

DIRECTIVE 11.1 ORGANIZATIONAL STRUCTURE

Issue Date: 09/03/2020	By Order of Chief of Police
Rescinds: (Issue 04/23/2020)	CALEA Standards Referenced: 11.1.1
Pages: 5	

This directive consists of the following sections:

11.1.1 Description of Organization

POLICY & PROCEDURE

The organizational structure of the Miami Township Police Department consists of a Chief of Police and Lieutenants, who oversee three Divisions: Patrol Division, Investigations Division and a Support Services Division.

An explanation of the department organizational structure is available to all personnel through disseminated policy.

11.1.1 Organizational Structure and Functions

The Chief of Police is the administrative head of the Miami Township Police Department, responsible for the overall effective and efficient management of the police department.

Chief of Police Functions

The Chief of Police has the ultimate responsibility for the preservation of life and property, preservation of law and order, investigation of crimes, suppression of vice and enforcement of state law and township resolutions. He/she shall direct the assignment of personnel, establish training programs, maintain records, cooperate with other law enforcement agencies, establish rules, regulations, policies and procedures and provide advice to the Township Administrator on matters pertaining to the police department. He/she shall develop annual budget proposals and control budgeted expenses. The Chief of Police is responsible for the planning for and direction of all activities of the department. This direction will be accomplished through written and oral orders, policies, procedures, directives, guidelines and guidance as well as personal leadership exerted through subordinate supervisors and officers. The Chief may delegate or grant authority to any member of the department as necessary for the efficient administration of the department.

The following personnel report directly to and perform tasks determined by the Chief of Police:

- Administrative Assistant;
- Patrol Division Lieutenant;
- Investigations Lieutenant
- Support Services Lieutenant.

Administrative Assistant Functions

The Administrative Assistant reports to and performs tasks determined by the Chief of Police. This civilian employee is responsible for administrative reports, assists with maintenance of the accreditation process, fiscal management of the budget and purchasing process, performs as the department Training Officer and administers the Recruitment & Selection process. The Administrative Assistant shall perform such other duties or functions as may be assigned by the Chief of Police.

Patrol Division

The Patrol Division consists of Patrol Sergeants, Corporals and Patrol Officers working in four districts. The Patrol Division is under the direct command of the Patrol Division Lieutenant who is directly responsible for supervision of all personnel and functions assigned to the Division. The Patrol Sergeants shall report to the Patrol Division Lieutenant and shall perform the duties of primary shift supervisor. Corporals shall report to the Patrol Sergeant. In the absence of the Patrol Sergeant, Corporals shall report to the Patrol Division Lieutenant and perform the duties of primary shift supervisor.

- Staffing in each of the four districts consists of Patrol Sergeants supervising District Patrol Officers and Corporals which operate within 12-hour shifts.
- In addition, District Patrol Officers are complimented by traffic safety officers and split shift officers.

The Patrol Division Lieutenant has the authority and responsibility for the management, direction and control of the operations of the division to include:

- Scheduling work for the personnel assigned to the division;
- Determining special enforcement needs and implementing programs or tactics to deal with such needs;
- To interact with other personnel and township departments for the efficient provision of services to the community in fulfillment of the mission of the police department;
- Deploying personnel within the division to deal with problems or tactical situations identified by crime analysis, arrest patterns or special events.

Patrol Functions

The Patrol Division is responsible for the protection of life and property, prevention of crime, apprehension of offenders and the maintenance of order.

Personnel assigned to district patrol functions shall perform such other duties or functions as may be assigned by the Patrol Division Lieutenant, Patrol Sergeant or Corporal as are necessary to accomplish the goals and objectives of the division and consistent with the mission of the department.

All officers in the Patrol Division are expected to use the community policing and problem-solving approach to chronic problems encountered within their districts/assigned areas.

Traffic Safety Officers Responsibilities

In addition to the responsibilities outlined in Patrol Functions, officers of the traffic safety unit shall be responsible for directed traffic enforcement within Miami Township; analysis and documentation of traffic problem areas and written submission of measures to correct such problems; acquire, interpret, prepare and distribute information dealing with pertinent traffic related matters through the appropriate channels to affected department personnel; prepare and conduct traffic safety education courses as directed; processing of documentation and vehicles pursuant to immobilization and maintenance of department records and equipment used for breath testing and traffic enforcement.

