

	<p style="text-align: center;">STAMFORD POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	2.01
		Original Issue Date	Effective Date
		06/18/21	06/28/21
<p>Order Title:</p> <p style="text-align: center;">ORGANIZATIONAL STRUCTURE</p>	Accreditation Standard:	Section	
	POSTC: 2.4.2; 3.3.3; 3.3.6; 3.3.10; 3.3.12; 3.3.13; 3.6.2; 3.6.3; 3.6.4; 3.6.5	2	
		Section Title	
		ORGANIZATION AND MANAGEMENT	
Rescinds: Department Overview		Timothy Shaw, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

The purpose of this General Order is to establish a written directive, which describes the organizational structure, functions, and staffing of the Stamford Police Department.

II. POLICY

It is the policy of the Stamford Police Department to organize the agency's personnel and functional responsibilities into a structure that reflects individual, unit, division, bureau, and department responsibilities. This directive will describe the Department's organization and major functions and include an organizational chart that reflects the formal lines of authority within the agency. Both of these will be made accessible to all employees and shall be reviewed and updated as necessary.

III. PROCEDURES

A. Organizational Structure and Functions

1. Introduction

- a. The Stamford Police Department is organized to accomplish mandated responsibilities and to ensure efficient, effective delivery of services. Subdivisions of the Department are grouped by function to enhance performance, accountability and communication.
- b. Some functions are assigned as they relate directly to the primary

duties of the specific Division or Unit, and some are assigned due to specific skills, knowledge, abilities, and expertise of their Commanders or members. The organizational structure and functional responsibilities are periodically reviewed and reorganized if necessary to improve the efficiency and/or effectiveness of the overall operation of the department. Components are interrelated with each other, and operations may be coordinated in combination with other components. Each component may be further subdivided into units and/or functions as best meets operational needs.

- c. Positions that do not require sworn personnel are specified as civilian positions and staffed accordingly.
- d. The Chief of Police or his designee will coordinate with the Human Resources Director to review and update job task analysis documents for each position on a three-year schedule.
- e. The Chief of Police or his designee will coordinate with the Human Resources Director to maintain a classification plan for agency personnel that includes:
 - 1) Categorization of every job class with similar duties;
 - 2) Responsibilities and qualification requirements;
 - 3) Class specifications for each job within the class;
 - 4) Provisions for relating compensation to classes; and
 - 5) Provisions for reclassification.
- f. The Department will maintain a list of specialized assignments. On a bi-annual basis the Command Staff will conduct a review of each assignment to determine whether the position should be continued. The report to the Chief will include, but not be limited to, a statement outlining the reason the position was created and an evaluation of the initial problem to determine the program's effectiveness.

2. Organizational Structure

The Department's structure is organized as follows:

- a. **OFFICE OF THE CHIEF:** The Office of the Chief is under the direction of the Chief of Police who is the Chief Executive Officer of the Police Department. The Chief exercises authority and responsibility for the administration of the entire Department. The Chief of Police reports directly to the Director of Public Safety.
- b. **DIVISION:** The primary subdivisions of the Department. All Divisions report to the Office of the Chief.

- c. UNITS: Units are smaller subdivisions of Divisions with responsibility for specialized functions. The number of Units varies as per the needs of the Department.

3. Office of the Chief

The Office of the Chief of Police consists of:

- a. Chief of Police
- b. Executive Staff

4. Operations Division – Assistant Chief

The Operations Division Commander reports directly to the Chief of Police and serves as the Executive Officer. This unit includes the following functions and components:

- a. Patrol Division
- b. Bureau of Criminal Investigations
- c. Narcotics and Organized Crime
- d. Task Force Officers
- e. Traffic Enforcement Division
- f. Collision Analysis & Reconstruction Squad (C.A.R.S)
- g. Youth Bureau/ SVU/SRO/BHU
- h. Property Crimes Unit
- i. Digital Forensics Unit
- j. Court Liaison
- k. Crime Scene Investigations Unit
- l. Special Response Team (SRT)
- m. Hostage Negotiations Team (HNT)
- n. Bomb Squad
- o. K-9 Unit
- p. Marine Division
- q. Honor Guard Unit
- r. Motorcycle Squad

