



# BRAINTREE POLICE DEPARTMENT

## Policy and Procedure

### Organization and Administration

2021-97

Date of Issue: 11/01/2021

Review Date :

Revised:

Issuing Authority:

Chief Mark Dubois

**Certification Standards: 11.1.2; 12.1.3**

**Accreditation Standards: 11.3.1; 11.3.2; 11.4.5; 12.1.2**

**Optional Standards: 11.1.1; 11.2.1; 11.2.2; 16.1.1; 16.2.1; 44.2.4**

#### I. **Policy [11.2.1] [11.3.1 a-b]**

The Braintree Police Department (BPD) is structured into a series of organizational components that represent a functional group of employees performing like activities. The BPD's organizational structure provides management with a means for assigning responsibility to one supervisor at any given time, to ensure that supervisors will be accountable for the performance of all employees under their immediate 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]**

#### II. **Procedures [11.1.2] [12.1.2]**

##### 1) **Organizational Chart [11.1.2]**

The structure of the organization describes management's mechanism for bringing together and coordinating resources to accomplish the Department's goals and objectives. The BPD's organizational structure can be expected to change as increases or decreases in resources occur, or when the priorities of the Department are altered. The Organizational Chart will be updated at least annually to reflect these changes and is accessible to all members of the Department via PMAM. **[11.1.2]**

##### 2) **Organization [12.1.2]**

The ranks of the BPD reflect the Para-Military nature of the organization. The overall head of the Department is the Chief of Police (Chief). The ranks, in descending order, are as follows:

- Chief
- Deputy Chiefs (Operations and Administration)
- Lieutenant
- Sergeant
- Patrol Officer / Detective
- Non-sworn civilian employee

### **3) Succession of Command Protocol**

#### **A. Absence of the Chief of Police [12.1.2 a-b]**

If the Chief is unavailable due to a sudden event, planned vacation or incapacitation, one of the Deputy Chiefs will act in his/her capacity during the absence. That Deputy Chief will have the authority to carry out the day-to-day operations of the department but will not have the authority to approve personnel actions (i.e., appointments, promotions, salary increases). **[12.1.2 a]** In emergency situations where the Chief and both Deputy Chiefs are unavailable, the Chief shall designate a Lieutenant to be in charge. **[12.1.2 b]**

#### **B. Administrative and Routine Situations [12.1.2 d]**

In normal day-to-day department operations, the following chain of command protocol shall be adhered to **[12.1.2 d]**:

- Chief
- Deputy Chiefs
- Lieutenant

#### **C. Exceptional Situations [12.1.2 b-c]**

In exceptional situations (i.e., civil disorder/disturbances, hostage situations, critical incidents) the Incident Commander under ICS protocol, as described in the Critical Incident and Hazard Plan, shall assume command. This may or may not be the highest-ranking officer on scene, but command protocol shall flow from that level. **[12.1.2 b]**

In situations involving personnel of different functions engaged in a single operation (i.e., drug raid, warrant arrest, etc.), when there are multiple supervisors/officers involved, the one that initiated the action/operation will be in charge. **[12.1.2 c]**

#### **D. Seniority List [12.1.2 b, d]**

Police personnel of the same rank shall rank in order of the Department's seniority list according to Civil Service. This list shall be established in the following order:

- Appointment date to the BPD; and

- For personnel appointed on the same day the order of hire shall determine seniority.

In the absence of contrary orders and subject to the rules and procedures set forth herein, the senior police officer of the highest grade that is present on duty, at any place or occasion, shall command. **[12.1.2 d]** In exceptional situations where an officer of lesser rank has specialized training or expertise, or is part of a specialized function, command may be relinquished to them by the higher-ranking officer. **[12.1.2 b]**

## **E. Organizational Structure [1.2.1] [11.1.1] [11.2.2]**

The Chief is the executive head of the department who oversees all the organizational components and functions of the department. The department is broken down into two divisions: Administration and Operations. Each division is under the direction of a commanding officer with the rank of Deputy Chief.

### **I. Administration [11.1.1] [11.4.3]**

#### **A. Administrative Services Division**

- a. **Bureau of Professional Standards and Accountability**: This branch is responsible for the following functions:
  - i. Hiring: The recruitment, selection and training of new officers.
  - ii. Internal Affairs: The investigation of incidents and plausible suspicions of lawbreaking and/or professional misconduct attributed to members and employees of the department.
  - iii. Accreditation: The voluntary acceptance and compliance with standards of excellence created and accepted by law enforcement professionals; it is a shared responsibility of all department members. The Accreditation Manager will oversee compliance with all appropriate accreditation standards. In addition, he/she will issue, review, and update all policies and procedures of the Department. At least once every three (3) years, the Accreditation Manager will conduct a review of all written directives. Any directives that require purging, updating, and/or revising will be submitted to the appropriate Division Commander for review in accordance with the written directive system. **[11.4.3]**
- b. **Support Services**: This branch is responsible for the following functions:
  - i. Emergency Management Logistics Officer: Responsible for interagency coordination during large scale emergency events. Also responsible for the creation, maintenance and updating of the Department's All Hazards Plan.
  - ii. Special Police Officers: Responsible for working outside details as authorized by the Chief of Police.

