

## Organizational Structure and Responsibility

### 200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

### 200.2 POLICY

The Washington Suburban Sanitary Commission Police Department is a part of the Police & Homeland Security Office within the Washington Suburban Sanitary Commission. The Washington Suburban Sanitary Commission Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

### 200.3 SECTIONS

The Chief of Police is responsible for administering and managing the Washington Suburban Sanitary Commission Police Department. There are two sections in the police department:

- Patrol Section
- Investigative Section

In addition to the two sections of the police department, there are functions provided by other organizational units within the Police & Homeland Security Office and/or are provided by designated staff in the Patrol or Investigative Sections. These include functions described below in 200.3.1 for Administrative Services Section and 200.3.4 for the Security Operations Section.

#### 200.3.1 ADMINISTRATIVE FUNCTIONS

Administrative functions are performed by the Chief's designee, whose responsibility is to provide technical and administrative services to the Police Department. These functions may also be provided by other departments, divisions, and sections within WSSC Water – for example, Human Resources, Information Technology, and Finance.

#### 200.3.2 PATROL SECTION

The Patrol Section is commanded by two Lieutenants, whose primary responsibility is to provide general management, direction and control for the Patrol Section. The Patrol Section consists of uniformed patrol officers.

#### 200.3.3 INVESTIGATIVE SECTION

The Investigative Section is commanded by the Investigations Supervisor who also serves as the Deputy Chief of Police, and whose primary responsibility is to provide general management, direction and control for the Investigative Section and its functions. The Investigative Section consists of sworn police officers designated as Investigators.

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##### 200.3.4 SECURITY OPERATIONS SECTION

Security Operations Section - The Security Operations Section is managed by a Section Manager who reports to the Director of Police & Homeland Security. The Security Operations Section Manager's primary responsibility is to provide general management, direction and control of the Security Operations Section. The Security Operations Section consists of non-sworn Security Operations personnel and security and Security Technicians of the WSSCPHS. This section collaborates closely with the Police Department and, as necessary, at the direction of police personnel during police response.

#### **200.4 COMMAND PROTOCOL**

##### 200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Washington Suburban Sanitary Commission Police Department. During planned absences, the Chief of Police will designate a Commander to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- (a) Deputy Chief
- (b) Patrol Commander
- (c) Investigative Commander
- (d) On-duty Patrol Commander

##### 200.4.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment, any supervisor may temporarily direct any subordinate if an operational necessity exists.

#### **200.5 AUTHORITY AND RESPONSIBILITY**

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.