

**DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF ADMINISTRATION & HOMELAND SECURITY**

**BUREAU OF ADMINISTRATION & HOMELAND SECURITY
(October 2016)**

The Bureau of Administration and Homeland Security (BOAHS) is comprised of the following:

- ☐ Deputy Chief, Bureau of Administration and Homeland Security
- ☐ Operations Commander, Bureau of Administration and Homeland Security
- ☐ Homeland Security Division
- ☐ Police Personnel Division
- ☐ Training and Education Division

1. Deputy Chief, Bureau of Administration and Homeland Security (BOAHS)

The Deputy Chief, Bureau of Administration and Homeland Security oversees the activities involving personnel and risk management, and training of Department members.

The Deputy Chief, Bureau of Administration and Homeland Security performs duties assigned by the Chief of Police. As designated, the Deputy Chief, Bureau of Administration and Homeland Security may be the Acting Chief of Police in the Chief of Police's absence or disability. When acting as the Chief of Police, the Deputy Chief of Police, Bureau of Administration and Homeland Security has all the powers and duties conferred upon the Chief of Police.

In addition to specific duties and responsibilities particular to their command, the Deputy Chief, Bureau of Administration and Homeland Security shall:

- ☐ Serve as the Department's EEO Coordinator, implementing and overseeing the EEO program
- ☐ Assist in labor relations matters, serving on the Joint FOP/Command Staff Promotional Committee
- ☐ Participate on the Training Committee
- ☐ Cause a review of any court case a prosecuting authority declines to prosecute, dismisses, or files a motion for nolle prosequi, due to alleged mishandling by a subordinate employee
- ☐ Allocate personnel to components within his or her command in accordance with workload assessment information provided by the Division Commanders
- ☐ Submit reports to the Chief of Police

Additional duties and responsibilities include:

- ☐ Assist the Chief of Police in the preparation of reports, projects, and correspondence
- ☐ Representing the Department and the Chief of Police on various boards and committees
- ☐ Attending briefings held by the Deputy Chiefs and summarizing significant information for the Chief of Police
- ☐ Participating in budget preparation

2. Operations Commander, Bureau of Administration and Homeland Security (BOAHS)

The Operations Commander reports to the Deputy Chief, BOAHS and shall:

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- ❑ Oversee operations of the:
 - Background Investigation Unit
 - Joint Analysis Intelligence Center
 - Recruiting Unit
 - Risk Management Unit
- ❑ Conduct an annual review and evaluation of the recruit selection process
- ❑ Assist in preparing correspondence, projects, and reports
- ❑ Act as coordinator between the Deputy Chief and other operational units in the Department

Background Investigations Unit

The Background Investigations Unit conducts applicant background investigations.

Joint Analysis Intelligence Center

The Joint Analysis Intelligence Center (JAIC) prepares the Daily Crime Report (DCR) as well as various reports to entities, inside and outside of the Department, on a daily, weekly, and monthly basis. The JAIC also serves the Department by providing statistical and other crime data, as well as crime maps upon request. The JAIC monitors traffic cameras in Prince George's County as well as real-time, location-based social media analysis and monitoring systems for key terms that are of interest to law enforcement intelligence.

Recruiting Unit

The Recruiting Unit shall:

- ❑ Administer entrance tests for officer applicants
- ❑ Maintain a recruiting program to attract qualified applicants for actual and forecasted vacancies
- ❑ Evaluate the effectiveness of recruitment methods
- ❑ Maintain a recruitment strategy likely to achieve Departmental hiring goals

Risk Management Unit

The Risk Management Unit coordinates liability and Worker's Compensation claims, and handles disability leave and Family Medical Leave Act requests for Departmental personnel, as well as represents the Department as a member of the Medical Advisory Board and Disability Review Board.

The Risk Management Unit also works with the County's Safety Officer to ensure compliance of the Occupation Safety & Health Administration (OSHA)/Maryland Occupation Safety and Health (MOSH) Standards, and serves as the point of contact as well as accepts notifications from physicians or designees of medical care facilities when an employee has been exposed to a contagious disease. This responsibility is shared with the Manager, Psychological Services Section

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3. Homeland Security Division

The Homeland Security Division (HSD) is comprised of the Homeland Security Intelligence Unit, the Vice and Sex Trafficking Unit, the Secondary Employment, and the Joint Agency Group (JAG). The HSD is responsible for gathering and producing information from various sources to be used in the development of intelligence.