- iii. Animal Control Officer (ACO): Responsible for the enforcement of all laws relating to dogs, including but not limited to MGL c. 140, §§ 136A through 174E, and all ordinances of the Town further regulating animals. Additionally, the ACO has all of the powers as provided in MGL c. 49, §§ 22 to 41, MGL c. 134, and every other enabling authority as may be. The ACO is also responsible for the taking up, confinement and disposition of wild animals which are disturbing the public peace or providing a threat to public safety.
- iv. Matrons: The primary duty of a police matron is to assist, search and monitor all female prisoners who are held for any length of time in the holding facility of the BPD.
- v. Crime Analysis and Grants: This officer is responsible for the gathering and analysis of crime statistics. This officer is also responsible for applying and managing grants.
- vi. Information Technology: This officer is responsible for maintenance of communications equipment to include, but not limited to, radio, telephone, computers, video surveillance systems. Other responsibilities include website maintenance, social media, breathalyzer maintenance, and CJIS coordination.
- vii. Interns and Volunteers: This officer is responsible for the selection, training and assignment of BPD interns and volunteers.
- viii. Training: Responsible for coordinating the training of new and in-service officers.

**c. Administrative Services**: This branch is responsible for the following functions:

- i. Records: Responsibilities include records review, records control, records maintenance, records retrieval, routing of reports, release of information according to CORI, and overall supervision of records.
- ii. Licensing: This officer is responsible for the issuance of licenses to include firearm's permits, license to carry, hackney licenses, liquor license, used car licenses, any other licenses determine by Town ordinance.
- iii. Details: This officer is responsible for the coordination of outside detail assignments.
- iv. Court Prosecutor: This officer is responsible for the prosecution of criminal cases, coordinating data systems and records, and court case management.
- v. Sex Offender Registry: This officer is responsible for overseeing and maintaining the Sex Offender Registry for all registered sex offenders living and working in the Town.
- vi. Facilities Management: This officer is responsible for building cleanliness and
  - i. appearance, building modifications, and security.
  - ii. Fleet services: Plans, coordinates, and administers the department's vehicle replacement program. Reviews fleet status, analyzes equipment usage and

makes recommendations based on identified needs; and allocates and distributes vehicles to assigned staff.

- iii. Infectious Disease Control and Safety: Responsible for collecting infection data, conducting infection risk assessments, and implementing prevention and control strategies through education and training.
- iv. Property and Evidence: Responsible for obtaining, preserving, and analyzing physical evidence for eventual court presentation, and for assisting in the development, techniques, and procedures for effective crime search. This unit will also provide identification and photography. Also responsible for the storage of property.

### **III. Operations Services Division**

#### **a. General Operations**

- i. Traffic Unit: This unit is responsible for traffic management, construction on public ways, and traffic enforcement. Additional responsibilities include: the investigation of serious automobile and pedestrian accidents, along with assisting in the prosecution of those persons charged with violations of law which cause or contribute to such accidents and ensuring the safe and efficient movement of vehicles in the Town.
- ii. K-9 Unit: The officer(s) assigned to this unit has the responsibility of maintaining and training the dogs assigned to him and responding to requests for assistance as well as situations which come to his attention during his tour of duty.
- iii. Motorcycle Operations: Respond to calls for service, enforce parking and traffic violations, provide security and escort services, and participate in community events.
- iv. Bicycle Unit: Officers can perform most of the same duties that an officer in a cruiser would perform. In addition to answering calls for service, bicycle officers enforce traffic and pedestrian and bicycle laws as well.
- v. Metro-LEC: The Metropolitan Law Enforcement Council is a consortium of 43+ local area police departments and law enforcement agencies. These agencies work together to provide unique and highly specialized law enforcement resources to all its member communities.
- vi. Communications: This unit is responsible for radio and telephone communications; dispatching appropriate patrol, investigative or emergency personnel, and for recording all incidents of reported crime and police activity in the police log.
- vii. Patrol Bureau: This unit consists of officers and supervisors assigned to staff the patrol areas of the department, including officers assigned to foot patrol and vehicle patrol. The unit is divided into patrol shifts (days, evenings, reliefs, midnights, and South Shore Plaza), each commanded by a Lieutenant/Sergeant.

- viii. Peer Support: Offer confidential assistance and support to BPD employees and their family members in times of personal need or due to traumatic incidents.
- ix. Harbormaster/Marine Unit: Responsible for the operation of all vessels in the harbor in conformity with MGL c. 102, §§17 through 28, and all Town ordinances adopted in relation to the harbor.

