DEPARTMENT ORGANIZATION AND COMMAND STRUCTURE

FC No.: 220
Date: 12-04-18

If a provision of a regulation, departmental directive, or rule 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 or Team - Supervisor, respective unit/team
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 or Team: 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, Patrol Services Bureau
2. Assistant Chief of Police, Field Services Bureau
3. Assistant Chief of Police, Investigative Services Bureau
4. Assistant Chief of Police, Management Services Bureau
5. 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 four bureaus: Patrol Services Bureau, Field Services Bureau, Investigative Services Bureau, and Management Services Bureau. The Office of the Chief consists 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 Patrol Services Bureau, 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 four bureaus are grouped by function under the control of the Chief of Police. Each bureau is divided into divisions, sections, and units***' or entities*** according to the functions they perform ***or in accordance with their accrediting body.***

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.

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.

C. **Patrol 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.
2. ***Community Engagement Division - provides resources and services to the department and community to strengthen relationships through open, transparent communication and proactive engagement. Focuses on building trust and relationships with partners and communities through awareness, education & prevention, outreach, and engagement. Coordinates the SRO program.***
3. **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. **District Community Action Team (DCAT)** - ***responsible for developing solutions in response to identified crime increases, crime trends and quality of issue issues in the community at the direction of the District Commander.*** These teams engage the community in community policing efforts to sustain gains achieved through joint partnership efforts.
   c. Patrol Investigations Unit (PIU) - responsible for conducting follow-up investigations for offenses not handled by other investigative units, at the direction of the District Commander.
   d. **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.
   e. **Traffic Squad** - provides basic law enforcement with emphasis on traffic enforcement, collision investigation, and traffic control. In addition**,** these units conduct selective enforcement ***and education*** based on analysis, frequency, and community complaint to reduce problematic driving behaviors.
4. **Duty Commander** - assumes command of the department in the absence of the Chief of Police and other senior departmental executive officers. The Duty Commander also provides field supervision to ensure adherence with established departmental policies, procedures, rules, and regulations.

D. **Field Services Bureau** - provides specialized police and community services through various functions of the department.

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.

2. **Animal Services Division** – provides enforcement of animal related laws and care for homeless, abused and neglected animals.
   a. **Field Services Section -** responsible for response and investigation of citizen complaints and animal emergencies that include animal abuse and neglect; stray, rabid, or aggressive animals; and sick or injured animals. Animal Services Officers also provide vital information to community organizations, housing associations and schools regarding local and state laws and animal welfare issues or concerns. Officers also work collaboratively with other law enforcement agencies and first responders when animals are on scene.
   b. **Shelter Operations Section** - responsible for operation of the open admission Animal Services and Adoption Center where sheltering and care is provided to the homeless, abused, and neglected animals in the community. Through adoptions, foster and volunteer opportunities, vaccination clinics, and education and outreach, the shelter serves as a community resource to promote and advocate for responsible pet care.
3. **Public Information Division** - primary provider of information to media ***sources***. 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 ***department*** website ***and social media*** content, and coordinating with outside entities such as Crime Solvers and the Victims' Rights Foundation.
4. **Security Services Division** - provides security for designated government and county owned buildings, monitoring of security camera/surveillance equipment for county buildings, and dignitary protection for the County Executive.
5. **Special Operations Division** - provides operational and tactical support functions via the following sections:
   a. **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.
   b. **Operational Support Section** - provides a variety of operational and specialized support functions.
      - **Emergency Services Unit -** provides tactical emergency medical support during tactical operations and operation of the SOD specialized fleet for response to critical and high risk incidents. Also provides specialized equipment support to other units on large scale incidents, as well as day to day operations. Provide training and operational assistance during hazardous materials incidents and are responsible for the department's preventative radiological nuclear detection capabilities.
      - **Managed Search Operations Team** - provides coordination and maintenance of the Managed Search Operations Program. The team is responsible for the coordination and mitigation of active search operations for endangered missing subjects/evidence. The unit is also responsible for all waterborne operations within the county.
      - **Special Events Response Team** - responsible for management of the Civil Disturbance Program and supervision of decentralized SERT officers during training and deployments to civil disturbances, protests, terrorist incidents, and other events.
   c. **Tactical Support Section** - provides a variety of tactical and specialized support functions.
      - **Canine Unit** - provides specialized canine support to police operations such as high-risk building/area searches, missing person searches, suspect tracking, article searches, and detection scans for narcotics, guns and explosives. The unit also provides canine training to other canines within the department (ROPE, SID, and Managed Search Operation Team) as well as other outside police agencies.
      - **Special Weapons and Tactics (SWAT) Unit** - responsible for handling life threatening/high risk arrest situations. This unit is trained to handle hostage/barricade situations, high-risk felony arrests, and high-risk search warrant entries. Includes Decentralized SWAT.

d. ***<u>Crisis Response and Support Section</u> - provides oversight to the Crisis Intervention Team, the Peer Support Team, the Chaplaincy Program, the Autism, Intellectual Developmental Disabilities Alzheimer's Outreach Program, and the STEER Program. Liaisons between the department and the Honor Guard, the Office of Stress Management and the Mental Health Court.***

