



TRAPPE POLICE DEPARTMENT

Title: Department Organization	Directive #: 2.1
Issued: 10.1.2016	Revised: 10.1.2016
Approved by: George N. Ball, Jr. Chief of Police	

A. Policy

The TPD will maintain an organizational structure that complies with statute and is based primarily on function and responsibility to promote the effective and efficient operation of the Department.

B. Procedures

1. Organization of the Trappe Police Department

a. Office of Chief of Police

- (1) The Trappe Police Department is commanded by a Chief of Police with the rank of Colonel.
- (2) The Chief of Police may designate a police employee to serve as Acting Chief in his absence. If the Chief of Police becomes disabled and is unable to designate an acting Chief, the senior police employee holding the highest rank will be the acting Chief of Police.
- (3) The Chief has the authority to establish appointments and may assign employees to duties as determined necessary to serve the needs of the Department and the Public.
- (4) The personnel that report directly to, and perform functions as designated by the Chief of Police are as follows:
 - (a) Lieutenant
 - (b) Administrative Secretary

b. Patrol Division

- (1) Patrol Division is commanded by a Lieutenant, which provides 24-hour police coverage for the citizens of Trappe. In the absence of the Chief or Lieutenant, the Sergeant or senior Patrol Officer on duty will act as the patrol supervisor.

(2) The Lieutenant shall ensure that sufficient patrol officers are always on duty and assigned to equitably distribute the workload and provide a prompt and efficient police response.

(3) Patrol Division Function

(a) The Lieutenant, and all sworn personnel assigned to the Patrol Division are responsible for the following functional areas:

- Uniformed Police Patrol.
- Response to calls for service.
- Traffic direction, control, enforcement.
- Traffic accident investigation.
- Concentrated foot/bike patrols in high crime areas.
- Control of major or special events.
- Unusual, special, emergency operations.
- Escorts (business, domestic, etc.).
- Warrant/process service.
- Community Policing Projects.
- Enforcement of Parking Violations.

(b) The Lieutenant may assign, with the approval of the Chief of Police, certain officers, on the basis of interest, training, past performance, or Department need, to coordinate a particular functional area. Some assigned functional areas are so broad as to become the responsibility of all elements of the Department.

(c) Patrol has functional responsibilities in the areas of criminal investigations, juvenile operations, organized crime, vice, and intelligence, etc. Where functional areas overlap, the Chief of Police is personally responsible to assure appropriate coordination or may designate an officer to coordinate the functional area.