



ORGANIZATIONAL STRUCTURE

General Considerations: In order to maintain consistency throughout these Rules, whenever a reference is made to a Commander or Director, it shall be understood that in cases where an employee is assigned within a District or Division, it means the Commander or Director of the District or Division. In cases where an employee is assigned to a Bureau Office, it means the Bureau Chief. In cases where an employee is assigned to an Office that reports directly to the Police Commissioner or the Superintendent-in-Chief, the responsibility shall remain with the head of the Office where the employee is assigned.

Sec. 1 Organization: The Boston Police Department is structured into a series of organizational components that represent functional groupings of employees performing like activities. This structure of the Department provides management with a means of assigning responsibility for performance of a group of functions to a single supervisor or manager and clarifies to whom specific employees are accountable.

Sec. 1.1 Operating Philosophy - Community Policing: Community Policing is the operating philosophy and style of policing of this Department. Community Policing is defined as the police and community sharing responsibility to ensure safe, secure, and livable neighborhoods. Police officers and the department create a partnership with citizens and all relevant public and private agencies to identify and successfully solve problems that engender crime, disorder and fear, and that negatively impact the quality of life in a particular community. These problems are removed through the pursuit of these strong partnerships and department initiatives that balance **prevention, intervention, and enforcement**. As these conditions are removed, the department, other agencies, and the public continue to work together to prevent new problems from arising.

Sec. 2 Table of Organization: The structure of the organization is management's mechanism for bringing together and coordinating resources to accomplish goals and objectives. The structure of the Department can be expected to change with increases or reductions in resources or when the strategies or priorities are altered. The Department has established a Table of Organization that will be updated periodically to reflect these changes. A copy should be maintained in the Rules and Procedures Manual and will be posted permanently in at least one location in each District or Unit accessible to all members of the Department.

Sec. 3 Grades and Ranks: The many sworn ranks and civilian grades within the Boston Police Department reflect the paramilitary structure of the organization. The Boston Police Department is organized under the following ranks, grades or position titles:

Police Commissioner

Sworn:

Superintendent-in-Chief
Superintendent
Deputy Superintendent
Captain or Captain Detective
Lieutenant or Lieutenant Detective
Sergeant or Sergeant Detective
Police Officer or Detective
Student/Recruit/Probationary Officer

Civilian:

Bureau Chief or Legal Advisor
Assistant Bureau Chief
Division Director
Deputy Division Director, Unit or Office Director
All Other Support Positions

Sec. 3.1 Commissioner's Absence: Unless otherwise authorized by the Police Commissioner, or upon the vacancy of his/her office without a temporary Police Commissioner having been appointed, the Superintendent-in-Chief will serve as Acting Police Commissioner. If the Superintendent-in-Chief is absent or otherwise unavailable to perform this duty, the Superintendent, Bureau of Field Services will serve as Acting Police Commissioner. If the Superintendent, Bureau of Field Services is absent or otherwise unavailable to perform this duty, the Superintendent who has the most seniority, as determined by their date of appointment to the rank of Superintendent, will serve as Acting Police Commissioner.

Sec. 3.2 Command and Control: In the absence of authorization from the Police Commissioner to the contrary, and subject to the provisions of the succeeding sections of this rule, the senior officer of the highest rank, as determined by his/her date of appointment to that rank, who is present for duty at any place, or on any occasion, shall command.

Sec. 3.2.1 Special Service: For a special service, or for a specified period of regular service, the Police Commissioner may designate an officer to take command without regard to seniority in the same rank.

Sec. 3.2.2 Special Assignment Command: Nothing in this Rule, or elsewhere, shall authorize any officer below the grade of Deputy Superintendent to take command,

without authorization from the Police Commissioner, of an Office, Bureau, Area, District, Division or Unit to which he is not regularly assigned.

Any officer designated by the Police Commissioner, the Superintendent-in-Chief, a Superintendent or a Deputy Superintendent, to perform a special duty in any part of the City shall be free to carry out their instructions without regard to the authority of any other officer, even though such officer is their superior. An officer with such a special duty to perform may direct specific action be taken by other officers, both Superior Officers and subordinates.

Sec. 3.2.3 District Authority: When service is to be performed wholly within a District, but with the assistance of officers from other Districts, an officer of rank attached to the home District and present for duty, shall have authority over an officer of the same rank, even though senior by appointment to that rank, who is detailed from another District or Unit.

Sec. 4 Definitions: Throughout this Rule, various terms are used to describe functions and groupings within the Department. The following is a list of these common terms and their definitions:

Department: The Boston Police Department.