7. **<u>Traffic Division</u> -** provides coordination and implementation of traffic safety related programs via the following sections:
   a. **<u>Automated Traffic Enforcement Section</u> -** responsible for the department's automated traffic enforcement operations to include: red light, school bus, and speed camera systems.
   b. **<u>School Safety Section</u> -** responsible for the oversight of school crossing guards and the safety patrol program.
   c. **<u>Special Traffic Operations Section</u> –** provides a variety of specialized traffic enforcement, investigation, and support functions.
      - **<u>Alcohol Initiatives Unit</u> -** responsible for the development and coordination of the department's alcohol education and enforcement programs and the Drug Recognition Expert program.
      - **<u>Chemical Test for Alcohol Unit</u>** – responsible for management of the department's breath and blood testing programs.
      - **<u>Collision Reconstruction Unit -</u>** responsible for the investigation of all fatal traffic collisions and critical injury motor vehicle collisions involving police officers, dignitaries, or public officials**.**
      - **<u>Commercial Vehicle Unit</u>** – responsible for coordination and enforcement of the Federal Motor Carriers Safety Act regarding commercial motor vehicles.

E. **<u>Investigative Services Bureau</u>** - provides police service through various investigative functions.
   1. **<u>Criminal Investigations Division</u>**
      a. **<u>Central Auto Theft Section</u>** - responsible for the investigation of vehicle thefts and provides anti-theft education to the community.
      b. ***<u>Montgomery County Police</u>* <u>Crime Laboratory</u>** - responsible for analyzing evidence.
         - ***<u>Forensic</u>* <u>Biology Unit</u>** - responsible for analysis of biological substances and comparison using DNA testing.
         - ***<u>Forensic</u>* <u>Chemistry Unit</u> -** responsible for analysis of controlled substances.
         - ***<u>Electronic Data Section</u> - encompasses analysis of digital data from electronic storage devices and the collection of photographic evidence.***
            - ***<u>Electronic Crimes Unit</u> - 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.***
            - ***<u>Photographic/Digital Image Unit</u> - 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.***
         - ***<u>Forensic Services Section</u> - encompasses evidence collection and analysis, photography examinations, ballistic analysis, and automated fingerprint analysis.***
            - ***<u>Crime Scene Unit</u> - responsible for the processing of serious crime scenes to include photography, chemical examinations, latent fingerprinting, tire/footprint/shoe/tool impressions, and evidence collection.***
            - ***<u>Firearms Examination Unit</u> - 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.***

- ***Latent Print 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.**

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

d. **Financial Crimes Section** - investigates fraud, forgery, embezzlement, and confidence game crimes.

- **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.

2. **Major Crimes Division**

a. **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.

b. **Homicide Section** - investigates all deaths, critical assaults when death is highly likely or imminent, solicitation/conspire to murder, life threatening injuries as a result of police action, and police shootings, etc.

c. **Missing Persons/Cold Case Section** - responsible for the investigation of homicides and rapes still open but inactive for periods of time. Also responsible for the investigation of missing ***adults*** beyond 72 hours of the initial police report and missing persons with foul play suspected.

d. **Robbery Section** - investigates all commercial proceeds robberies, carjacking's, home invasion robberies, and kidnappings with ransom.

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

3. **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. **Criminal Enterprise Section**

- **Criminal Street Gang Unit** - responsible for investigation of all gang-related crime, identifying gang members, and developing trends.
  - ***Major Offender Gang Team* – focuses on complex gang investigations with an emphasis on developing strategic intelligence assessments and serving as liaison with partner local and federal agencies.**
  - ***Gang Investigation Team* – focuses on Department-wide connectivity with an emphasis on proactive enforcement and development of street-level intelligence through surveillance, field interviews, search warrants, and other investigative techniques.**
- **Electronic/Technical Surveillance 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.
- **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.
- ***Digital Intelligence and Analysis Unit* - support criminal investigations by identifying, analyzing, and sharing open source intelligence stored on the internet, to include social media.**

b. **Drug Enforcement Section**

- **Drug Interdiction Team** - 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.

- **Drug Investigative 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.
- **Firearms Investigations Unit** - investigates all firearm related crimes.
- **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.

4. **Special Victims Investigations Division**
   a. **Child Abuse/Sexual Assault Section** - investigates physical and sexual abuse of children; all rapes and sex offenses (and attempts) other than fourth degree where the victim is under 18 years when the victim and suspect know each other; 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. **Child Exploitation Section** - investigates all rapes and sex offenses (and attempts) other than fourth degree where the victim is under 18 years when the victim and suspect do not know each other, 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.
   c. **Domestic Violence/Elder Abuse and Sexual Assault Section**
      - **Domestic Violence and Elder Abuse 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.
      - **Sex Assault Unit** - investigates all rapes and first, second, and third degree sex offenses and attempts where the victim is 18 years old or older.
   d. **Missing Persons/Runaway Section -** conducts follow-up investigations on reported missing children and parental abductions.
   e. Polygraph Section - supports criminal investigations and applicant processing by performing polygraph examinations and submitting reports to the appropriate investigator.

