



# The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



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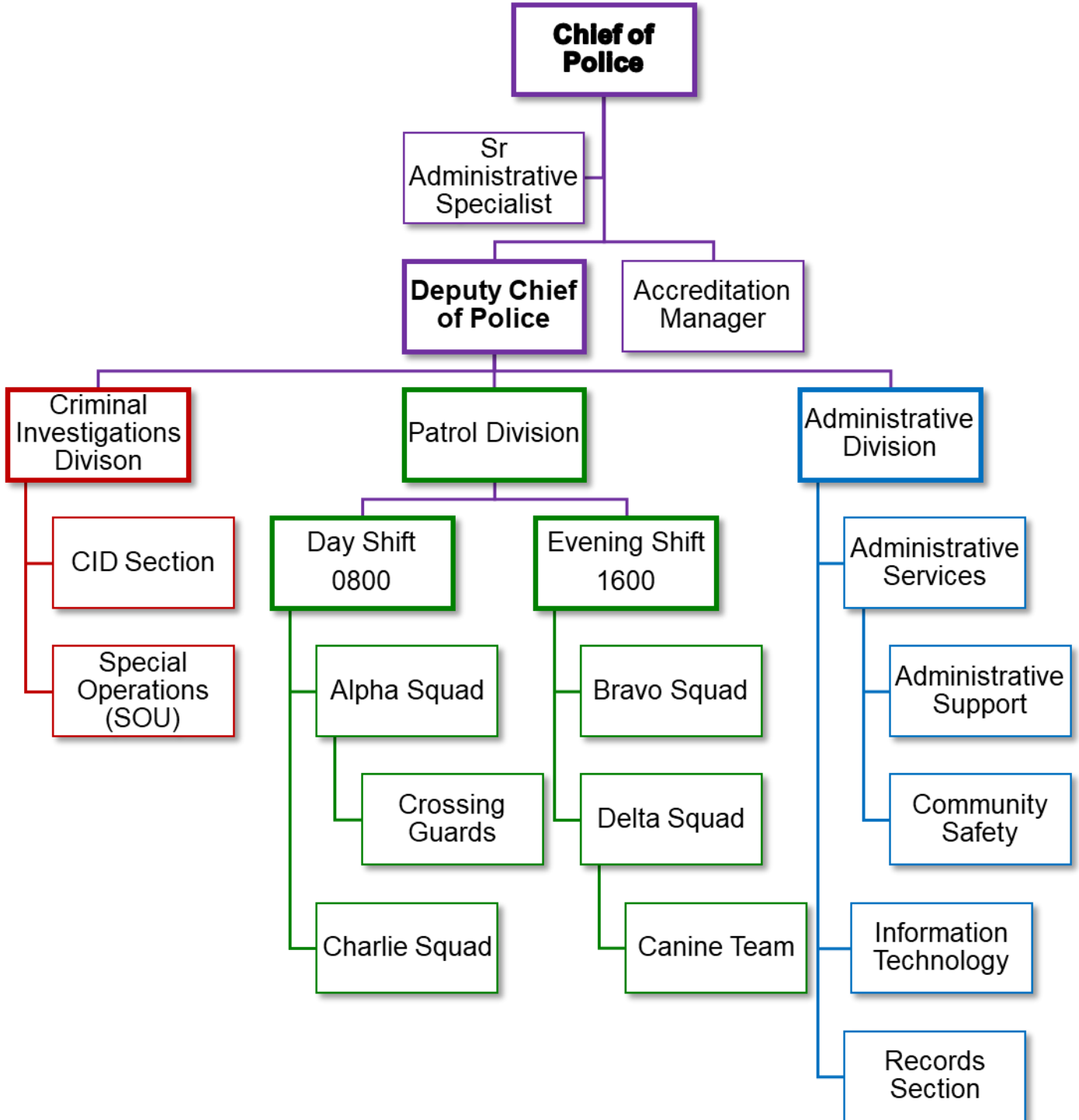


