

FRAMINGHAM POLICE DEPARTMENT		Next Review Date: Annually
Subject: Agency Structure and Organization		Effective Date: 07/16/2018; Rev. 09/19/2022; 12/01/2022
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MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 11.1.1 , 11.1.2 , 11.2.1		POLICY 01-0
Distribution: Police Department	Issuing Authority <i>Lester Baker</i> Lester Baker Chief of Police	

Policy Statement

This directive establishes the structure of the Framingham Police Department and provides for the application of certain basic organizational principles and structure. It is intended to ensure that each employee understands their role and position within the department, as well as that of all of the other department members, and that the existing chain of command is clearly delineated to all personnel.

References

Framingham Police Department Organizational Chart ("S" drive)

Special Terms

None

I. Formal Chain of Command

- A. The Framingham Police Department, a para-military organization, is headed by the Chief of Police and is divided into three functional divisions, namely, the Executive Office, the Administration Division, and the Operations Division. These divisions are each headed up by a Deputy Chief.
1. Within each Division, there are additional components, functions and sub-components that are supervised by personnel that are accountable to the Division Head, thus establishing a formal chain of command within the department.

II. Office of the Chief of Police

- A. The Chief of Police is the Chief Executive Officer of the Department and the final departmental authority on all matters of policy, administration, operations, personnel, and discipline. The Chief of Police reports to the City Mayor.
1. Authority & Responsibility: The Chief of Police has authority and responsibility for the management, direction and control of the operations and administration of the agency, and as such the Chief has the authority and responsibility to establish a formal organizational structure and to delegate his/her authority, as he/she deems necessary. Additionally, the Chief of Police is responsible for the duties by rank and assignment prescribed for that rank, and ultimately responsible for the successful accomplishment of the Department mission. Furthermore, the Chief of Police is responsible for establishing Rules & Regulations and Policies & Procedures for the department.
 2. Additional Functions: Within the Office of the Chief of Police there are the following subsections:
 - a. Executive Assistant to the Chief of Police (Civilian)
 - b. Internal Affairs/Professional Standards
- B. Span of Control: Organizational components/functions within the personal span of control of the Chief of Police are grouped by function, and include the following:
- a. Executive Office
 - b. Operations Division
 - c. Administrative Division

III. Executive Office

- A. Command: This Executive Officer holds the rank of Deputy Chief and oversees day-to-day operations in the Chief's absence.
- B. Span of Control: The organizational components within the span of control of the Executive Officer include the following:
 - 1. Animal Control: The Animal Control Division, commanded by the Director of Animal Control, reports to the Executive Officer and enforces state statutes and city ordinances, manages and supervises the Animal Control Facility, and ensures the protection of residents against health and safety risks from domestic and wild animals. The Division also provides animal-related information, support, and assistance to City of Framingham residents. The Director oversees a full-time animal control officer as well as a part-time animal control officer.
 - 2. Recruitment/Hiring: This position, normally the rank of Lieutenant, oversees the hiring and promotional process and reports to the Executive Officer. This position oversees background investigations, recruitment, and hiring.
 - 3. Firearms/Weapons Unit: This unit is commanded by a ranking officer, normally the rank of Lieutenant, who oversees all aspects of firearms, weapons, and tactics and firearms weapons training.
 - 4. Accreditation Manager: The Executive Officer is the Accreditation Manager for the Department and will ensure that the written directive system is accurate and updated to reflect current procedures and legal criteria.
 - 5. Fleet: The Executive Officer oversees the Department's fleet, which is run by a civilian fleet mechanic.
 - 6. Facilities: The Executive Officer is the liaison between the Police Department and the City Facilities Department regarding issues such as repairs, testing, etc.
 - 7. Business Office: The Business Office processes payroll, manages grants and trust fund accounts, processes invoices, manages the Department budget, and all other financial related activities.
 - 8. Unmanned Aerial Systems Unit (UAS): The UAS Unit will be utilized as a support service to the Department's public safety mission, utilizing UAS to enhance the Department's ability to save lives, protect property, and document crime scenes and collision scenes.