F. **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, ***department liaison with Montgomery County Police Foundation,*** and management of the departments award program. Provides oversight to the Evidence Unit supervisor.
      a. Evidence Unit – responsible for ensuring the safe and secure storage of evidence, property, and currency taken into custody by department personnel or authorized allied agencies.
   2. **Communications Division/9-1-1 Emergency Communications Center** - is the 9-1-1 Public Safety Answering Point (PSAP) and Public Safety Dispatch Center for Montgomery County.
      a. **9-1-1 & Dispatch Operations Section** - operates 24 hours a day, 7 days a week, receives and processes all 9-1-1 calls and other emergency and non-emergency calls, dispatches public safety units within the county, and keeps status on public safety units. Serves as the primary point of contact to initiate law enforcement notifications and mobilizations in response to events having an impact on public safety within the county.

b. **9-1-1 Support Section** – responsible for providing direct in-house support to the 9-1-1 Operations Section and center management and administration in the areas of technology, training, quality assurance, and professional standards.
   - **Professional Standards Unit** - responsible for managing and coordinates policy/procedures and accreditation for the division and the department in areas related to 9-1-1 dispatch operations.
   - **Quality Assurance Unit** - responsible for the Quality Assurance and Quality Improvement Program; responsible for researching and processing requests for 9-1-1 and Law Enforcement public safety radio recording requests;
   - **Technology Systems/Research & Development Unit** - responsible for the management and/or 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; responsible for lifecycle management to include planning and design of the above systems; responsible for initiating and supporting updates to the 9-1-1 telephone street addressing guide and geographic information system (GIS) layers supporting 9-1-1; provides statistical information on calls for service and dispatch events.
   - **Training/Career Development Unit** - responsible for curriculum, development, implementation, and modifications for the center's entry level training, in-service training, and Communications Training Officers (CTO) programs; researches professional advancement within the 9-1-1 industry.

3. **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.
4. **Informational Management and Technology Division** - the repository of all official department-generated reports, statistics, and technology systems. 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 all police incidents with a focus on the identification of patterns, trends, problems and offenders. Additionally, provides timely dissemination of information that helps to develop the implementation of directed patrol and tactical action plans for proactive and preventative enforcement to support crime reduction and community safety.
   b. **Field Services Section** - responsible for the ***support and operation of the department's administrative desktop/laptop technology, body worn camera system, mobile video system, and the interview room digital recording system. Also responsible for customer support and*** operation of mobile data ***systems***; scheduling and service support for department's 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.
   c. **Records Section** - responsible for records functions within the department.
      - **Data System Unit** - responsible for processing 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. Further, this Unit is 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.
      - **Message Routing Unit** - 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. Also responsible for documenting police reports via telephone allowing patrol officers to be available for other priority issues.

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

d. **Technology Section** - responsible for the evaluation, procurement, installation, training maintenance, support, and troubleshooting of hardware, software, and wireless systems utilized by the department. Detailed work includes ***Active Directory (AD) and database*** administration, and maintenance of the department servers ***and*** LAN, WAN backbone connections. Supervises and maintains department ***AD*** and security for networks and applications; provides data base development and support, and develops and maintains GIS systems and applications for the department. ***Manages CLOUD applications and information sharing platforms such as SharePoint and Dashboard.*** Also responsible for the development of commercial applications to support MCPD operations, the ***upgrading and*** 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.

5. **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.
6. **Management and Budget Division** - responsible for budget administration, financial management, facility management, fleet management, procurement/logistics, and other varied programs that support field functions.
   a. **False Alarm Reduction Section** - responsible for the administration of the Montgomery County Alarm Law by: registering and licensing alarm users; collecting false alarm fees; and issuing civil citations with the purpose of reducing false alarms.
   b. **Financial and Grants Management Section** - responsible for budget administration; financial management of the department; expenditure oversight; and administration of grants.
   c. **Fleet Management Section** - responsible for coordinating the maintenance, repair, and inspection of all departmental vehicles; operation of a preventive maintenance program; and operation of a motor pool.
   d. **Procurement and Logistics Section** - responsible for procuring, storing, and furnishing supplies and equipment to department personnel.
   e. **Vehicle Recovery Section** - responsible for the processing, storage and disposition of impounded vehicles; oversight of the Police Towing program; and handling abandoned vehicle complaints.
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, ***and provides oversight to the department's cadet program***.
   d. **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.
8. **Policy, Planning, *and Quality Assurance* Division** - responsible for policy development**,** planning/research activities***, and ensuring compliance with department policies, procedures, and standards***.

a. **Policy Development Section** - develops and updates departmental directives, forms and other policy documents with department wide distribution. Conducts inspections and audits of departmental units to ensure proper administrative and operational controls are in place and are being followed.
b. **Planning and Research Section** - coordinates long-term strategic planning functions as well as research and analysis functions. Conducts and assists with special projects for the department and partners with public and private research entities.
c. **Accreditation *and Quality Assurance* Section** ***– responsible for quality assurance through the implementation of programs and processes to enhance organizational performance, improve accountability, and*** ensure continuous compliance with ***department policies, procedures, and*** standards adopted by the Commission on Accreditation for Law Enforcement Agencies.