# The Aberdeen Police Department Policies & Procedures Manual



Chapter 02 Organization  
Section 01 Organizational Chart  
CALEA 11.01, 11.3.2, 26.2.3

GO 24-004, 05/13/2024  
Supersedes GO 23-026





# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 02 Organization  
Section 02 Organizational Structure & Functions  
CALEA 11.1.1

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GO 24-002, 05/13/2024  
Supersedes GO 23-026

## **A. Policy (11.1.1)**

1. The Department's is organized by Divisions, Sections, Patrol Squads, Sections, Units, or Positions to provide police functions that serve the citizens of Aberdeen, and internal functions that serve Department personnel.
2. This policy lists the major functions of the Divisions, Sections, Units, and specific Positions.

## **B. Chief of Police**

1. The Chief of Police oversees all operations of the Department, and oversees and directs the following sections and functions:
  - a. Sr. Administrative Specialist:
    - 1) Department Budget and Financial Records Management;
    - 2) Personnel Records Management;
    - 3) Crime Analysis;
    - 4) Criminal Intelligence Reports; and
    - 5) High-level Administrative Support.
  - b. Accreditation Section:
    - 1) Accreditation Management;
    - 2) Policies & Procedures Maintenance;
    - 3) Position Descriptions Maintenance;
    - 4) Document Retention and Disposal Schedules; and
    - 5) Probationary Performance Evaluation Schedules.

## **C. Deputy Chief of Police**

1. The Deputy Chief of Police oversees and manages the following major functions:
  - a. The Criminal Investigations, Patrol, Administrative Divisions.
  - b. Internal Affairs;
  - c. Grievances;
  - d. Promotions; and
  - e. Firearms Range.

## **D. Divisions**

### **1. Administrative Division Functions**

- a. The Administrative Division major functions include:
  - 1) Planning and Research;
  - 2) Recruitment and Selection;
  - 3) Uniforms and Equipment;
  - 4) Facilities and Agency-Owned Property;
  - 5) Department Public Information.



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Supersedes GO 23-026

- b. **Administrative Services Section:**
  - 1) Training Coordination;
  - 2) Training Records Maintenance, including Weapons Qualifications Reports;
  - 3) Code Enforcement;
  - 4) Events Coordination;
  - 5) Grants Management;
  - 6) Community Safety;
  - 7) Crossing Guards;
  - 8) New Sworn Employee Processing
- c. **Information Technology:**
  - a) Department computer systems hardware and software administration;
- d. **Records Section:**
  - 1) Incidents Reports;
  - 2) Criminal Histories;
  - 3) Arrest documents;
  - 4) Public Information Requests; and
  - 5) CAD, FBR/RMS, and METERS/CJIS/NCIC.
- 2. **Patrol Division** major functions include:
  - a. Department Public Information
  - b. **Patrol Section:**
    - 1) Patrol;
    - 2) Canine Program;
    - 3) Traffic Program;
    - 4) Community Policing Program; and
    - 5) Crossing Guards
- 3. **Criminal Investigation Division** major functions include:
  - a. Internal Affairs;
  - b. Search and Seizure Warrants;
  - c. Incident Report Reviews; and
  - d. Case Management.
  - e. **Criminal Investigations Section:**
    - 1) Juvenile Services;
    - 2) Victim & Witness Assistance;
    - 3) Crime Scene Investigations;



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4) Evidence and Property Management; and

5) Child Advocacy Center Investigations;

f. **Special Operations Unit:**

1) Special operations investigations; and

2) Interagency Task Force member.

4. **Administrative Division Functions**

a. The Administrative Division major functions include:

1) Planning and Research;

2) Recruitment and Selection;

3) Uniforms and Equipment;

4) Facilities and Agency-Owned Property;

5) Department Public Information.

