

PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

		ORDER NO: 11-01
SUBJECT: Organization - Department		
EFFECTIVE DATE: June 23, 1993	DISTRIBUTION: A	REVIEWED: 12/16/19 REVISED:
REQUIREMENTS: Annual review/update of Organizational Chart.		
ISSUED BY: Chief Joseph A. Platzer		FORMS:

I. PURPOSE

The purpose of this order is to outline both in writing and by way of an organizational chart the current organization of the Port Huron Police Department.

II. POLICY

The Port Huron Police Department is organized into two bureaus: Field Services and Support Services. The captain has direct operational control over the Field Services Bureau and oversees the operation of the Support Services Bureau.

Each organizational component is assigned to one of the two bureaus. Each organizational component is under the direct command of one supervisor. Each employee is to be accountable to only one supervisor at any given time.

III. DEFINITIONS

- A. DEPARTMENT: The entire Port Huron Police Department.
- B. BUREAU: The largest organizational unit within the department. Each bureau consists of a number of divisions. Each bureau is commanded by the captain.
- C. DIVISION: A subdivision of one of the two bureaus of the department. A division is headed by a lieutenant, sergeant, or civilian supervisor and is responsible for one or more organizational functions.
- D. SECTION: A sub-unit of one of the divisions of a bureau. For example, the Youth Services Section is a sub-unit of the Criminal Investigative Division. A section may or may not be headed by a supervisor.
- E. UNIT: A subsection of a bureau or both bureaus of the department with a special

goal or special training. An example is the Special Response Team or Crisis Negotiation Unit.

- F. INDIVIDUAL: An employee who can by themselves or with others form a unit of a section, a section of a division, or a specialized unit.

IV. FIELD SERVICES BUREAU

- A. The Field Services Bureau is comprised of the following divisions, sections and units:

Patrol Division	Cadet Section
2-Patrol Sections – AM	Explorer Section
2 Patrol Sections – PM	K-9 Unit

- B. Each patrol section is commanded by a lieutenant who reports to the captain. Patrol lieutenants are assisted by a sergeant. Patrol sections are commonly referred to as platoons. Platoons are responsible for handling the majority of calls for service from the community. The types of calls include but are not limited to:

1. Criminal law enforcement
2. Accident investigations
3. Service calls
4. Traffic enforcement
5. Staffing the complaint desk

- C. The Canine (K-9) Unit consists of two sworn police officers and specially trained dogs. The K-9 officers' report to the supervisors of their normally scheduled shifts or the working supervisor of any special assignments. The K-9 Unit is supervised by a lieutenant who handles all administrative duties related to the unit.

- D. The Cadet Section is commanded by a road sergeant and report to the working supervisor of their assigned shift. The commander of the Cadet Section reports directly to the captain.

- E. The Explorer Section is administered by volunteer department personnel who reports to the captain.

V. SUPPORT SERVICES BUREAU

- A. The Support Services Bureau is composed of the following divisions, sections, and

units:

Administrative Services	Youth Services Section
Agency Training Unit	Major Crimes Unit
CALEA/MLEAC	Planning & Research Function
Criminal Investigative Division (CID)	Records Division
Crisis Negotiation Unit	School Crossing Guards
Community Services Officer	Special Response Team

- B. The Support Services Bureau is commanded by the captain.
 - C. The Criminal Investigation Division (CID) is commanded by a lieutenant or sergeant who reports to the Captain.
 - D. The Detective, Juvenile, and Major Crimes Unit report to the lieutenant or sergeant in command of the unit.
 - E. The Records Division is made up of civilian employees and is commanded by a civilian supervisor. The records administrative supervisor reports to the administrative lieutenant.
 - F. The Animal Control Section is made up of a civilian employee who reports directly to the detective lieutenant or detective sergeant and any day shift supervisor.
 - G. The Crossing Guard Section reports to the school resource officers who report to the administrative lieutenant.
 - H. The department's Training Unit reports directly to the administrative lieutenant and captain.
- VI. For the purposes of this order, specialized units are not further identified.
- VII. The organizational chart will be reviewed and updated at least annually. A copy of the chart will be posted on the squad room and C.I.D. bulletin board for all personnel to view.

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