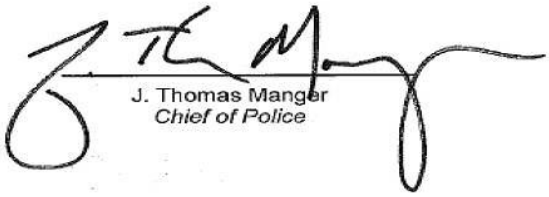
9. **Training and Education Division** - responsible for providing entry-level and in-service training to all police officers, preparing training modules, conducting and maintaining records on firearms qualifications, FTO selection and training, and conducting specialized training for department employees 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 Development 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.

10. Capital Development and Facilities Division - responsible for managing the department's CIP projects and renovations, and coordination of building and property maintenance services.

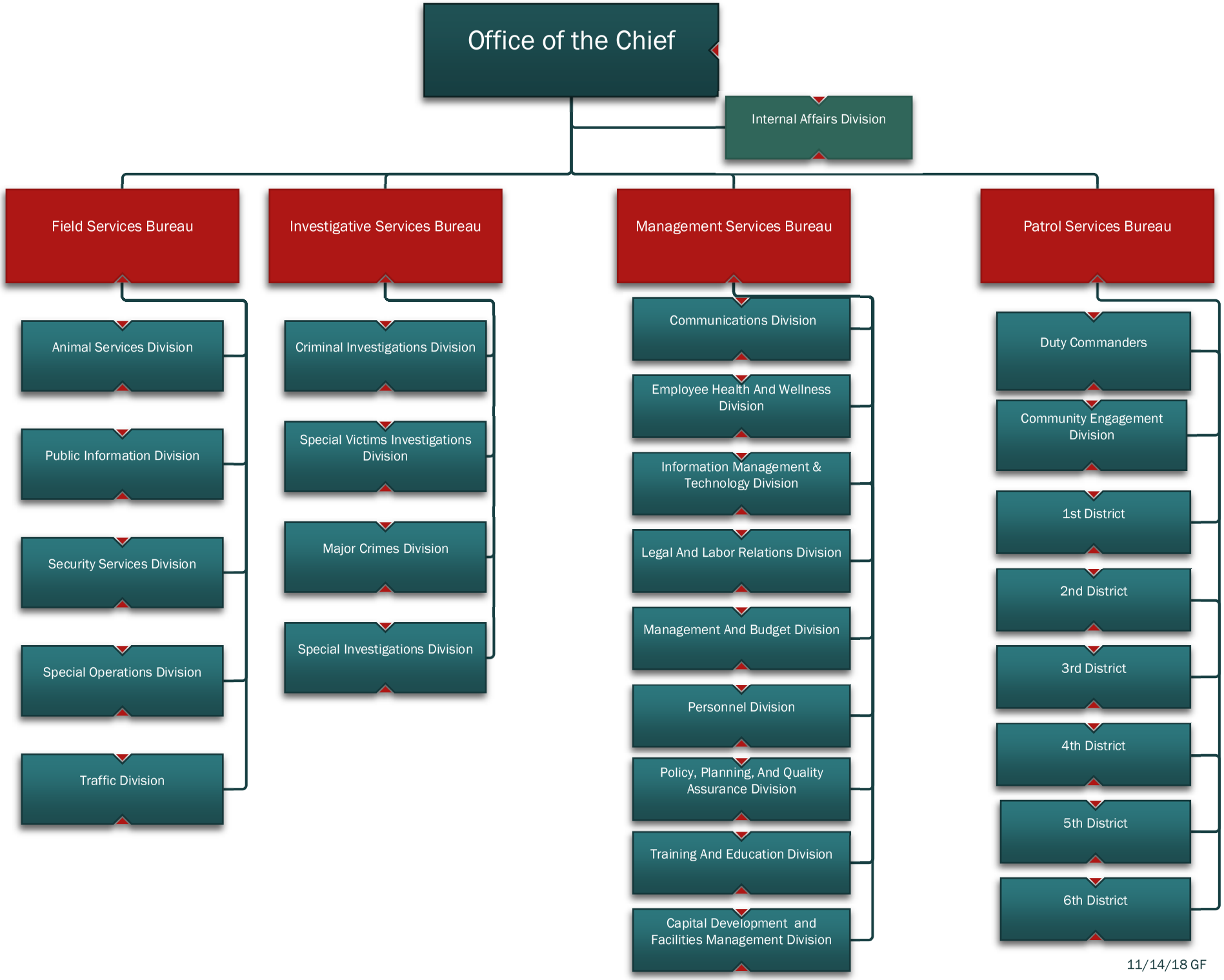
IV. CALEA Standards: Chapter 11

V. Proponent Unit: Policy and Planning Division

