


PORTLAND POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

	Subject:	Organization	Policy #:	11
	Distribution:	All Personnel	Effective Date:	02/05/2012
	Standards:	CALEA	Revision Date:	04/18/2021
	By Order Of:	Chief of Police	Review:	Annually

I. **Purpose**

The purpose of this policy is to establish the formal organizational structure of the Portland Police Department.

II. **Policy**

Basic organizational principles are utilized in the formation of the Department's structure. These principles are chain of command, unity of command, span of control, delegation of authority, authority commensurate with responsibility and organization by function. They serve to create a Department structure ensuring an orderly arrangement of personnel and job tasks. As a result, Department goals and objectives can be attained in an orderly, controlled and effective manner.

III. **Organizational Structure**

The organizational structure of the Department is determined by function and arranged with consideration given to time of day, clientele and geographical location.

A. **Administration**

1. The Chief of Police has command authority over all organizational components of the Department. The Chief of Police is the final authority in all matters concerning Department policy and procedure.
2. The Chief of Police exercises direct authority over the Assistant Chief of Police, the Principal Administrative Officer (PAO), Principal Financial Officer (PFO), the Police Attorney, the Planning and Research Coordinator and the Media and Community Relations Coordinator.
3. The Assistant Chief of Police is second in command and assists the Chief in planning, implementing, and directing Department programs, activities, and personnel. The Assistant Chief exercises direct authority over the Uniformed Operations Section Major, the Investigative and Support Services Section Major, the Director of Emergency Communications and the department's Behavioral Health Services.
4. The PFO supervises the Fiscal Unit, which is responsible for annual Departmental budget development and administration, supervision of internal expenditures and related controls, payroll processing, liaison with City fiscal staff, and financial grants management.
5. The PAO oversees the Department's recruitment, selection, and promotion processes, handles all personnel-related matters and activities within the Department and acts as a liaison with City of Portland Human Resources personnel.
6. The Police Attorney provides legal assistance and advice to the Chief of Police and other personnel, as required. The Attorney is also responsible for the department's risk management program.

7. The Planning and Research Coordinator is responsible for grant-writing and administration, research and maintenance of Department Standard Operating Procedures, and acting as a staff resource as necessary.
8. The Media & Community Relations Liaison is responsible for coordinating responses to public information requests and working with the command staff to enhance transparency and public messaging.
9. Behavioral Health Services consists of a Coordinator, coupled with Substance Use Disorder and Alternative Response Liaisons. These civilians work closely with communications and sworn staff to provide an enhanced response and higher level of service to those with mental illness and / or substance use disorders.

B. Uniformed Operations Section

1. The Uniformed Operations Section is commanded by a Major and includes the Patrol Division and the Community Response Division.
 - a. The Patrol Division is comprised of 3 patrol units or teams: A, B, and C. Two lieutenants command each team and four sergeants provide supervision. The patrol teams are responsible for responding to calls for service, conducting proactive patrol and enforcement, and maintaining public order. Jetport patrol officers enforce federal, state, and local law while maintaining a highly visible presence at the Portland Jetport.
 - b. The Community Response Division, commanded by a Lieutenant, includes the Community Policing Unit and the Traffic and Island Services Unit.
 - 1) The Community Policing Unit is supervised by a sergeant and comprised of Community Policing Officers, Community Coordinators, a Youth Services Officer, and a Neighborhood Prosecutor. This section is primarily responsible for proactive problem-solving, youth outreach and community engagement efforts.
 - 2) The Traffic & Island Services Unit is supervised by a sergeant. Traffic personnel process traffic citations and crash reports, investigate hit and run crashes, perform crash reconstruction, manage the mobile recording and MCRS, and conduct and coordinate targeted traffic enforcement. Island Services Officers provide law enforcement, fire-fighting, and emergency medical services for Peaks Island in conjunction with Portland Fire Department personnel.

C. Support & Investigative Services Section

1. The Support & Investigations Section is commanded by a Major and includes the Criminal Investigation Division (CID), Special Enforcement, Professional Standards and Administrative Support Divisions. The Police Information Technician also falls within this Section.
2. CID is commanded by a lieutenant and is comprised of four units:
 - a. Investigations Unit is supervised by two sergeants and two teams of detectives. Detectives are responsible for the follow-up investigation of both violent and property crimes and the preparation of criminal cases for prosecution. The teams are responsible for the investigation of crimes within one of two areas that are delineated by dividing the city into east and west sectors based on the review of criminal activity.
 - b. Victim Services Unit is responsible for providing victims of crimes support and access to resources during the investigation and judicial process.

- c. Forensic Services Unit is responsible for the maintenance of the Regional Crime Lab and the identification, documentation, collection, and analysis of evidence related to criminal, technical or high technology activities.
 - d. Property and Evidence Unit manages and controls all found, recovered, and evidentiary property in the custody of the Department.
- 3. Special Enforcement Division is commanded by a Lieutenant and is comprised of task force assignments, such as to MDEA, FBI Safe Streets, and the Crime Reduction Unit (CRU), all of whom are responsible for the proactive and reactive investigation of illegal drug, vice, and violent criminal activities. This Division will work with the Police Information Technician to generate, utilize and disseminate intelligence within the department to allow for a data driven response to crime, public order, drug, high crash, or other hotspot locations in the city. This will include coordination of weekly intelligence meetings involving administration, command and representatives from key divisions, units and teams within the agency.
 - 4. Professional Standards Division is commanded by a Lieutenant and includes the Internal Affairs and Training Units. Each Unit is supervised by a sergeant. This division is responsible for investigations of employee misconduct, managing the performance management review system, overall auditing and staff accountability, agency accreditation, processing requests for concealed weapons permits, conducting pre-employment background investigations, as well as planning, developing, implementing and documenting the appropriate training for sworn and civilian staff. Although day to day operations will be reported through the Major, this Unit has direct access to the Assistant Chief and Chief of Police, as deemed necessary.
 - 5. Administrative Support Division is commanded by a Lieutenant and includes oversight of Court, Records and Process Services, and other administrative and operational functions, as necessary.

D. Emergency Communications

Emergency Communication services are provided by the Portland Regional Communications Center (PRCC), which is housed in the Portland Police Headquarters. The PRCC is responsible for the receipt and processing of calls and requests for service, dispatching of appropriate resources, for the police, fire and EMS agencies in Portland, South Portland and Cape Elizabeth. The PRCC operates under the direction of a communications director and five supervisors.

IV. Organizational Chart

- A. The Department's organizational structure is depicted graphically on an organizational chart. The chart reflects formal lines of authority and communication within the Department.
- B. The organizational chart will be reviewed regularly and updated, as needed, as part of the standard operating procedure review.

Portland Police Department

