



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

*Police Chief: John Fitzgerald*

**GENERAL ORDER: 3-6 DEPARTMENT ORGANIZATIONAL  
STRUCTURE**

DATE: 10/24/2018 Pages: 2 ◇ New ◆ Amended

DISTRIBUTION: **All Personnel**

**I. POLICY**

The Department organizational structure consists of the Office of the Chief, Lieutenant, and Sergeant, followed by the officers and communications clerks. The Public Safety Coordinator is under the direct supervision of the Chief of Police. Employees will make every effort to coordinate, cooperate, and communicate with each other to ensure the highest level of Department efficiency.

**II. DEPARTMENT ORGANIZATIONAL STRUCTURE**

- A. The Department's organizational structure is based on function, unity of command, delineation of responsibility, accountability, and the delegation of authority.
- B. The explicit assignment of responsibility to any supervisory employee in the police department does not relieve any subordinate employee of the responsibility to properly carry out all orders and to efficiently perform all duties assigned to that employee.
- C. Except as noted elsewhere, command and control over members of the Police Department shall be exercised in accordance with the following table of titles as listed in descending order of authority:
  - 1. Chief of Police
  - 2. Lieutenant
  - 3. Sergeant
  - 4. Patrol Officer (senior officer on duty in the absence of the Lieutenant, Sergeant, or Chief of Police).
- D. Except as noted elsewhere, command and control of communications personnel shall be exercised in accordance with the following table of titles as listed in descending order of authority:
  - 1. Chief of Police
  - 2. Lieutenant in the absence of the Chief of Police

**III. ORGANIZATIONAL CHART**

- A. The organizational chart on page two of this general

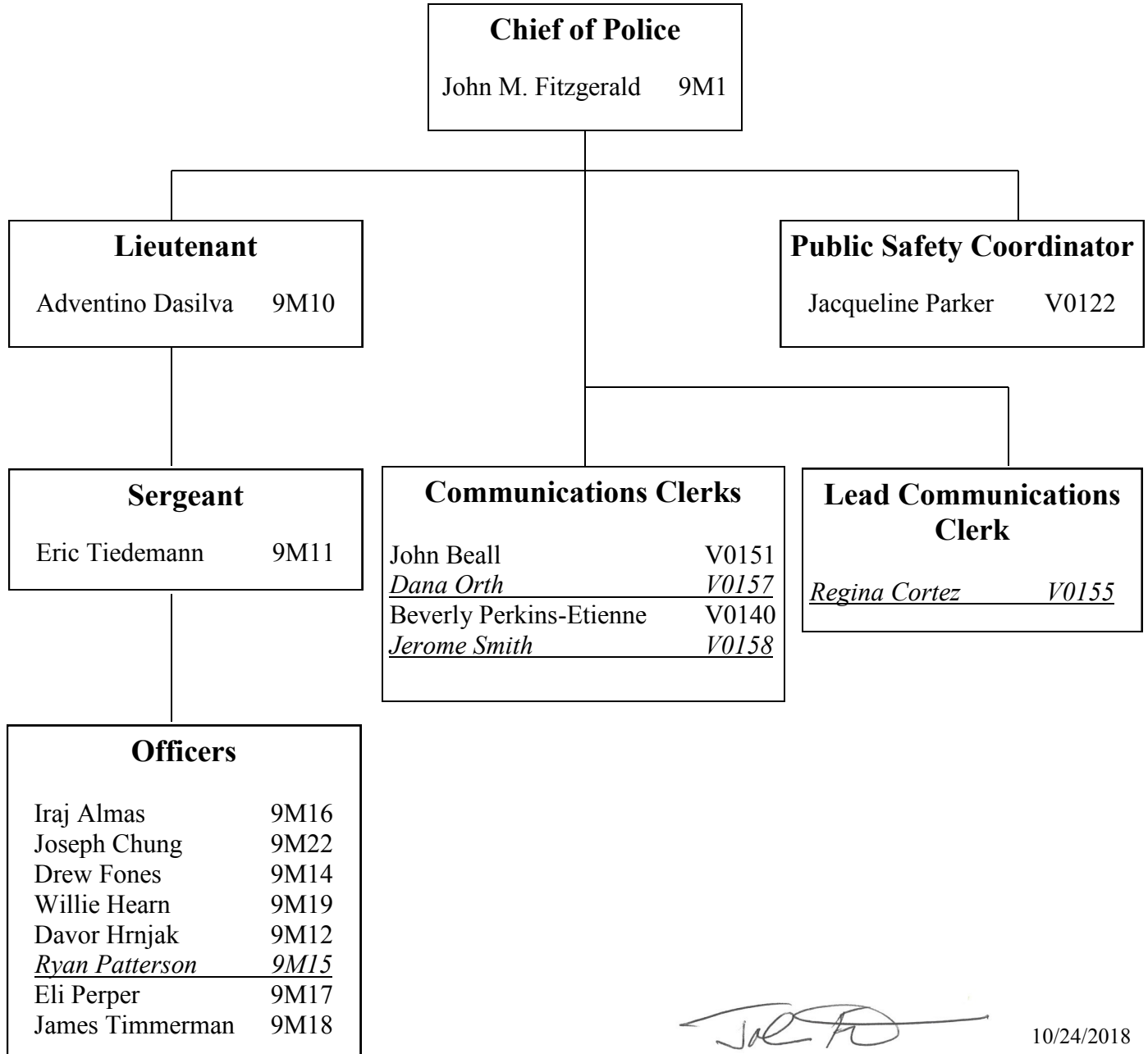
order denotes chain of command and intra-department relationships.

- B. The organizational chart depicts the line of authority and communication within the Police Department. Each organizational component is under the direct command of only one supervisor. The organizational chart will be reviewed and updated as changes occur.
- C. Each employee, sworn and non-sworn, is accountable to only one supervisor at any given time.
- D. Supervisory personnel, sworn and non-sworn, shall be accountable for the performance of employees under their immediate control.

**IV. AUTHORITY AND RESPONSIBILITY**

- A. The Chief of Police is ultimately responsible for the performance of the Police Department. Employees are vested with the authority necessary to perform the duties of their assignment in an effort to assist the Chief in accomplishing the mission, goals and objectives of the Department. Such authority may be found in General Orders, the Village Charter, and/or by any law or ordinance governing any employee's conduct.
- B. Each department employee is held fully accountable for the use of or failure to use delegated authority. Any employee who has questions concerning his/her delegated authority should bring such questions to the attention of his/her immediate supervisor or the Chief of Police for prompt resolution.

# *Chevy Chase Village Police Department*



10/24/2018

John M. Fitzgerald  
Chief of Police

Date

This document voids the previous version dated 8/24/2015.