IV. Operations Division

- A. Command: The Operations Division is headed by an executive administrator that normally holds the rank of Deputy Chief. The Operations Division Commander reports directly to the Chief of Police--the Executive Officer in the Chief's absence--and is responsible for the duties and assignments of the Deputy Chief.
- B. Span of Control: The organizational components within the span of control of the Operations Division Commander include the following:
 - 1. Patrol: The Patrol Component of the Operations Division is generally responsible for response to requests for service, as well as the investigation of crime and the enforcement of laws and ordinances. Additionally, patrol is concerned with crime and disorder prevention and engages in creative problem solving to proactively address problems pertaining to not only crime, but also quality of life issues. As a general statement, the patrol component of the Police Department serves as the most visible agency component and is the backbone of the police agency.
 - a. Command: Patrol shifts shall generally be commanded by officers holding the rank of Lieutenant. Each Shift Commander generally has four officers holding the rank of Sergeant under his/her command serving as patrol supervisors. Normally, the senior sergeant assigned to the shift will be the Officer in Charge when the Shift Commander is not on duty.
 - 2. Investigative Division: The Investigative Component of the Operations Division is generally responsible for investigations and prosecutions of most serious felonies, thefts, frauds, burglaries, larceny cases, aggravated assaults, domestic violence and other serious cases requiring extended investigation. It also includes narcotics investigations working with the Narcotics Task Force and FPD officers assigned to the DEA and FBI task force.
 - a. Command: The Investigative Bureau shall generally be commanded by an officer holding the rank of Lieutenant with an officer holding the rank of Sergeant being assigned as second in command.
 - b. Span of Control: The Investigative Bureau Commander also oversees the following components:
 - i. School Resource Officers: These

officers' primary responsibility is being a visible and active law enforcement figure on public school campuses, dealing with police-related issues.

- ii. Crime Scene Services: The Crime Scene Services component is charged with evidence collection, photography, and crime scene processing.
 - iii. MetroWest Drug Task Force (MWDTF): The MWDTF is a regional unit primarily focused on narcotics-related investigations.
 - iv. Federal Task Force Officers: Task Force officers are assigned to the DEA and the FBI and are responsible for the duties inherent to the agency they're assigned.
3. Honor Guard: The honor guard is responsible for representing the Department at funerals, promotions and other events approved by the administration. This Unit is managed by a sergeant who reports directly to the Deputy Chief of Operations.
 4. Crime Analysis: The Crime Analysis Unit is responsible for the crime analysis function. This unit creates maps, charts, graphs, and produces reports regarding productivity, crime trends, and other statistical data. This position is held by a civilian who works directly for the Deputy of Operations.
 5. Traffic/Safety Division: The Traffic/Safety Unit is responsible for traffic supervision and safety-related issues. This Unit is involved with roadway engineering projects that include detours, detail assignments, road closures and other transportation issues.

This Unit is also responsible for the management of other traffic-related issues for the Police Department, such as assisting with speeding concerns, escorts, parades, motorcades and marathons.

- a. Command: The Safety Division is headed by the Department's Traffic/Safety Division Commander, an officer normally holding the rank of Lieutenant. The Safety Division Commander reports to the Deputy Chief of Operations.
- b. Span of Control: Organizational components within

the span of control of the Safety Division Commander include the following:

- i. Parking Enforcement: The Parking Enforcement Unit is responsible for issuing parking tickets and addressing parking issues.
 - ii. Crossing Guards: The Crossing Guards are responsible for directing traffic at designated school crossings.
 - a) Command: The Crossing Guards report to the Assistant Safety Officer.
 - iii. Housing Liaison: The Housing Officer is charged with maintaining a good relationship between the Department and the various housing projects in Framingham.
 - iv. Community Service Volunteers (CSV): Members are responsible for performing a variety of duties which assist other departments, principally public safety. CSV's provide customer service to citizens, assist in non-criminal police-related duties, provide community outreach, and in an emergency are available to assist FEMA.
 - v. Details: This function oversees assignment and administration of the detail system.
 - a) Command: The Detail Officer will report directly to the Lieutenant assigned to Bureau of Traffic/Safety.
 - vi. Motor Unit: The Motor Unit will be utilized as a support service to the Department's public safety mission. This Unit will assist at special events and additionally be used in a patrol and traffic enforcement capacity.
6. Canine Unit: The Canine Unit will be utilized as a support service to the Department's public safety mission. The Canine Unit will integrate its field activities with the regular patrol force, substantially reducing the danger inherent to patrol officers in the performance of their duties.

