officer program. This unit serves as the direct liaison with the Anne Arundel County Board of Education.

b. School Crossing Guard Unit

The School Crossing Guard Unit supervises the County's school crossing guards, who provide manual traffic direction at intersections identified as hazardous school crossings, to ensure the safe passage of children.

3. Crisis Intervention Team (CIT)

The Crisis Intervention Team is responsible for mental health and developmentally disabled crisis-related calls for service. A response team consists of one police officer and one clinician who have received specialized training.

4. Youth/Victim Engagement Services

The Youth/Victim Engagement Services is responsible for staff supervision of all departmental juvenile operations pertaining to status and non-status offenders including tracking repeat adjudicated juvenile offenders. This includes diversionary sentencing alternative programs such as Teen Court, Community Conferencing, and JOINS (Juvenile Offenders in Need of Supervision) for first time, non-violent juvenile offenders. Youth/Victim Engagement Services is also responsible for administering and coordinating the department's role in victim/witness assistance and for analyzing the needs and available resources for victims and witnesses in Anne Arundel County.

5. Youth Activities Program

The Youth Activities Program is a community outreach program that enhances the relationships between law enforcement and the youth of the community. This includes providing educational, recreational, and mentoring activities.

6. Chaplain Corps

The Chaplain Corps provides counseling and spiritual support to Department employees.

B. Training Division

The Training Division is responsible for providing entry-level and in-service training to all police officers, preparing training modules, conducting all department firearms training and qualification programs, and maintaining training records of department employees.

VII. BUREAU OF SPECIAL OPERATIONS AND CRIMINAL INVESTIGATIONS

The Bureau of Special Operations and Criminal Investigations is commanded by a Bureau Commander who is responsible for the command and control of the Special Operations Division and the Criminal Investigation Division.

A. Special Operations Division

The Special Operations Division provides a specialized police response for unique emergency situations and technical traffic investigations.

1. Special Operations Section

The Special Operations Section provides unique specialized police assets.

a. Quick Response Team (QRT)

QRT provides operational and tactical support to the Patrol Division. Major responsibilities include handling hostage/barricade situations, high risk felony arrests, entering and stabilizing raid locations, woodland suspect searches, tactical responses to WMD/Hazmat, and maritime incidents.

b. Aviation Unit

The Aviation Unit provides air support for operational activities, including surveillance, traffic enforcement, and pursuit of fleeing offenders. The unit also provides aerial support for various other County, State, and Federal agencies.

c. K-9 Unit

The responsibility of the K-9 Unit is to provide line support to components within the department with highly mobile, specially trained police dogs. The unit provides canine support for high risk building/area searches, narcotic and explosives searches, and searches for missing persons.

2. Traffic Safety Section

The Traffic Safety Section coordinates or oversees traffic-related services including the department's speed measuring equipment and enforcement programs, chemical test for alcohol program, automated enforcement programs, department-wide traffic safety initiatives, and commercial vehicle enforcement program. The Traffic Safety Section investigates all motor vehicle crashes which result in or are likely to result in fatality.

3. Special Events Section

The Special Events Section provides liaison functions between the Police Department, other branches of County government and non-government organizations in the planning and management of special events in the County. Additionally, the Special Events Section manages the agency's Civil Disturbance Unit (CDU), the County Tow Program, the Department Honor Guard Program, and the volunteer Reserve Officer Program. The Commander of the Special Events Section also serves as the primary police liaison with the Office of Emergency Management (OEM).

B. Criminal Investigation Division

The Criminal Investigation Division provides specialized follow-up investigative services.