VI. Cancellation: This directive cancels Function Code 220, dated ***12-21-15.***



J. Thomas Manger
Chief of Police


Office of the Chief
Internal Affairs Division
Field Services Bureau
Animal Services Division
Public Information Division
Security Services Division
Special Operations Division
Traffic Division
Investigative Services Bureau
Criminal Investigations Division
Special Victims Investigations Division
Major Crimes Division
Special Investigations Division
Management Services Bureau
Communications Division
Employee Health And Wellness Division
Information Management & Technology Division
Legal And Labor Relations Division
Management And Budget Division
Personnel Division
Policy, Planning, And Quality Assurance Division
Training And Education Division
Capital Development and Facilities Management Division
Patrol Services Bureau
Duty Commanders
Community Engagement Division
1st District
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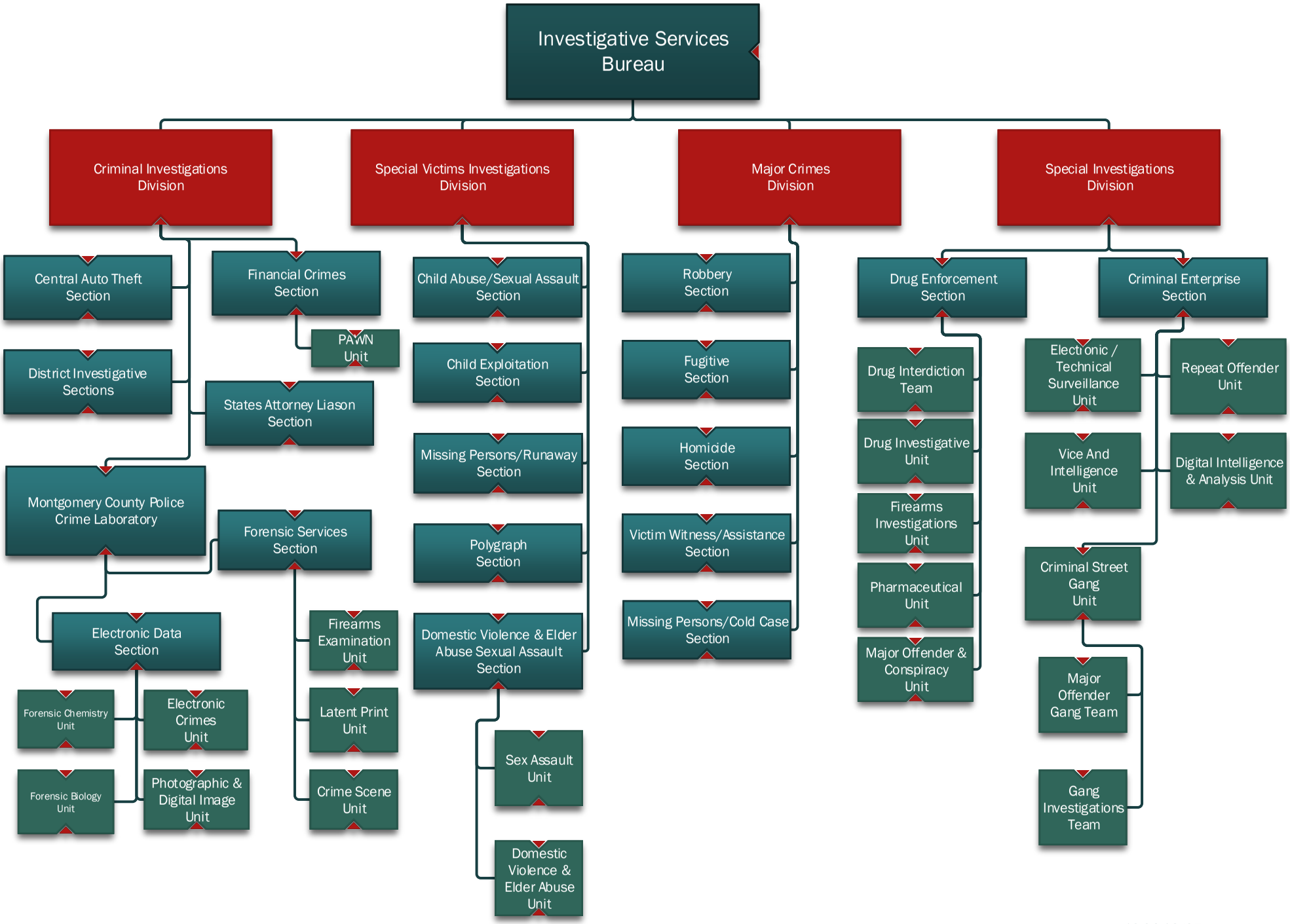
Investigative Services Bureau
Criminal Investigations Division
Special Victims Investigations Division
Major Crimes Division
Special Investigations Division
Central Auto Theft Section
Financial Crimes Section
PAWN Unit
District Investigative Sections
States Attorney Liason Section
Montgomery County Police Crime Laboratory
Forensic Services Section
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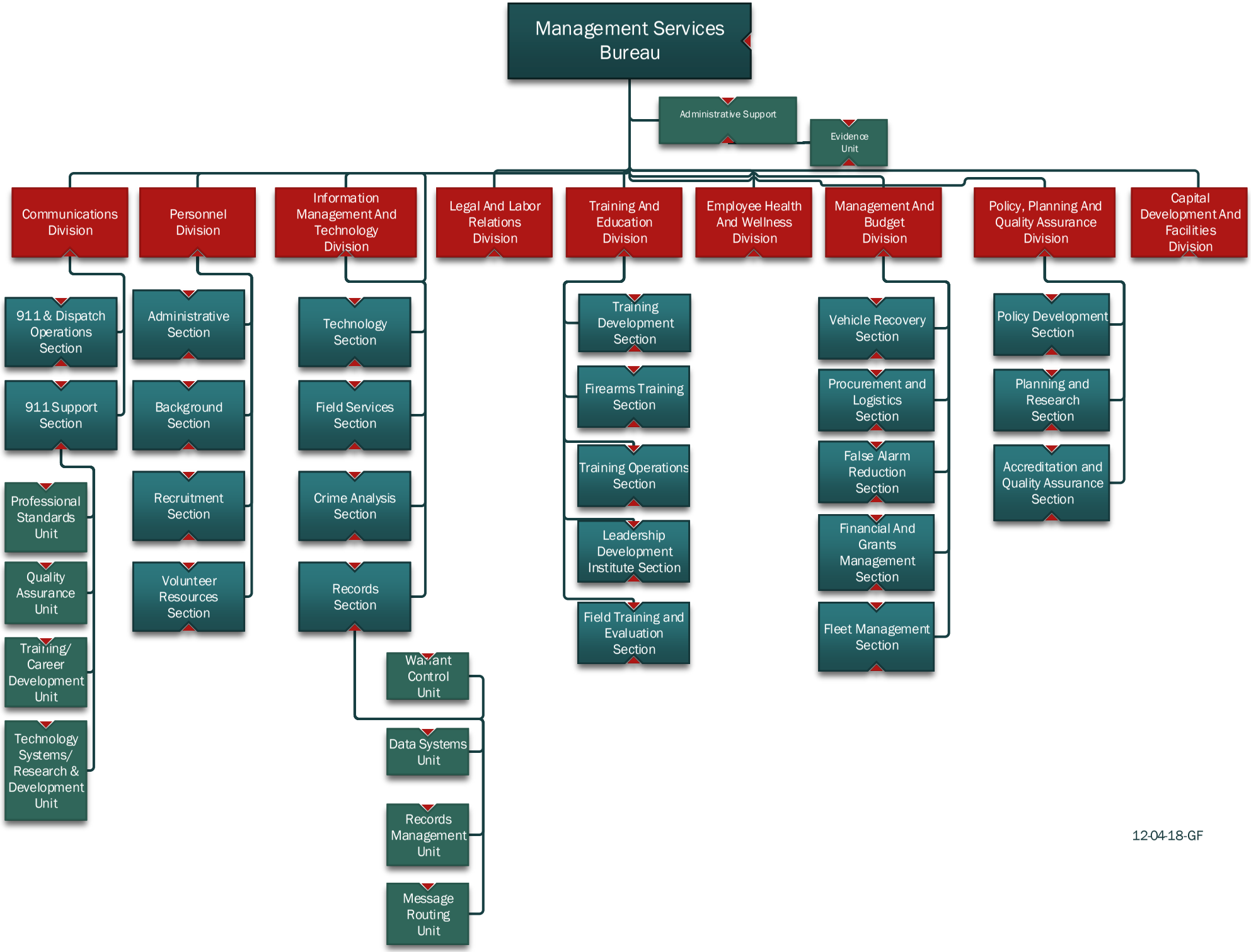
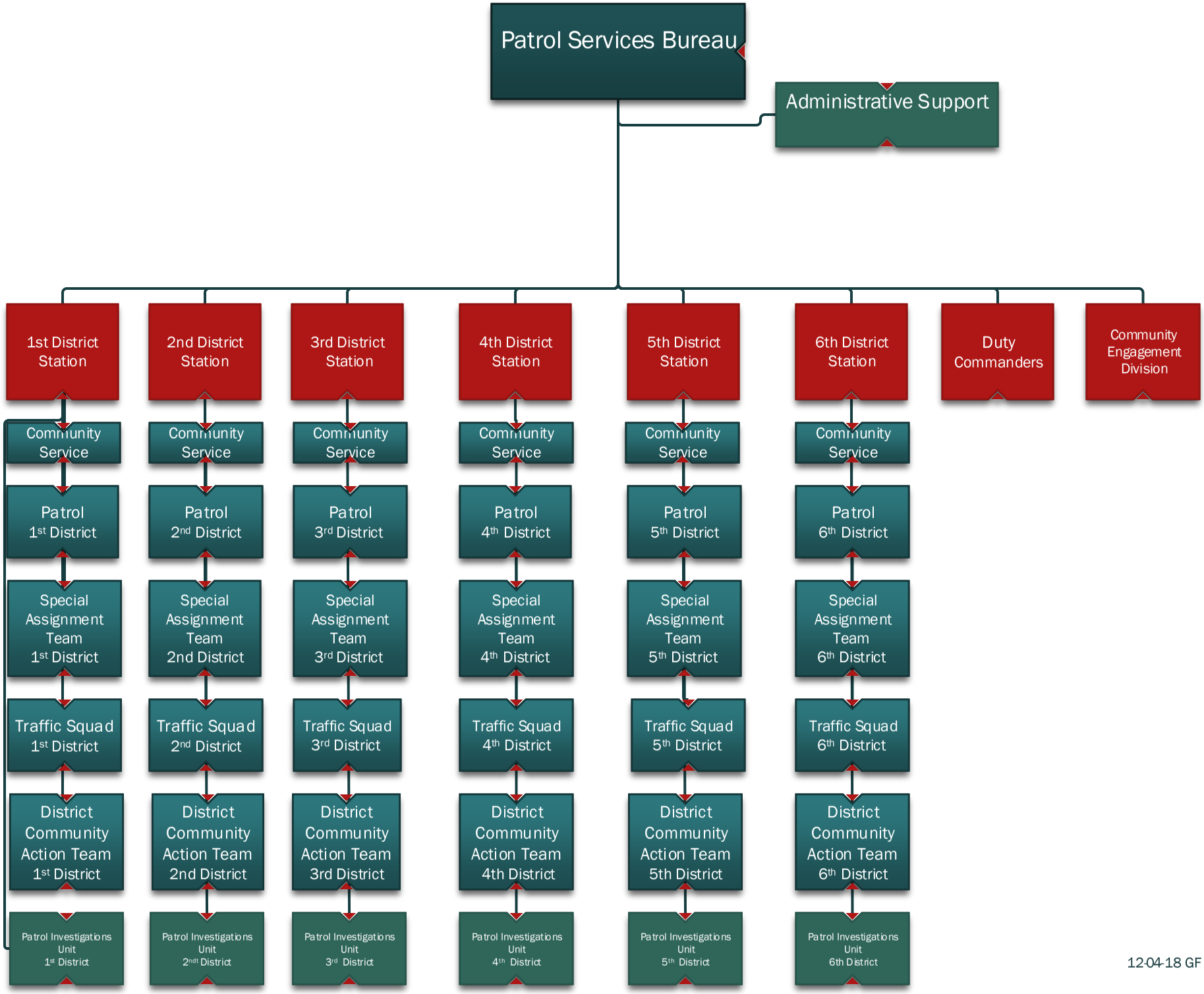
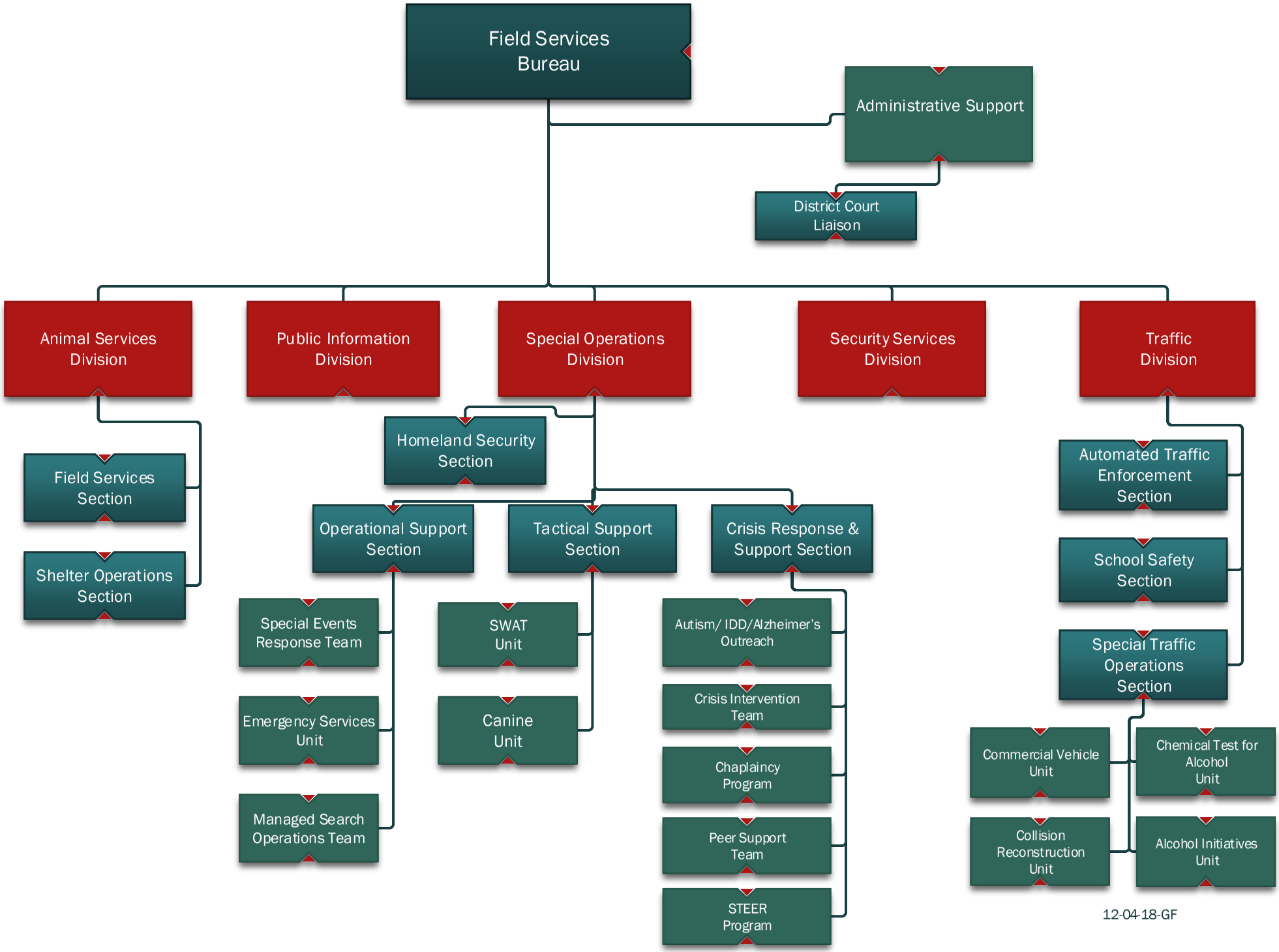
Photographic & Digital Image Unit
Firearms Examination Unit
Latent Print Unit
Crime Scene Unit
Child Abuse/Sexual Assault Section
Child Exploitation Section
Missing Persons/Runaway Section
Polygraph Section
Domestic Violence & Elder Abuse Sexual Assault Section
Sex Assault Unit
Domestic Violence & Elder Abuse Unit
Robbery Section
Fugitive Section
Homicide Section
Victim Witness/Assistance Section
Missing Persons/Cold Case Section
Drug Enforcement Section
Drug Interdiction Team
Drug Investigative Unit
Firearms Investigations Unit
Pharmaceutical Unit
Major Offender & Conspiracy Unit
Criminal Enterprise Section
Electronic / Technical Surveillance Unit
Repeat Offender Unit
Vice And Intelligence Unit
Digital Intelligence & Analysis Unit
Criminal Street Gang Unit
Major Offender Gang Team
Gang Investigations Team