Bureau: The level of command responsible for coordinating and directing a major grouping of like activities within the Department.

Zone: The Bureau of Field Services level of command responsible for two geographically defined Areas of the city. The city is divided into 3 Zones. Zone 1 comprises Areas A and D, Zone 2 comprises Areas B and C, Zone 3 comprises Area E.

Area: An administrative level of command of the Bureau of Field Services, responsible for two or more geographically defined Districts of the city.

Office: The level of command responsible for coordinating and directing a grouping of specific interrelated functions within the Department.

Division: That portion of a Bureau or Office, which may or may not consist of Units, a Section or Sections, which has responsibility for specific functions.

District: A geographical portion of an Area for which responsibility is assigned to a commander, along with personnel and other resources in sufficient quantity to provide general police service on a 24-hour basis.

Unit/Group: A part of an Area, District, Division or Office with personnel and resources assigned ongoing responsibility for a particular function.

Section: Personnel and resources of an Area, District, Division, Unit or Office assigned to perform a special task.

Platoon: A group of officers comprising the work force of a District or Specialized Unit for a particular period of the day and containing its own supervisory and command officers.

Squad: A group of officers under the command of an officer of rank which, in a District, is responsible for patrolling and policing of a neighborhood sector, sectors or beats. In a specialized unit, a squad is responsible for an operational task.

Sector: A geographical area of the city defined by identified neighborhood and/or business section boundaries of variable size within a District, responsibility for which is assigned to one or more patrol units.

Beat: A neighborhood, business section, or portion thereof within a District to which responsibility for patrol purposes is assigned to one or more officers under the direction of a Squad supervisor.

Team: A group of officers assigned patrol responsibility for a geographical area of a District; or, a number of specially trained on-call personnel who are normally assigned throughout the Department but who respond as a functioning unit to perform a specific task, e.g. Negotiation Team, Boston Police SWAT Team.

Sec. 5 Organizational Structure: The executive head of the Department is the Police Commissioner. The Police Department is organized into the following Offices and Bureaus:

Office of the Superintendent-in-Chief

Bureau of Field Services

Bureau of Investigative Services

Bureau of Professional Standards and Development

Bureau of Administration and Technology

Office of the Legal Advisor

Office of Administrative Hearings

Office of Labor Relations

Office of Media Relations

Office of Multi-Media Production

Boston Regional Intelligence Center

Family Assistance Unit

Security Unit

Sec. 6 The Police Commissioner: The Police Commissioner is the Executive Head of the Department and is responsible for the management, planning, direction and control of the Department. In addition to the Police Commissioner's administrative and support staff and the Unit(s) listed below, the Offices and Bureaus which report

directly to the Police Commissioner are: the Office of the Superintendent-in-Chief, the Bureau of Professional Standards and Development, the Office of Administrative Hearings, the Office of the Legal Advisor and the Office of Labor Relations.

Sec. 6.0.1 Office of the Legal Advisor: This Office formulates legal opinions and provides legal perspectives on policy matters. Also, provides legal advice to members of the Department; represents the Department in selected civil litigation; presents cases where disciplinary charges are brought against Department employees; defends the Department in employment related matters.

Sec. 6.0.2 Office of Administrative Hearings: This Office has primary responsibility for managing the schedule of hearings, ruling on pre- and post-hearing motions, and conducting pre-hearing conferences and disciplinary trial boards.

Sec. 6.0.2.1 Auditing and Review Unit: Reporting directly to the Chief, Office of Administrative Hearings, performs periodic audits of specific functions within Units and Districts to assess their level of performance and their compliance with Department policies and Rules and Procedures; makes recommendations for the development or modification of organizational strategies and procedures.

Sec. 6.0.3 Office of Labor Relations: This Office is responsible for representing the Police Commissioner at employee collective bargaining negotiations, conferences and grievance discussions and for assisting in the development of policies regarding labor relations and negotiations.

Office of the Superintendent-in-Chief

Sec. 7 Office of the Superintendent-in-Chief: Reporting directly to the Police Commissioner, the Superintendent-in-Chief is the highest-ranking police officer in the Department. The Superintendent-in-Chief is responsible for the development, review, evaluation, and recommendation to the Police Commissioner of policies, procedures, and programs necessary to ensure the implementation of community policing and the effective delivery of police services to the public.

The Bureaus, Offices, and Units that report directly to the Superintendent-in-Chief are: the Bureau of Field Services, the Bureau of Investigative Services, the Bureau of Administration and Technology, the Office of the Night Superintendent, the Office of Multi-Media Production, the Family Assistance Unit, the Security Unit and the Boston Regional Intelligence Center.

