



## Lunenburg Police Department

<b>Policy Number:</b> <b>4.02</b>	<b>Subject:</b> <b>Organizational Structure</b>
<b>Issue Date:</b> <b>12/07/2021</b> <b>Revision Date(s):</b> <b>2/3/2022</b> <b>Effective Date:</b> <b>12/07/2021</b>	<b>Massachusetts Police Accreditation Standards Referenced:</b> <b>11.1.1; 11.1.2</b>
<b>Issuing Authority:</b>  <i>Chief Thomas L. Gammel</i>	

### I. POLICY

The organization of the Lunenburg Police Department is authorized by the Chief of Police. The Department's organizational structure shall be arranged in a manner that simplifies the direction, coordination, and control of personnel. This is depicted in the Organizational Chart available in the Department's Policy and Procedure Manual.

**[11.1.1; 11.1.2]**

### II. ORGANIZATIONAL STRUCTURE

The Department will consist of two divisions, Administrative Division, and Operations Division.

#### A. Administration:

1. Chief of Police;
2. Lieutenants; and
3. Public Safety Coordinator.
4. Principal Clerk.

#### B. Operations:

1. Patrol Bureau;
2. Investigative Bureau;
3. Traffic Bureau; and
4. Community Policing Bureau.

### III. ADMINISTRATION BUREAU

The Administration Bureau is established for effective and efficient delivery of police services, and administrative services to the Department and Community. The Administration Bureau consists of the Chief of Police, an Administrative Lieutenant, an Operations Lieutenant, a Public Safety Coordinator, and a Principal Clerk. The Administration Bureau is under the direct supervision of the Chief of Police.

#### **IV. PATROL BUREAU**

The Patrol Bureau is established for effective and efficient delivery of police services. The Patrol Bureau consists of Patrol Officers, who are divided into four patrol shifts, with a Sergeant assigned to each shift for direct supervision.

- A. Day Shift: 0700 hour to 1500 hours.
- B. Evening Shift: 1500 hours to 2300 hours.
- C. Night Shift: 2300 hours to 0700 hours.
- C. Split Shift: Evening Shift/Day Shift Split.
- D. Desk Officer: is a function of the Patrol Bureau, and is under the direct supervision of Shift Patrol Sergeant.

**NOTE:** Reserve Officers are assigned to the Patrol Bureau.

#### **V. INVESTIGATIVE BUREAU**

The Investigative Bureau is established for effective and efficient delivery of investigative services. The Investigative Bureau consists of Detectives, with a Detective Sergeant for direct supervision.

#### **VI. TRAFFIC BUREAU**

The Traffic Bureau is established for effective and efficient delivery of traffic enforcement, accident investigations, and other related traffic control services. The Traffic Bureau consists of patrol officers assigned to the Bureau, under the direct supervision of a Traffic Sergeant.

#### **VII. COMMUNITY POLICING BUREAU**

The Community Policing Bureau is established for effective and efficient delivery of Community Based services. The Bureau consists of a School Resource Officer and a Community Outreach Officer. The Bureau is under the direct supervision of the Operations Lieutenant.