7. Dive Team: The Dive Team will be utilized as a support service to the Department's public safety mission. This Unit will assist with water-related investigations, crimes scenes, evidence collection, and rescues.
8. Bike Unit: The Bike Unit will be utilized as a support service to the Department's public safety mission. This Unit will assist at special events and will patrol in and around the downtown area as directed.
9. Strike Team: The Strike Team Unit is activated during most weather-related emergencies and large-scale incidents that require the activation of the Emergency Operations Center. The Strike Team Unit works with and coordinates efforts of major departments within Framingham that are involved in providing emergency services during a crisis.

V. Administrative Division

- A. Command: The Administrative Division is headed by an executive administrator normally holding the rank of Deputy Chief. The Deputy Chief in charge of Administration is responsible for the duties and assignments of the Deputy Chief. The Administrative Division Deputy Police Chief reports directly to the Chief of Police, the Executive Officer in the Chief's absence.
- B. Span of Control: Organizational components within the span of control of the Administrative Division Commander include the following:
 1. Records and Training Bureau Commander: The Records and Training Bureau serves as the information repository of the Police Department, and it is here that all reports, logs and other related documents are processed and stored.
 - a. Command: The Records and Training Bureau is commanded by an officer, normally the rank of Lieutenant. This administrator manages four civilian clerical personnel. This Lieutenant also oversees the Department's training and professional development component as well as Evidence/Property Management. This commander is also a backup PIO and processes Public record requests.
 - b. Span of Control: Organizational components within the span of control of the Records and Training Bureau include the following:

- i. Evidence / Property Management: This function covers the care, custody, and control of evidence and property taken into custody by the Department.
 - a) Command: The evidence supervisor and officer will report to the Lieutenant assigned to the Records/Training Bureau.
- 2. Licensing Bureau: The Licensing Unit is responsible for ensuring compliance and investigating violations of the terms and conditions of licenses issued by the City of Framingham. These include, but are not limited to, alcohol, taxi, livery, peddler and raffle. This Unit is also responsible for the review and issuance of firearms licenses, maintains the sex offender registry, and ensures offenders living and working in the community are in compliance with the sex offender registry laws. The Licensing Unit is commanded by a Lieutenant who reports to the Deputy Chief of Administration.
- 3. Administrative Services Lieutenant: This Lieutenant is responsible for serving as the Public Information Officer and is therefore the liaison to media outlets. Other duties include IOD liaison to Human Resources, managing the Department's scheduling software, managing social media for the Department, and special administrative assignments as needed. The Administrative Services Lieutenant reports to the Deputy Chief of Administration. The Administrative Services Lieutenant also oversees the operation of the Department's dispatch center.
- 4. Prosecutor: The Prosecutor is responsible for the preparation of cases in District Court, serves as the Department's liaison with the District Court and the District Attorney's Office, and is the Department's Hate Crimes Officer.
- 5. Field Training Unit: The Field Training Unit is responsible for the on-the-job training of recruits after successful completion of the recruit basic course, transfers, and re-employed officers.

VI. Organizational Chart

- A. The Department shall post a formal organizational chart that graphically displays the organization of department components and functions into bureaus, shifts and units in the appropriate Division, as well as showing the chain of command and lines of authority within the Department. The organizational chart will be updated and replaced by the Deputy Chief of Administration to remain current. The organizational chart shall be posted in the police station roll call room in a manner that makes it accessible to all personnel as well as located on the "S" drive of the Department's

computer system. The organizational chart is available to the public upon request. [11.1.2](#)