6) **Administrative Services Section:**

a) Training Coordination;

i. Training Records Maintenance, including Weapons Qualifications Reports;

b) Community Safety;

c) Events Coordination;

d) Grants Management;

e) New Sworn Employee Processing

7) **Information Technology:**

a) Department computer systems hardware and software administration;

8) **Records Section:**

a) Receiving Guests in the Lobby;

b) Incidents Reports;

c) Criminal Histories;

d) Arrest documents;

e) Public Information Requests; and

f) Calls for Service, FBR/RMS, and METERS/CJIS/NCIC.



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Supersedes GO 21-018

- e. **Criminal Investigations Section:**
    - 1) Juvenile Services;
    - 2) Victim & Witness Assistance;
    - 3) Crime Scene Investigations;
    - 4) Evidence and Property Management; and
    - 5) Child Advocacy Center Investigations;
  - f. **Special Operations Unit:**
    - 1) Special operations investigations; and
    - 2) Interagency Task Force member.
4. **Administrative Division Functions**
- a. The Administrative Division major functions include:
    - 1) Planning and Research;
    - 2) Recruitment and Selection;
    - 3) Uniforms and Equipment;
    - 4) Facilities and Agency-Owned Property;
    - 5) Department Public Information.
    - 6) **Administrative Services Section:**
      - a) Training Coordination;
        - i. Training Records Maintenance, including Weapons Qualifications Reports;
      - b) Community Safety;
      - c) Code Enforcement;
      - d) Events Coordination;
      - e) Grants Management;
      - f) Crossing Guards;
      - g) New Sworn Employee Processing
    - 7) **Information Technology:**
      - a) Department computer systems hardware and software administration;
    - 8) **Records Section:**
      - a) Incidents Reports;
      - b) Criminal Histories;
      - c) Arrest documents;
      - d) Public Information Requests; and
      - e) CAD, FBR/RMS, and METERS/CJIS/NCIC.



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Chapter 02 Organization  
Section 03 Position Responsibilities & Position Descriptions  
CALEA 11.3.1, 11.3.2, 12.1.2, 21.2.2, 26.2.3

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GO 23-026, 12/12/2023  
Supersedes GO 19-006

## A. Policy

1. Every position in this Department shall have designated duties and responsibilities and delegated authority.
2. This policy defines the Chain of Command; lists Department positions and major responsibilities of sworn and non-sworn positions; and explains position descriptions and how they are used in the Department.

## B. Definitions

1. **Chain of Command** - A series of positions each of which is directly commanded by the one immediately above it.
2. **Position** – Refers to duties and responsibilities of a specific job, regardless of rank.
3. **Position Description** – Aberdeen Police Department document that describes essential duties and responsibilities, and supervisory relationships of the assignment.<sup>1</sup>
4. **Job Description** – City of Aberdeen document that contains for each sworn and non-sworn job:
  - a. EEO Classification;
  - b. Compensation level; and
  - c. General responsibilities;
  - d. Supervisory relationships; and
  - e. Requirements and Qualifications for the job.

## C. Chain of Command

1. Each employee in the Department has a rank or non-sworn status designation.
2. The Chain of Command by rank and non-sworn designation:

a. Colonel	g. Police Officer 1st Class
b. Major	h. Police Officer
c. Captain	i. Non-Sworn Manager
d. Lieutenant	j. Non-Sworn Supervisor
e. Sergeant	k. Non-Sworn Employee
f. Corporal	l. Non-Sworn Volunteer
3. All personnel shall observe the established chain of command in normal day-to-day operations. (12.1.2d)

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<sup>1</sup> Position Descriptions with detailed duties and responsibilities are located in PowerDMS and the APD POLICIES (P:) drive. (21.2.2)



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4. Personnel shall follow the chain of command when sending Department communications, unless otherwise directed. (12.1.2d)
5. The highest-ranking officer shall assume command responsibility for the scene or event in situations involving personnel of different functions engaged in a single operation (12.1.2c)

## **D. Accountability**

1. Supervisors are accountable for the activities of employees under their immediate control. (11.3.2)
2. Each employee is accountable to only one supervisor at any given time (11.3.2)

