

TOWNSHIP OF LOWER MERION POLICE DEPARTMENT

1.1.5 - ORGANIZATIONAL STRUCTURE

The Department is comprised of two Divisions, the Operations Division and the Staff Services Division. Each Division is divided into various sub-units. The roles of the Divisions and sub-units are:

A. OPERATIONS DIVISION

The Operations Division manages the major line operations of the Department. A Captain, who directs and coordinates the resources of all platoons and/or units assigned to his/her command, administers the Division. The responsibility of the Operations Division includes all primary police functions.

To maintain patrol operations at a productive level, the administrator will make his command sufficiently flexible to effectively employ the various components of the Division to address current crime trends and community concerns.

1. PATROL UNITS

The Patrol Unit will be responsible for the major line operations. This includes the handling of all service calls, the prevention and suppression of crime, protection of life and property, the apprehension and prosecution of offenders, preservation of the peace, and the enforcement of all regulatory matters.

Lieutenants assigned to the Watch Commanders Office administer the Patrol Unit. They will provide information and assistance to the Operations Division Captain to ensure that current department issues and community concerns are properly addressed.

2. SPECIAL OPERATIONS UNIT

The Special Operations Unit's primary responsibility is to immediately respond to current crime trends, to apprehend offenders, and to provide intelligence information to the Department's administrators. The Unit will also be responsible for the handling of special assignments as may be given by the Operations Division Commander. The unit supervisor is a Sergeant.

The Special Investigations Unit (SIU) is a component of the Special Operations Unit and its primary function is to make every effort to detect crime and, upon discovery, move promptly to apprehend the offender, either by individual effort or utilizing the full resources of the department. The SIU's resources will be made

available to all units in such a way as to insure maximum success in the suppression of crime and the apprehension of offenders.

The Highway Enforcement Team (HET) is responsible for strictly enforcing all traffic statutes throughout the Township. Officers are proficient and certified in all department utilized speed timing devices. The Highway Enforcement Team works throughout the Township to reduce traffic collisions and address community traffic related concerns.

The Bicycle Patrol Unit (BPU) is responsible for engaging in highly visible patrol to suppress crime and to increase positive interaction between the Police Department and the community. The unit functions as an extension of the patrol unit.

3. CANINE PATROL

The Canine Patrol is responsible for engaging in highly visible patrol and responding to incidents requiring the special function of a canine. These include search and rescue, fleeing felon searches, and building searches. The unit functions as an extension of the patrol unit. Officers assigned to this duty supplement the Patrol Unit and are supervised by the on duty Patrol Sergeant(s).

4. INVESTIGATIONS UNIT

The Investigations Unit will be responsible for the investigation of all cases assigned and for the proper disposition of all felony cases. It will also assist in the investigation and prosecution of offenders following their arrest.

The Investigations Unit is administered by a Lieutenant and will be continuously alert to the need for full coordination between all Divisions and Units of the Department. The Investigations Unit resources will be made available to all Divisions and Units so as to ensure maximum success in the investigation of criminal incidents.

5. JUVENILE UNIT

The principal purpose of the Juvenile Unit, which is supervised by the Investigations Unit Sergeant, is the discovery and correction of conditions that have an adverse effect upon children. It shall augment the efforts of the Operations Division. The Unit addresses juvenile problems and maintains a liaison with Juvenile Court, the School District and other agencies active in youth work. It conducts investigations in the juvenile field and assists other units where there is need. The location of missing/runaway juveniles and related follow-up investigation to accomplish this task is also within the scope of the Unit's special responsibilities.

6. TRAFFIC SAFETY UNIT

The Traffic Safety Unit is responsible for those activities and functions involving the traffic safety of the community. The unit will be active in presenting traffic safety education programs to schools and other groups, and protect public safety by investigating traffic hazards. The unit follows up all reports of abandoned vehicles and investigates all fatal collisions.

The Traffic Safety Unit is supervised by a Sergeant who will provide advisory and informational guidance and assistance to the Operations Division Captain for the special needs of the community related to traffic safety.

B. STAFF SERVICES DIVISION

The Staff Services Division is responsible for non-line functions and activities. The Division inspects, outside the normal lines of authority and responsibility, other non-line or line elements. The Division is responsible for the development and training of all department personnel and the deployment of resources to most effectively meet its responsibilities in fulfilling the police purpose. The Division provides public information, crime and traffic analysis and budgetary guidance.

The Division is administered by a Captain and will provide advisory and informational guidance and assistance to the Superintendent of Police.

1. AUXILIARY SERVICES UNIT

The Auxiliary Services Unit is responsible for those non-line functions and activities other than Staff & Inspections services. The unit provides technical assistance, record keeping, communications, fleet services, facility and jail maintenance, and equipment that facilitate all units of the Department.

The Unit is administered by a Lieutenant and will provide services for all other Divisions and Units, so that they may better achieve their objectives.

2. STAFF AND INSPECTIONS UNIT

The Staff and Inspection Unit is responsible for non-line functions and activities, such as research and analysis, budgetary guidance, coordination of training, inspection of departmental personnel, their equipment and uniforms, along with the administration of all non-line programs.

The Staff and Inspection Unit is administered by a Lieutenant and will provide advisory and informational guidance and assistance to the Staff Services Division Captain.

3. CRIME PREVENTION UNIT

The Crime Prevention/Community Policing Unit is responsible for developing training, implementing and coordinating those programs that are designed to reduce the incidents of crime and improving the quality of life for the community. The Crime Prevention/Community Policing Unit shall provide current crime analysis information along with appropriate resource information to all department employees to assist in their problem-solving role.

A Sergeant, who will provide advisory and informational guidance and assistance to the Staff and Inspections Lieutenant, supervises the Crime Prevention/Community Policing Unit.