#### **b. Bureau of Criminal Investigations (BCI)**

- i. Family Services Unit: Provides services for the victims of domestic violence, those suffering from substance abuse disorder, as well as mental health services. Other services provided by the unit are crisis intervention, risk assessment, referrals to community services, educational services relating to 209A rights and options, CIT Training for police officers, and record keeping.
- ii. Detectives: The unit is responsible for the investigation of crimes against persons and property such as robbery, crimes against retail stores, and automobile thefts.
- iii. Drug Control Unit: This unit is tasked to identify, investigate, and ultimately apprehend individuals and/or organizations that are involved in the possession, sales or purchasing of controlled substances in violation of state and federal laws.
- iv. School Resource Officers: Works in conjunction with school administration in accordance with the Memorandum of Understanding between the Department and the School Department; develops a positive working relationship with school administration and other personnel; coordinates activities with the Principal and staff members concerned, and seeks permission, advice and guidelines before enacting any programs within a school, and works in partnership with staff, faculty, and students to identify concerns and to jointly seek resolutions. Maintains familiarity with all community agencies that offer assistance to dependency and delinquency prone youths and their families, such as mental health clinics, drug treatment centers, etc. making referrals when necessary; and maintains awareness of, and makes referrals to, appropriate social service agencies and organizations, following school policies. **[44.2.4]**

#### **5. Specialized Assignments [16.2.1 a-c]**

Specialized assignments are at the discretion of the Chief of Police, with an annual review by both Deputy Chiefs. The purpose of the review is to determine whether the specialized assignment should be continued. A review and report shall include the following specialized assignments: **[16.2.1 a]**

- Detectives (12)
- School Resource Officer (1)
- Community Service Officers (3)

- Traffic (0)
- Accreditation Manager (1)
- Prosecutor (1)
- Training Officer (1)
- Canine (2)
- Additionally, there will be statement of purpose for each assignment. [16.2.1 b]
- Evaluation of the initial problem(s) and/or condition(s) that required the implementation of the specialized assignment. [16.2.1 c]

## **6. Staffing Table [16.1.1 a-c]**

The agency has a position management system, maintained by the Chief of Police which provides the following information:

The basis for allocation of personnel requires knowledge of the status of the organization which shall be charted and made available to all individuals involved in the planning process. It shall list the number and type of each position authorized by the agency's budget. A copy of the current organizational chart is part of this directive.

### **[16.1.1 a]**

The chart will include the identity and type of each position authorized in the agency's budget and illustrate the location of each authorized position within the agency's organizational structure. [16.1.1 b]

A staffing table will be added to the Fiscal Year budget and will reflect position status information, whether filled or vacant, for each authorized position in the agency. The Deputy Chief of Administration is responsible for keeping this information current.

### **[16.1.1 c]**

## **7. Command Authority**

### **a. Unity of Command [11.2.1] [11.2.2]**

Each member of the Department shall be accountable to one supervisor at any given time, according to his/her duty assignment at that time. If another supervisory officer needs to assign an officer not directly under his/her supervision, that supervisor shall consult with the officer's supervisor prior to such assignment whenever possible.

[11.2.1] Each division or unit shall be under the direct command of a single supervisor.

### **[11.2.2]**

### **b. Span of Control [11.2.2]**

The term "span of control" refers to the number of persons reporting to any one supervisor. Assignment of supervisors in the BPD should be done in a manner that will

ensure a manageable span of control whenever possible. In an emergency or unforeseen circumstance, or whenever the needs of the department require it, commanding officers may require sufficient supervisors to work overtime in order to reduce the span of control to a reasonable number until their presence is no longer required.

**c. Accountability [11.3.2]**

Supervisors are responsible for directing the efforts of their employees and ensuring that they are performing satisfactorily. Supervisors shall be accountable for the activities of employees under their immediate control. **[11.3.2]**

**8. Command Notification [11.4.5]**

**a. Notification process**

Whenever a department member becomes aware of an actual or potential incident worthy of notification, they should report this information through their chain of command. The Chief of Police will be notified in all cases where the department's liability is in question or for an incident which may result in heightened community awareness. This may include, but not limited to homicides, officer involved shootings, motor vehicle accidents with serious injuries or death, officer injury, misconduct or illegal actions by an employee or any other incident that is likely to result in news media coverage. **[11.4.5]**

Notifications of these types will be forwarded to the Chief of Police through the Chain of Command. Notification can be made by radio, cell phone or home phone if after hours. The highest-ranking officer on duty will be responsible for making sure appropriate notifications are made. **[11.4.5]**

In the absence of the Chief, the Deputy Chief of Operations will be the designee – Acting Chief.

All written reports will be forwarded to the Chief of Police through the Chain of Command as soon as possible.