## **E. Delegated Authority**

1. Employees have been delegated the authority necessary to make crucial decisions allowing them to execute their responsibilities and complete their designated functions within the Department. (11.3.1a)
  - a. The Chief of Police through the chain of command will delegate authority by written and oral directives.
2. An officer has the authority to make appropriate decisions within the limits of law, Department policy, and training. (11.3.1a)
3. The officer in command of an incident or activity shall direct personnel and relevant activities: (46.2.1a)
  - a. Until the scene is relinquished to personnel specially trained to handle such incidents; or
  - b. Until relieved by a higher-ranking officer.
4. Each employee shall be held fully accountable for the use of, or failure to use, delegated authority. (11.3.1b)
  - a. Supervisors shall evaluate their employees' acceptance of, and proper use of, authority during the performance evaluation process.

## **F. Positions and Major Responsibilities**

1. **Chief of Police**
  - a. Holds the rank of Colonel and oversees and directs all activities of the Police Department.
2. **Deputy Chief of Police**
  - a. Holds the rank of Major, reports directly to the Chief of Police and is responsible for the overall operations of the Department; oversees the operations of the Criminal Investigations, Patrol, and the Administrative Divisions; and
  - b. When directed by the Chief, shall exercise the responsibility of the Chief of Police in Chief's absence. (12.1.2a)





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### 3. **Administrative Division Commander**

- a. Holds the rank of Captain; reports directly to the Deputy Chief; oversees and directs activities of the Division and is responsible for the overall function of the Administrative Division.
- b. When directed by the Chief of Police or Deputy Chief; may assume the responsibility of the Deputy Chief, in the Deputy Chief's absence. (12.1.2b)

### 4. **Patrol Division Commanders (Day Shift and Evening Shift)**

- a. Hold the rank of Lieutenant; report directly to the Deputy Chief of Police; oversee and direct activities of the Division.
- b. When directed by the Chief of Police, may assume the responsibility of the Chief of Police in the absences of other the Chief and Deputy Chief. (12.1.2a)
- c. Oversee the activities of the Patrol Squads.

### 5. **Criminal Investigations Division (CID) Commander**

- a. Holds the rank of Lieutenant, reports directly to the Deputy Chief, and is responsible for the overall function of CID.
- b. When directed by the Chief of Police, may assume the responsibility of the Deputy Chief of Police in the absence of the Deputy Chief. (12.1.2b)
- c. Oversees the activities of CID and SOU.

### 6. **Administrative Officer**

- a. Holds the rank of Corporal or Sergeant; reports directly to the Administrative Division Commander; schedules and plans in-service training; and is responsible for numerous programs and processes.
- b. May manage the Administrative Division operations in the Administrative Division Commander's absence. (12.1.2b)

### 7. **Sr. Administrative Specialist (non-sworn)**

- a. Reports directly to the Chief of Police, performs specialized duties, manages specialized projects and programs, and provides high level administrative support to the Chief of Police.

### 8. **Accreditation Manager (non-sworn)**

- a. Reports directly to the Chief of Police, writes policies, monitors practices, and prepares the Department for Commission on Accreditation for Law Enforcement Agencies (CALEA) assessments.

### 9. **Code Enforcement Officer (non-sworn)**

- a. Holds the classification of Code Enforcement Officer; reports directly to the Administrative Officer; and enforces *City of Aberdeen Codes and Ordinances* and parking and false alarm violations.



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10. **Administrative Support Specialist (non-sworn)**

- a. Holds the classification of Administrative Support Specialist, reports directly to the Administrative Officer; performs applicant background investigations, assists with recruitment and selection activities, assists with community events, and performs administrative support duties.

11. **Community Safety Specialist (non-sworn)**

- a. Holds the classification of Community Safety Specialist; reports directly to the Administrative Officer; monitors and reports on community activities; and implements or monitors and reports on community groups activities.

12. **Crossing Guard (non-sworn)**

- a. Holds the classification of Crossing Guard, reports directly to the Administrative Officer; and provides safe movement of children when they cross public roadways and intersections as they walk to and from school.