Investigations Division

The Investigations Division consists of Detectives, a Clermont County Narcotics Unit member, School Resource Officers and Record Clerks. The Investigations Division is under the direct command of the Investigations Lieutenant who is directly responsible for supervision of all personnel and functions assigned to the division. The Investigations Lieutenant shall report to the Chief of Police and shall perform the duties of primary supervisor.

The Investigations Lieutenant has the authority and responsibility for the management, direction and control of the operations of the Investigations Division to include:

- Scheduling work for personnel assigned to the division;
- Determining special needs and implementing programs or tactics to deal with such needs;
- Providing for the functions of Criminal Investigation, Criminal Intelligence and Vice/Organized Crime Control;
- To interact with other personnel and Township Departments for the efficient provision of services to the community in fulfillment of the mission of the police department.

Detectives Functions

Personnel assigned as Detectives and Clermont County Narcotics Unit members have the primary duty of supporting the efforts of the Patrol Division. The responsibilities of these officers are to accomplish follow-up investigation of criminal offenses; to identify, apprehend and assist in the successful prosecution of criminal offenders; to assist patrol and other assigned police personnel with the investigation, preparation and presentation of criminal cases; to review department records, including connections; dissemination of information necessary to other department personnel and agencies to aid in investigation of offenses, apprehension and prosecution of offenders; maintaining informant contacts; collection, review and arranging for examination by experts, of evidence found at crime scene and vice and organized crime investigation and control.

Personnel assigned to the Investigations Division shall perform such other duties or functions as may be assigned by the Investigations Lieutenant as are necessary to accomplish the goals of the division and consistent with the mission of the department.

School Resource Officer Functions

The School Resource Officers will act as a liaison between their assigned school and the police department. They are responsible for crime detection and apprehension, crime prevention, community relations, problem solving and case follow-up within their assigned school.

Records Clerk Functions

Records clerk personnel report to and perform tasks determined by the Investigations Lieutenant. Civilian clerical personnel assigned as records clerks have the primary responsibility for maintenance of department records; to provide at all times the respective divisional services and functions in accordance with the needs, directives and policies and procedures of the department; to interact with other personnel and Township Departments for the efficient and effective provision of services to the community in fulfillment of the mission of the Police Department; perform data entry into the department in-house computer system; control of police reports, to include accessibility, availability and confidentiality; maintenance of departmental records, including distribution, numbering, retention, purging and transcribing recorded statements; retrieval of records, including requests for information; compiling statistical information needed by the department's divisions, units or functions; assisting department personnel with business matters and correspondence; handle calls and information coming into the department by telephone, other electronic means or in person and directing such call or information to the appropriate person, unit, division or function either inside or outside the department and performing such other assigned functions that may be needed from time to time.

Support Services Division

The Support Services Division is under the direct command of the Support Services Lieutenant who is directly responsible for all personnel and functions assigned to the division. The Support Services Lieutenant shall report to the Chief of Police and shall perform the duties of primary supervisor to assigned personnel.

- The Support Services Division consists of a Support Services Lieutenant, Crime Prevention/Community Relations/Accreditation Manager Officer(s), and a DARE Officer. The Support Services Division is complimented by volunteer Police Chaplains, Citizens Police Academy Alumni Association volunteers and facility/vehicle maintenance personnel.

The Support Services Lieutenant has the authority and responsibility for the management, direction and control of the operations of the Support Services Division to include:

- Scheduling work for personnel assigned to the division;
- Determining special needs and implementing programs or tactics to deal with such needs;
- Providing for the functions of Crime Prevention, Community Relations, Accreditation Manager, the DARE program and police volunteers;
- Supervision of Citizen's Police Academy program;
- All matters related to police vehicles and police equipment;
- All matters related to facility maintenance;
- To interact with other personnel and Township Departments for the efficient provision of services to the community in fulfillment of the mission of the police department.

Crime Prevention/Community Relations/Accreditation Manager Functions

Personnel assigned as Crime Prevention/Community Relations/Accreditation Manager Officer(s) are responsible for crime detection and apprehension, crime prevention, community relations, problem solving, case follow-up and maintenance of the accreditation process.

DARE Officer Functions

The DARE Officer is responsible for implementing the Drug Abuse Resistance Education program in schools located within Miami Township and the Milford School District, in the development of a safe and resourceful community, through work with adolescents.

Organizational Chart

The organizational chart reflects the chain of command and the lines of authority and communication within the Department. The organizational chart will be reviewed and updated each time a change in its structure occurs. The organizational chart shall be made accessible to all personnel and posted in a conspicuous place.