5. Administration and Support Services Division– Assistant Chief

The Administration Operations Commander reports directly to the Chief of Police. This unit includes the following functions and components:

- a. Headquarters Division
- b. Property/Evidence
- c. Finances/Payroll Division
- d. Information Technology Division
- e. Records Management Division

- f. Central Hiring/ Crossing Guards
- g. Communications/911
- h. Fleet Management Unit
- i. Animal Control Unit
- j. Community Outreach
- k. Parks
- l. NIBERS

6. Professional Standards Division- Assistant Chief

- a. Internal Affairs Division
- b. Training/ Range
- c. Accreditation Division

B. Organizational Chart

The organizational structure of the Stamford Police Department is depicted graphically on a chart that is reviewed and updated as needed or on an annual basis, whichever occurs first. This chart reflects the formal lines of authority and communication within the agency, and the authorized and actual strength of the department at the time of publication. The chart is available to all personnel through the electronic directive system (PowerDMS); and is posted at various locations in the police building. Stamford [Organizational Chart](#)

C. Temporary Assignments

1. In order to maintain job growth and development and increase job satisfaction and performance, the Stamford Police Department maintains the following temporary or rotational assignments:
 - a. Park Police assignment
 - b. Seasonal Marine Division assignment
2. Prior to selecting employees for a temporary or rotational assignment, the Chief of Police will advertise the position opening to include the criteria for selection and the selection process.
3. The following information will be retained and advertised for each temporary or rotational position:
 - a. The duration of the assignment;
 - b. The criteria for selection of personnel; and
 - c. A description of the selection procedures.

D. Job Task Analysis, Employee Classification and Assignment

1. The Stamford Police Department will coordinate procedures with the City's Human Resources Department to maintain a Job Task Analysis for every classification of employee in the agency and review the documents every three years and make revisions when necessary.
2. Personnel will be allocated and distributed to organizational components in accordance with documented periodic workload assessments.
3. In those cases where it is determined that the responsibilities of a position maybe handled by civilian personnel the position will be specified as a civilian position and staffed accordingly.
4. The Department will coordinate with the City of Stamford Human Resource Department to maintain a classification plan for all personnel. The plan will include the following information:
 - a. Categorization of every job by class based on similarities in duties;
 - b. Responsibilities and qualification requirements;
 - c. Class specifications for every job within a class
 - d. Provisions for relating compensation to classes; and
 - e. Provisions for reclassification.

E. Planning and Research Function

1. The Administration & Support Services Division is responsible for the Planning and Research function.
2. The Administration & Support Services Division will have access to information from other divisions to the extent necessary to complete planning and research projects.
3. For planning and research purposes, the Administration & Support Services Division will have direct access to the Chief of Police.

F. Specialized Assignments

1. A Specialized Assignment is often characterized by increased levels of responsibilities and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits. The following positions are considered "Specialized Assignments" within the Stamford Police Department:
 - a. Bomb Squad
 - b. SRT

- c. HNT
 - d. K9- Unit
 - e. Motorcycle Unit
 - f. Marine Division
 - g. C.A.R.S.
2. Prior to selecting employees for a Specialized Assignment, the Chief of Police will advertise and post the position opening to include the criteria for selection and the selection process.
 3. The following information will be retained and advertised for each position:
 - a. The criteria for the specialized position;
 - b. Details concerning the selection process; and
 - c. Selection criteria is made available when the process is posted
 4. The Assistant Chiefs are responsible for completing an annual report concerning Specialized Assignments that will be forwarded to the Chief of Police on an annual basis. The report will contain, at a minimum:
 - a. A statement of purpose for each of the listed assignments; and
 - b. The evaluation of the initial problem or condition that required the implementation of the Specialized Assignment.

2.01 Revision History

June 28, 2021 (New) - Chief TS