13. **Police Information Technology Specialist (non-sworn)**

- a. Holds the classification of Police Information Technology Specialist; reports directly to the Administrative Division Commander; maintains the Department's software and hardware systems and performs software and hardware systems duties for the City of Aberdeen.

14. **Records Manager (non-sworn)**

- a. Holds the classification of Administrative Supervisor; reports directly to the Administrative Division Commander; manages the Records Section; supervises Records Section personnel and manages police records security and protection.

15. **Records Technician (non-sworn)**

- a. Holds the classification of Records Clerk I or Records Clerk II; reports directly to the Records Manager; and performs clerical and administrative duties for the Records Section.

16. **Administrative Technician (non-sworn)**

- a. Holds the classification of Records Support Technician; reports directly to the Records Manager; performs lobby reception duties; monitors camera surveillance; and performs other administrative and records support duties.

17. **CID Supervisor**

- a. Holds the rank of Detective Corporal or Detective Sergeant, reports directly to the CID Commander, manages and participates in activities of the Criminal Investigations Section, and supervises CID detectives.

18. **Detective**

- a. Holds the rank of Police Officer First Class or Police Officer, reports directly to the CID Supervisor, and investigates major crimes and felonies;



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19. **Crime Scene Investigator (CSI Detective)**

- a. Holds the rank of Police Officer First Class, directly reports to the CID Supervisor, collects evidence at crime scenes, and controls all evidence and property.

20. **Special Operations Unit (SOU) Supervisor**

- a. Holds the rank of Sergeant, reports directly to the CID Commander, manages activities of the Special Operations Unit, supervises SOU detectives and the Multi-Agency Task Force Detective.

21. **SOU Detective**

- a. Holds the rank of Police Officer First Class or Police Officer, reports directly to the SOU Supervisor, investigates CDS crimes, and may assist with CID investigations.

22. **Multi-Agency Task Force Detective**

- a. Holds the rank of Police Officer First Class or Police Officer; is supervised by the SOU Supervisor; and reports to the (outside agency) Multi-Agency Task Force Supervisor to investigate CDS crimes.

23. **Patrol Supervisor**

- a. Holds the rank of Sergeant or Corporal; reports directly to the Patrol Division Commander; and is responsible for supervising the day-to-day activities of Patrol officers.
  - 1) May supervise Traffic Officer, Canine Officer, School Resource Officers, and Crossing Guards.
  - 2) May manage Division operations during the absence of the Patrol Division Commander.

24. **Patrol Corporal**

- a. Holds the rank of Corporal, Police Officer, or Police Officer First Class; reports directly to the Patrol Supervisor; serves as assistant to the Patrol Sergeant; performs activities associated with Patrol operations and performs as the Patrol Supervisor in the absence of the sergeant. (11.3.1a) (12.1.2d)

25. **Patrol Officer**

- a. Holds the rank of Police Officer or Police Officer First Class; reports directly to the Patrol Supervisor or Patrol Corporal; and performs law enforcement Patrol Officer duties.

26. **Traffic Officer**

- a. Holds the rank of Police Officer, Police Officer First Class, Corporal, or Sergeant; reports directly to a Patrol Supervisor; implements and coordinates selective traffic enforcement programs; writes statistical reports; investigates crashes; and performs Patrol Officer duties.



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Chapter 02 Organization

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## 27. Canine Officer

- a. Holds the rank of Police Officer or Police Officer First Class; reports directly to a Patrol Supervisor; and is responsible for the Police Canine and manages all its duties; and performs Patrol Officer duties;

## 28. School Resource Officer<sup>2</sup>

- a. Holds the rank of Police Officer or Police Officer First Class; reports directly to the Patrol Sergeant or Corporal; provides law enforcement-type services to school students to encourage them to follow rules; investigates campus criminal incidents; and performs Patrol Officer duties.

## G. Position Descriptions

### 1. Purpose

- a. To clarify the work employees are expected to perform.
- b. To provide supervisors with a list of responsibilities to evaluate employee performance and identify training needs.