Sec. 7.0.1 Office of the Night Superintendent: Responsible for overseeing and supervising the delivery of general and tactical police services during the first half (evening) and last half (night or morning watch) tours of duty.

Sec. 7.0.2 Office of Media Relations: This Office is responsible for keeping members of the Department, general public, and news media informed of police activities by responding to media and informational inquiries and through the preparation and dissemination of news releases.

Sec. 7.0.3 Office of Multi-Media Production: Prepares illustrations, Department forms, graphic layouts, crime scene sketches and other artwork as required by the various Units and Divisions of the Department. Produces training and informational videos and provides video taping services for crime scene investigations, line-ups, demonstrations, and special events.

Sec. 7.0.4 Family Assistance Unit: Provides assistance to employees of the Department and their families, active and retired, in coping with personal loss, crisis, and transition of sworn personnel into retirement.

Sec. 7.0.5 Security Unit: Provides security and protection for the Office of the Mayor and the Office of the Police Commissioner, and visiting dignitaries and guests of those two offices

Sec. 7.0.6 Boston Regional Intelligence Center (BRIC): Responsible for citywide crime and intelligence analysis. The BRIC provides analytical services in support of the Department's priorities, including the prevention of and response to gang violence, firearm activity, drugs, and domestic preparedness. BRIC products are designed to provide the Department with a data-driven decision making capability. BRIC maintains an intelligence relationship with law enforcement partners of the DHS Urban Area Security Initiative (UASI) to prevent, prepare and respond to terrorism.

Sec. 7.0.7 Peer Support Unit is responsible for rendering employee assistance and counseling to Boston Police Officers.

Bureau of Professional Standards and Development

Sec. 8 Bureau of Professional Standards and Development, Office of the Chief: This Bureau has responsibility for ensuring that the professional standards and integrity of the Department and its members are maintained. It also has responsibility for department training and development.

Sec. 8.1 Anti-Corruption Division: Reporting directly to the Chief, BPSD, investigates instances in which a Department member is reported or suspected of involvement in criminal activity involving abuse of position and any other investigation at the direction of the Chief, BPSD or the Police Commissioner.

Sec. 8.2 Internal Affairs Division: Reporting directly to the Chief, BPSD, oversees the Internal Investigations Unit and the Recruit Investigations Unit.

Sec. 8.2.1 Internal Investigations Unit: Reporting directly to the Internal Affairs Division Commander, investigates incidents of alleged police misconduct; reviews complaint investigations to assure that investigations are thorough and complete; analyzes all complaint data; and proactively assists in the development of needed training modules. Coordinates the Department's efforts relative to the Early Intervention System (EIS) in those circumstances where intervention may prevent subsequent problems or complaints. Reviews the investigative efforts of personnel assigned to conduct recruit investigations.

Sec. 8.2.2 Recruit Investigations Unit: Reporting directly to the Internal Affairs Division Commander, conducts background investigations on all police recruit applicants and other Department employees.

Sec. 8.3 Training and Education Division: Reporting Directly to the Chief, BPSD, responsible for providing extensive training to all Department personnel, including student officers, in-service, and specialized training. The Division includes the Academy and the Firearms Training Unit.

Bureau of Field Services

Sec. 9 Bureau of Field Services, Office of the Chief: The Bureau of Field Services has primary responsibility for the implementation of Community Policing and the delivery of effective and efficient police services to the community, as well as primary responsibility for the delivery of general, tactical police services and joint Bureau operations, unless otherwise directed by the Police Commissioner.

Sec. 9.1 Special Operations Division: Special Operations is responsible for specialized patrol, tactical, and selective enforcement operations.

Sec. 9.1.1 Tactical Operations: Responsible for providing specialized patrol, tactical, and selective enforcement operations in situations requiring a high degree of specialized training and/or equipment. Tactical Operations includes the Mobile Operations Patrol Unit, the Canine Unit, the Mounted Unit, the Entry Team, and the Negotiation Team.

Sec. 9.1.2 Environmental Safety Group: The Commander of the Environmental Safety Group represents the Commissioner and Superintendent, BFS, on the City of Boston Environmental Strike Team and, as requested, at various judicial and regulatory hearings and procedures. The Group consists of the Harbor Patrol Unit, the Hazardous Materials Response Unit, the Explosive Ordnance Unit, and the Commercial Vehicle Unit.