1. Major Crimes Section

The Major Crimes Section is responsible for the follow-up investigations of homicides, kidnappings, missing persons, rapes and felony sex offenses, child and vulnerable adult abuse, and other serious crimes designated by the Bureau Commander.

a. Homicide Unit

The Homicide Unit is responsible for the investigation of homicides (except motor vehicle crashes), law enforcement use of deadly force incidents, in-custody deaths, and the follow-up investigation of missing persons. The Homicide Unit has a Cold Case Squad that investigates unsolved homicides after all viable leads have been pursued during the initial investigation.

b. Sex Offense Unit

The Sex Offense Unit is responsible for the investigation of felony sex offenses. Additionally, the Sex Offense Unit is responsible for the management of the county's Sexual Offender Registry program and the investigation of registry violations committed by Registered Sexual Offenders. The Sex Offense Unit provides liaison with the Anne Arundel County Sexual Assault Response Team.

c. Child and Vulnerable Adult Abuse Unit

The Child and Vulnerable Adult Abuse Unit is responsible for the investigation of felony physical and sexual child abuse, and child pornography cases. The Unit maintains liaison with the Department of Social Services, the Maryland Internet Crimes Against Children Task Force, and the National Center for Missing and Exploited Children.

2. Narcotics and Special Investigations Section

The Narcotics and Special Investigations Section is comprised of units to manage narcotics, vice, gangs, and other specialized criminal investigations. The section is responsible for the investigation of illicit drug trafficking organizations, prescription drug diversion, prostitution/human trafficking, illegal gambling, and criminal gang investigations. The section is responsible for managing the department's asset seizures related drug investigations. Section personnel provide liaison with federal and state narcotics investigators.

a. Major Offenders Units

The Major Offenders Units are responsible for the detection, investigation, disruption, and dismantling of drug trafficking organizations operating in Anne Arundel County or whose criminal activity has a nexus to Anne Arundel County. The Major Offenders Units serve as a liaison with the Washington/Baltimore High Intensity Drug Trafficking Area task forces including the Drug Enforcement Administration (violent trafficking, mass transit interdiction) and the Department of Homeland Security - Homeland Security Investigations (money laundering).

b. Vice/Drug Diversion/Asset Forfeiture Unit

The Vice/Drug Diversion/Asset Forfeiture Unit is responsible for: the investigation of prescription drug diversion; investigation of violations of human trafficking laws, prostitution laws, and gambling laws; the administrative processing of all assets seized by the police department related to drug trafficking violations; and department-wide technical, surveillance support. The Vice/Drug Diversion/Asset Forfeiture Unit serves

as the liaison to the Federal Bureau of Investigation (child exploitation), Department of Homeland Security – Homeland Security Investigations (human trafficking), and the Drug Enforcement Administration (drug diversion).

c. Criminal Gang Unit

The Criminal Gang Unit investigates organized trans-national, regional, and local criminal gang-related activity occurring in or impacting Anne Arundel County. The Criminal Gang Unit is responsible for validating individuals alleged to be members of criminal gangs in compliance with state and federal laws and regulations. The Criminal Gang Unit serves as the liaison to the Maryland State Police (Strategic Operations Group) and the Federal Bureau of Investigation (Safe Streets and Cross Borders task forces).

3. Organized Crimes Section

The Organized Crimes Section is comprised of the Regional Crimes Unit and the Fugitive Apprehension Team.

a. Regional Crimes Unit

The Regional Crimes Unit is responsible for the county-wide investigation of trending, regional crimes. The task of the Regional Crimes Unit is to identify, disrupt, and dismantle regional criminal organizations and apprehend habitual criminal offenders. The Commander of the Bureau of Special Operations and Criminal Investigations may, at his/her discretion, assign primary responsibility for investigation of specified crimes to the Regional Crimes Unit. The Regional Crimes Unit supervises the Financial Crimes Squad, the State’s Attorney’s Liaison Officer, and the department’s polygraph program. The Regional Crimes Unit serves as a liaison with the FBI, regional investigative units from allied law enforcement agencies, the Baltimore Regional Auto Theft Task Force, and the Washington Area Vehicle Enforcement Task Force.

b. Fugitive Apprehension Team

The Fugitive Apprehension Team is responsible for locating and apprehending suspects wanted for serious crimes and for out-of-state extraditions of wanted subjects. The Fugitive Apprehension Team serves as a liaison with the United States Marshals Service Fugitive Task Force. The Fugitive Apprehension Team provides department-wide technical investigative support to locate missing persons and wanted suspects.