### 2. Access (21.2.2)

- a. Position descriptions for all positions, in PDF format and signed by the Chief of Police, shall be available to all personnel through:
  - 1) PowerDMS;
  - 2) SharePoint; and
  - 3) The (P:) common computer drive.
- b. Position Descriptions, in MSWord format, shall be available to all personnel on the (P:) common computer drive.

### 3. Distribution

- a. Every employee shall receive and sign a Department position description upon the employee's hiring, and whenever the employee takes on additional assignments or whenever the employee's duties change.
- b. Employees shall receive copies of their signed position descriptions.
- c. Some employees may have more than one position description if the employee has ancillary or specialized duties.
- d. All commanders and supervisors shall ensure that employees under their command have received, reviewed, and signed their position descriptions upon assignment.
- e. Supervisors shall submit all original, signed descriptions to the Sr. Administrative Specialist.

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<sup>2</sup> APD's School Resources Officer Program will cease December 31, 2023; Harford County SO will continue the program.



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- f. The Sr. Administrative Specialist shall place employees' signed position descriptions in their personnel files.
4. Maintenance
- a. The Accreditation Manager shall:
    - 1) Have the responsibility for writing, maintaining, and updating all Department Position Descriptions;
    - 2) Maintain paper and electronic originals, hand-signed or e-signed by the Chief of Police;
    - 3) Coordinate with employees, supervisors, and Command Staff to update or write position descriptions to meet changing duties and responsibilities; and
    - 4) Conduct a documented review of position descriptions of all employees at least every four years, to keep position descriptions current. (21.2.2)



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Chapter 02 Organization  
Section 04 Specialized, Ancillary, and Rotating Assignments  
CALEA 11.5.1, 33.4.3b, 33.6.1, 41.1.5c, 46.2.4

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GO 23-026, 12/12/2023  
Supersedes GO 18-026

## A. Policy

1. The Aberdeen Police Department provides specialized, ancillary, and rotating assignments to meet the needs of the Department, the citizens of Aberdeen, and local agencies.

## B. Definitions

1. Specialized Assignments – Full-time jobs, generally requiring knowledge and training aside from in-service, may be sworn or non-sworn, and may require the recruitment process to hire a candidate qualified for the job.
2. Ancillary Assignments – Extra specific duties assigned *in addition to* a current sworn or non-sworn employee's regular full-time job.
3. Rotating Assignments - The transfer of current sworn or non-sworn employees to or from the job assignments and specialized assignments for pre-determined minimum intervals.

## C. Conditions of Assignments

1. Any assignment may be a temporary function established to meet a specific short-term need or may become a permanent function of the Department.
2. Any assignment may require advanced training and certification. (33.6.1)
3. All assignments are determined and defined by the Chief of Police.

## D. Specialized Assignments

1. Department Specialized Assignments
  - a. Accreditation Manager (33.6.1b)
  - b. Canine Officer (41.1.5c)
  - c. Code Enforcement Officer
  - d. Crime Scene Investigator (33.6.1b)
  - e. Criminal Investigations Detective
  - f. Evidence Custodian
  - g. Interagency Narcotics Task Force Detective
  - h. Non-Sworn Manager (33.6.1b)
  - i. Records Technician
  - j. Records Support Technician
  - k. Special Operations Unit Detective
  - l. Special Operations Unit Supervisor
  - m. Sworn Supervisor (33.6.1b)
  - n. Task Force Detective
  - o. Traffic Officer



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2. Selection Process (41.1.5c)
  - a. The Chief of Police or the Deputy Chief shall announce the available assignments internally, through email or Special Order.
    - 1) The announcement will include minimum qualifications and application instructions.
    - 2) The announcement shall describe the selection process.