12-04-18/GF


Management Services Bureau
Administrative Support
Evidence Unit
Communications Division
Personnel Division
Information Management And Technology Division
Legal And Labor Relations Division
Training And Education Division
Employee Health And Wellness Division
Management And Budget Division
Policy, Planning And Quality Assurance Division
Capital Development And Facilities Division
911 & Dispatch Operations Section
911 Support Section
Professional Standards Unit
Quality Assurance Unit
Training/ Career Development Unit
Technology Systems/ Research & Development Unit
Administrative Section
Background Section
Recruitment Section
Volunteer Resources Section
Technology Section
Field Services Section
Crime Analysis Section
Records Section
Warrant Control Unit
Data Systems Unit
Records Management Unit
Message Routing Unit
Training Development Section
Firearms Training Section
Training Operations Section
Leadership Development Institute Section
Field Training and Evaluation Section
Vehicle Recovery Section
Procurement and Logistics Section
False Alarm Reduction Section
Financial And Grants Management Section
Fleet Management Section
Policy Development Section
Planning and Research Section
Accreditation and Quality Assurance Section
12-04-18-GF


Patrol Services Bureau
Administrative Support
1st District Station
2nd District Station
3rd District Station
4th District Station
5th District Station
6th District Station
Duty Commanders
Community Engagement Division
Community Service
Patrol 1st District
Patrol 2nd District
Patrol 3rd District
Patrol 4th District
Patrol 5th District
Patrol 6th District
Special Assignment Team 1st District
Special Assignment Team 2nd District
Special Assignment Team 3rd District
Special Assignment Team 4th District
Special Assignment Team 5th District
Special Assignment Team 6th District
Traffic Squad 1st District
Traffic Squad 2nd District
Traffic Squad 3rd District
Traffic Squad 4th District
Traffic Squad 5th District
Traffic Squad 6th District
District Community Action Team 1st District
District Community Action Team 2nd District
District Community Action Team 3rd District
District Community Action Team 4th District
District Community Action Team 5th District
District Community Action Team 6th District
Patrol Investigations Unit 1st District
Patrol Investigations Unit 2nd District
Patrol Investigations Unit 3rd District
Patrol Investigations Unit 4th District
Patrol Investigations Unit 5th District
Patrol Investigations Unit 6th District
12-04-18 GF


Field Services Bureau
Administrative Support
District Court Liaison
Animal Services Division
Public Information Division
Special Operations Division
Security Services Division
Traffic Division
Field Services Section
Shelter Operations Section
Homeland Security Section
Operational Support Section
Tactical Support Section
Crisis Response & Support Section
Special Events Response Team
Emergency Services Unit
Managed Search Operations Team
SWAT Unit
Canine Unit
Autism/ IDD/Alzheimer's Outreach
Crisis Intervention Team
Chaplaincy Program
Peer Support Team
STEER Program
Automated Traffic Enforcement Section
School Safety Section
Special Traffic Operations Section
Commercial Vehicle Unit
Chemical Test for Alcohol Unit
Collision Reconstruction Unit
Alcohol Initiatives Unit
12-04-18-GF