VIII. BUREAU OF ADMINISTRATION

The Bureau of Administration is commanded by a Bureau Commander who is responsible for the command and control of the *Support and* Technical Services Division. These divisions provide support *and technical* services to line operations and administration in technical or specialized fields.

A. Support and Technical Services Division

1. Communications Section

The Communications Section is responsible for receiving and screening emergency and routine telephone requests for police services from the public, and dispatching police officers to calls for service.

2. Central Records Section

The Central Records Section is responsible for maintaining 24-hour a day operational access to central records information, criminal data entry, and uniform crime reporting.

3. Technology Section

The Technology Section serves as the liaison to the Anne Arundel County Office of Information Technology. The section maintains all of the technology equipment for the department's mobile and desktop applications. The GIS Specialist within the Section conducts development and maintenance of geographical information systems.

4. Fleet Coordinator

The Fleet Coordinator is responsible for the administration and management of the police department’s motor vehicle fleet.

5. Property Management Section

The Property Management Section is responsible for managing and controlling property which is owned or used by the department, property which is in the custody of the department, and property which is acquired by the department as found, recovered, or evidentiary. The Property Management Section oversees the Quartermaster.

6. Personnel Section

The Personnel Section handles all employee personnel-related matters and activities within the department and coordinates the department's personnel activities, including selection processes, promotion processes, and maintenance of personnel files, with the Anne Arundel County Office of Personnel.

7. Animal Care & Control Section

The Animal Care & Control Section is responsible for the law enforcement, regulation and licensing and sheltering of animals, pets, commercial pet businesses. Additionally, Animal Care & Control is the liaison to the Health Department regarding quarantine and control measures for aggressive, nuisance, and rabid animals.

8. Recruitment Unit

The Recruitment Unit is responsible for the employee recruitment efforts of the Police Department.

9. Forensic Services

Forensic Services is responsible for the quality-oriented and efficient operation of the Department's forensic disciplines. Forensic Services is led by a Forensic Services Director. The Anne Arundel County Police Department is ISO/IEC 17025 accredited through the ANSI National Accreditation Board (ANAB) for Seized Drugs, Biology, Friction Ridge, Crime Scene Investigation, and Digital Evidence disciplines. In addition, the Anne Arundel County Police Department is licensed by the Maryland Department of Health for Seized Drugs, Biology, Friction Ridge, and Crime Scene Investigation disciplines.

a. Seized Drugs / CDS Unit

The Seized Drug / CDS Unit is responsible for performing chemical analysis and identification of suspected controlled dangerous substances; storage management and disposal of controlled dangerous substances seized as evidence; and for collection and disposal of prescription medication turned over to the police department by citizens.

b. Biology Unit

The Biology Unit is responsible for performing Serological and DNA analysis associated with criminal case work. The Biology Unit has a Combined DNA Index System (CODIS) Administrator who is the primary point of contact between the Maryland State Police and Federal Bureau of Investigation.

c. Evidence Collection and Identification Section

The Evidence Collection & Identification Section is responsible for crime-scene identification and evidence collection services.

- i. **Evidence Collection Unit:** The Evidence Collection Unit provides 24-hour crime-scene and evidence processing services and coordinates the submission of evidence for laboratory analysis.
- ii. **Identification Unit:** The Identification Unit provides Friction ridge, latent fingerprint, and 10-print identification services. The Identification Unit also includes the Photography Lab, providing photography and video extraction/collection services.
- iii. **Firearms Unit:** The Firearms Unit provides forensic firearms analysis and serial number restoration.

d. Digital Forensics Unit

The Digital Forensics Unit is responsible for the extraction and preservation of digital evidence from electronic and computer devices, including but not limited to computers, mobile telephones, and data storage systems.

IX. PROPONENT UNIT: Office of the Chief of Police

X. CANCELLATION: This directive cancels Index Code 201, dated **09-19-24**.