That intelligence is then shared with the Department's executive command, and the commanders of various units, as appropriate in an effort to increase the agency's situational awareness and efficiency of resource deployment. That intelligence is also used by the division to support specific unit assignments as described below. The division works directly with various federal, state, and local partners, as well as the private sector, to gather and share security related information and participate in the protection of Critical Infrastructure in the County.

Homeland Security Intelligence Unit

The Homeland Security Intelligence Unit coordinates the collection, analysis, and investigation of external and internal information regarding criminal terrorist activity. This is accomplished through partnership with the Federal Bureau of Investigation's Joint Terrorism Task Forces (Baltimore and Washington, DC), the Maryland Coordination and Analysis Center (MCAC), the Council of Governments Intelligence Group, ad hoc regional intelligence groups, organic investigation and social media monitoring.

Vice & Sex Trafficking Investigations Unit

The Vice and Sex Trafficking Investigations Unit is responsible for human trafficking investigations (both local and federal), representing the Department in the Joint Agency Group (JAG) and coordinating the agency's Secondary Employment system. To accomplish its mission, members of this unit routinely operate in an undercover capacity during their investigation of human trafficking. Social media monitoring is also used to identify illegal parties, violations of business licenses by nightclubs and promoters, and in support of other investigative units.

Commander, Homeland Security Division

The Commander, Homeland Security Division shall:

- ☐ Manage the day-to-day operations of the Division
- ☐ Coordinate the functions of the Division with the Department
- ☐ Attend regularly scheduled security briefings
- ☐ Identify gaps and areas needing improvement and developing improvement plans
- ☐ Serve as the Legislative Affairs Representative for the agency
- ☐ Attend weekly Maryland Chiefs of Police and Sheriffs Association meetings
- ☐ Present agency's position on various legislative topics
- ☐ Coordinate with county executive's office on legislative issues
- ☐ Provide testimony on behalf of the agency in Annapolis and Upper Marlboro

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4. Police Personnel Division

The Police Personnel Division facilitates all personnel matters for the Department.

Police Personnel Division shall:

- ☐ Maintain personnel records
- ☐ Act as a resource for personnel-related issues
- ☐ Communicate with other Departmental components regarding personnel matters
- ☐ Assist the County's Office of Human Resource Management (OHRM) in coordinating the Department's promotional processes

Manager, Police Personnel Division

The Manager, Police Personnel Division, shall:

- ☐ Serve as the EEO Assistant Coordinator
- ☐ Submit a weekly summary of activities and community concerns to the Deputy Chief, BOAHS
- ☐ Cause an annual review of the Performance Evaluation System and provide statistical information regarding ratings spreads
- ☐ Collect and analyze monthly workload statistics
- ☐ Collect and report statistical information regarding the Departmental complement
- ☐ Periodically provide an updated employee roster and complement for distribution
- ☐ Assist OHRM in coordinating the Department's promotional process

5. Training and Education Division

The Training and Education Division consists of the following:

- ☐ Basic Officer Training Section
- ☐ Career Development Unit
- ☐ Advanced Officer Training Section
- ☐ Firearms Training Section
- ☐ Specialized Training Unit

Commander, Training and Education Division

The Commander, Training and Education Division, shall:

- ☐ Administer the programs of Basic Officer Training Section and the Advanced Officer Training Section
- ☐ Ensure the goals and objectives of his or her command are consistent with the Department's mission statement
- ☐ Ensure training programs are timely and reflect the training needs of the Department
- ☐ Monitor the monthly and annual workload statistics of the sections under his or her command
- ☐ Serve as a member of the Training Committee
- ☐ Oversee the operation of Weapons and Survival Skills

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Basic Officer Training Section

The Commander, Basic Officer Training shall:

- ❑ Develop, supervise, and evaluate training to further the knowledge, skills, and abilities of recruit officers
- ❑ Disseminate current information on enactment, amendments, and repeal of applicable traffic laws, criminal laws, and appellate court decisions which impact the Department
- ❑ Administer the daily activity of the Training and Education Division
- ❑ needs, and evaluate results
- ❑ Provide and evaluate the training of entry-level police officers
- ❑ Ensure compliance with Maryland Police and Correctional Training Commission (MPCTC) requirements
- ❑ Administer the Field Training Officer (FTO) Program
- ❑ Maintain progress reports on all probationary officers
- ❑ Serve as member of Department's Training Committee
- ❑ Ensure the update, revision, and submission of the programs of instruction to the MPCTC for program approval, in advance of the start date for each basic training session
- ❑ Ensure the maintenance of student officer training records on the MPCTC's Skills Manager Program
- ❑ Ensure notification to the MPCTC of student officers' successful completion/mastery of all Commission objectives to ensure granting of police certification

Advanced Officer Training Section

The Advanced Officer Training Section is comprised of the following:

- ❑ Career Development Training Unit
- ❑ Citizens' and Youth Police Academies
- ❑ Leadership Development

Commander, Advanced Officer Training Section

The Commander, Advanced Officer Training Section shall:

- ❑ Monitor attendance of training programs to ensure compliance with written directives
- ❑ Determine Departmental training needs, plan and conduct programs to meet those
- ❑ Notify personnel of required training and other training available to employees
- ❑ Select instructors
- ❑ Serve as a member of the Department's Training Committee

Advanced Officer Training Section

The Advanced Officer Training Section is responsible for providing in-service training for sworn employees in accordance with applicable rules and regulations of the Maryland Police and Corrections Training Commission (MPCTC).

Training will be based on input from different Divisions throughout the Department who have identified specific training needs commensurate with current and anticipated problems facing the Department.

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Career Development Training Unit

The Career Development Training Unit shall:

- ❑ Coordinate specialized and advanced training programs
- ❑ Develop and administer training programs designed for supervisors and administrators
- ❑ Coordinate training opportunities offered through other agencies
- ❑ Determine Departmental training needs, plan and conduct programs to meet those needs, and evaluate the results
- ❑ Develop the knowledge, skills, and abilities of employees assigned to specialty units through training
- ❑ Ensure compliance with MPCTC requirements
- ❑ Maintain training records
- ❑ Provide in-service training to civilian employees

Citizens & Youth Police Academies

The Citizens and Youth Police Academies are programs that are designed to provide those citizens who live, work, or attend school in the County with the opportunity to learn about the Department. The goals of the academies are to:

- ❑ Encourage increased understanding of police operations
- ❑ Enhance awareness of the Department's roles, capabilities, and limitations
- ❑ Assist citizens in developing realistic expectations of the Department
- ❑ Bridge the gap between the Department and the community by building trust, loyalty, and a sense of cooperation
- ❑ Provide a forum for police and citizens to dialogue
- ❑ Enlighten citizens on:
 - Criminal law
 - Police patrol procedures
 - Search and seizure, narcotics, and crime prevention techniques
 - Use of force policies

Leadership Development

The goal of Leadership Development is to enhance the character and competence of the Department's first-line supervisors and administrators. The program is designed to equip them with the necessary knowledge, skills, and abilities to implement the mission statement of the Department successfully.

Firearms Training Section

The Firearms Training Section consists of the Firearms Range and the Armory.

The Director, Firearms Training Section shall:

- ❑ Ensure the safe operation of range activities
- ❑ Provide remedial training as required

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- ❑ Oversee the design and implementation of specialized training as required
- ❑ Ensure compliance with all MPCTC regulations relating to firearms
- ❑ Coordinate the use of firearms range equipment
- ❑ Provide and evaluate the firearms training and qualification of entry-level and sworn officers

Armory

The Armorer shall:

- ❑ Supply and assign weapons and ammunition to authorized personnel
- ❑ Periodically inspect and make necessary repairs to weapons
- ❑ Maintain an inventory of all Departmentally issued and in-stock firearms
- ❑ Maintain inventory for specialized equipment