## E. Ancillary Assignments

1. Description
  - a. May be determined and defined by employees and supervisors; and are approved by the Chief of Police.
  - b. May include additional compensation for specialized work.
  - c. Ancillary Duty Assignments, may include but are not limited to:
 

1) Accident Reconstructionist	9) Goals Committee Member
2) Applicant Background Investigator	10) Honor Guard
3) Awards Committee Member	11) Intoximeter Operator
4) Bicycle Patrol Officer	12) Polygraph Operator
5) Certified Instructor	13) Public Information Officer
6) Crime Analyst	14) Training Committee Member
7) Crisis Negotiator (46.2.4)	15) Victim’s Advocate
8) Field Training Officer (FTO) (33.4.3b)	16) Web Master

2. Appointment Process (46.2.4)
  - a. The Chief of Police, Deputy Chief, or a Commander may send an email to invite interested persons to submit a Form 37 Memo through the chain of command requesting the Assignment.
  - b. Any interested sworn or non-sworn employee, appropriately, may submit a request to his/her supervisor to be appointed to an Assignment and to attend training, if training is required.
  - c. Upon approval, and successful completion of training and certification, if any, the Chief of Police or designee will appoint the employee to the Ancillary Duty assignment.
3. Field Training Officer (FTO) Selection Process (33.4.3b)
  - a. Qualifications
    - 1) The officer shall have a minimum of one year's experience as a police officer; and,
    - 2) The officer shall possess a current satisfactory evaluation.
  - b. Selection





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- 1) The interested officer shall submit a Form 37 – Memorandum to their supervisor expressing their interest.
  - 2) The officer’s supervisor shall forward a written recommendation with the candidate’s request to the Deputy Chief through the chain of command.
  - 3) If there are no interested officers, the Deputy Chief will assign officers to become FTOs.
- c. All selected Field Training Officers shall: (33.4.3e)
- 1) Attend a basic field training officer course of instruction prior to performing any FTO duties: and
  - 2) Undergo in-service training periodically.

### F. Rotating Assignments

1. May be placed in any area of the Department with the approval of the Chief of Police.
2. The duration of a rotating assignment is determined by the nature of the task, mission to be performed or expertise needed for a particular investigation, event, function, and is determined by the Chief of Police. (11.5.1b)
3. Rotating Assignments (11.5.1a) and Minimum Duration of each Assignment (11.5.1b)
  - a. Division Commander – 3 years
  - b. Officer in Charge – 2 years
  - c. CID Detective – 3 years
  - d. Inter-Agency Task Force Investigator – 2 years
  - e. SOU Detective – 2 years
4. The criteria for selection are determined by the Chief of Police. (11.5.1c)
  - a. The Chief will consider the needs identified for the assignment and the specific skills, qualifications or abilities that the candidate brings.
5. The selection process, based upon criteria specific to the assignment, is determined by the Chief of Police. (11.5.1d)
6. If more than one candidate could reasonably fulfill the duties of the assignment, the assignment will be posted as a specialized assignment.

### G. Roster of Specialized and Ancillary Assignments

1. All employees in these assignments shall:
  - a. Submit to their supervisors, their Specialized and Ancillary Assignments, with any certifications; and
  - b. Keep their supervisors and Assignment Leaders/Committee Chairs updated if Assignments are added or if statuses change.
2. Supervisors, Assignment leaders, and Committee Members shall:
  - a. Maintain and regularly update rosters of their members and required certifications; and





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- b. Notify the Sr. Administrative Specialist when members change.
- 3. Supervisors shall monitor their employee's Specialized and Ancillary Assignments activities and include those Assignments activities on the employee's Performance Evaluations.
- 4. The Chief of Police shall keep current the lists of Specialized and Ancillary Assignments through Personnel Orders.

## **H. Documented Review of Specialized, Ancillary, and Rotating Assignments**

- 1. The Chief of Police may direct the Deputy Chief to complete and submit a documented review and assessment of all or selected assignments held by officers in the Department.
- 2. The review may include, but will not be limited to:
  - a. A statement of purpose for each listed assignment;
  - b. Evaluation of the initial problem or condition that required the implementation of the assignment;
  - c. A recommendation that the assignment be continued or be discontinued.



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Chapter 02 Organization  
Section 05 Allocation and Distribution of Personnel  
CALEA 21.2.3, 21.2.4

GO 24-013, 6/03/2024

## A. Policy

1. The Aberdeen Police Department strives to achieve equalization of individual workloads among and within the Divisions and to justify the need for added personnel.
2. This policy includes the following procedures to guide Division Commanders through their workload assessments:
  - B. Position Management System (21.2.3)
  - C. General Procedures for Conducting Workload Assessments.
  - D. Documented Workload Assessments (21.2.4)
  - E. Organizational Components for Workload Assessments

## B. Position Management System (21.2.3)

1. The Accreditation Manager shall be designated to maintain an accurate and up-to-date position management system on an Employee Spreadsheet and a Personnel Organizational Chart, from which the following position information shall be listed:
  - a. Authorized numbers of sworn and non-sworn personnel; (21.2.3a)
  - b. Actual numbers of sworn and non-sworn personnel;
  - c. The position title, rank, and Division/Section/Unit of all personnel;
  - d. Location of each authorized position within the organizational structure; and (21.2.3b)
  - e. Position status information, whether filled or vacant for each authorized position in the Department. (21.2.3c)
2. The Spreadsheet shall include the following:
  - 1) Spreadsheet listing of all personnel which will include at least:
    - a) Name and ID;
    - b) Position Title;
    - c) Rank;
    - d) Supervisor;
    - e) Division Commander;
    - f) Division;
    - g) Section, Squad, Unit, or Other;
    - h) Hire Date;
    - i) EEO Classification;
    - j) Sworn or Non-Sworn; and
    - k) Status:
      - i. Administration unavailable to work Patrol



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- ii. Medical or other Leave
    - iii. Academy attendee
    - iv. Suspension;
    - v. Field Training; and
    - vi. Vacant.
3. Emails and verbal communications from personnel, and Personnel Orders shall provide the data to the Accreditation Manager who shall:
  - a. Update the information onto the employee spreadsheet;
  - b. Update headcount tables;
  - c. Update the Personnel Organizational Chart;
  - d. Place headcount tables on the Personnel Organization Chart; and
  - e. Distribute the updated chart to Command Staff.
4. Monthly Headcount Report to Command Staff
  - a. The Accreditation Manager shall send a monthly headcount report to the Chief of Police and Command Staff which will include:
    - 1) The Position Management Spreadsheet
    - 2) Personnel Organization Chart
    - 3) Headcounts imbedded in the Organization Chart which will include:
      - a) Numbers of Authorized sworn and non-sworn;
      - b) Numbers of Probationary employees;
      - c) Numbers of Employees on any kind of Leave; and
      - d) Any other information the Chief of Police directs.

## **C. General Procedures for Conducting Workload Assessments**

1. Types of methods to assess allocation and distribution of personnel might include:
  - a. Any decision-making method that would help to equalize workloads;
  - b. Looking at officer productivity; and
  - c. Any appropriate computer-based or visual-based method of personnel allocation.
2. Methods may be estimated in some assessments or tallied in other assessments.

## **D. Documented Workload Assessments (21.2.4)**

1. The Chief of Police shall require documented workload assessments of all organizational components to be conducted at least every four years and shall include, in a written report to the Chief of Police, the following:
  - a. The position responsible for the workload assessment;



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- 1) Division Commanders shall be responsible for the assessments; designees may be appointed. (21.2.4a)
- b. Written procedures used for each component; (21.2.4b)
  - 1) Each Division may use different methods and procedures for their assessments.
- c. Conclusions and recommendations for distribution and allocation of personnel. (21.2.4c)

## **E. Organization Components for Workload Assessments**

1. Suggested Organization Components
  - a. Patrol Division
    - 1) Squads
    - 2) Crossing Guards
  - b. CID
    - 1) CID Section
    - 2) SOU Section
  - c. Administrative Division
    - 1) Administrative Services
    - 2) Information Technology
    - 3) Records Section