Sec. 9.2 Special Events Management: Prepares all operational and contingency special events plans in line with the Department's All-Hazards Approach to Homeland Security. Special Events Management includes the Special Events Planning Unit and the Homeland

Security Planning Unit. It also serves as liaison to the Mayor's Office of Emergency Preparedness.

Sec. 9.3 Zone Patrol Divisions: Responsible for the implementation of Community Policing and the provision of all police services to residents and visitors to the city. For administrative purposes, Districts are grouped into the following Areas, which, at the discretion of the Police Commissioner, may be placed under the command of an Area Commander: Area A is comprised of District A-1 and District A-7. Area B is comprised of District B-2 and District B-3. Area C is comprised of District C-6 and District C-11. Area D is comprised of District D-4 and District D-14. Area E is comprised of District E-5, District E-13 and District E-18. District Commanders provide complete administrative and field supervision in the Districts under their control and are responsible for meeting the needs of citizens and for ensuring all functions and operations are performed in accordance with Department Rules and Procedures.

Overseeing the Area and District Commands are the Zone Commanders who report directly to the Chief, BFS. The city is divided into 3 Zones. Zone 1 encompasses Areas A and D; Zone 2 comprises Areas B and C; and Zone 3 comprises Area E.

Sec. 9.4 Field Support Division: Assists the Bureau Chief in supporting the Bureau's primary mission and acts as a liaison to the Bureau of Administrative Services, assists in coordinating and managing resources for the implementation of Community Policing, monitors and governs the expenditure of grant money and overtime funds allocated to the Bureau. The Division includes the Youth Violence Strike Force, the School Police Unit, the Bicycle Unit, the Central Artery Detail Unit and the Support Services Group.

Sec. 9.4.1 Support Services Group: provides general oversight and supervision of the following Units: the Paid Detail Assignment Unit, the Neighborhood Crime Watch Section, the Juvenile Detention Facility, the Community Service Officer Liaison Unit, the Police Cadet Unit, the Court Unit, and the Special Police Unit.

Sec. 9.4.2 Central Artery Detail: Supervises and coordinates Central Artery details.

Sec. 9.4.3 Youth Violence Strike Force: The Strike Force's goal is to reduce the criminal activity and anti-social behavior of youthful offenders and youth gangs through directed and community-based policing strategies.

Sec. 9.4.4 School Police Unit: Reporting to both the Police Department and the Boston School Department, the Unit's goal is to ensure that full communication and collaboration exist between the Boston Public Schools Safety Services Department and the Boston Police Department to promote a safe and secure school and community.

Sec. 9.4.5 Bicycle Unit: Responsible for providing bicycle patrol in high crime areas, visibility and security at special events and tactical deployment in emergency situations.

Bureau of Investigative Services

Sec. 10 Bureau of Investigative Services, Office of the Chief: The Bureau oversees the activities of the citywide investigative Divisions. The Bureau includes the Community Disorders Unit, the Investigative Planning Unit, the Family Justice Division, the Forensic Division, the Major Case Division and the Criminal Investigation Division.

Sec. 10.0.1 Community Disorders Unit: Coordinates the Department's investigative and field response to bias-related incidents and crimes in which citizens' civil rights have been infringed upon by violence, threats or harassment.

Sec. 10.0.2 Investigative Planning Unit: Provides administrative and operational logistical support to the Bureau Chief.

Sec. 10.1 Family Justice Division: Responsible for the department's response to and investigation of incidents of sexual assault and domestic abuse. The Division includes the Sexual Assault Unit, the Domestic Violence Unit, and the Crimes Against Children Unit.

Sec. 10.2 Forensic Division: Responsible for obtaining, preserving and analyzing physical evidence for eventual court presentation and for assisting in the development of techniques and procedures for effective crime scene search and criminal identification and apprehension. The Forensic Division consists of the Firearms Analysis Unit, the Crime Lab Unit, the Identification/Photography Unit and the Latent Print Unit.

Sec. 10.3 Major Case Division: Responsible for conducting investigations of criminal activity by both individuals and organized groups. The Division includes the following: The Special Investigations Unit, the Drug Control Unit, the Financial Evidence Unit, the DEA Task Force Unit. The Division's Support Group includes the Arson Unit, the Auto Theft Unit, the D.A.'s Office Unit, the Crime Stoppers Unit, the Licensed Premises Unit and the Sex Offender Registry Information Unit.

Sec. 10.4 Criminal Investigation Division: Responsible for conducting general and specialized investigations. The Division includes the Homicide Unit, the Fugitive Unit and District Detectives.

Sec. 10.4.1 Homicide Unit: At the direction of the District Attorney's Office, investigates and prepares cases on all homicides, suspicious deaths, serious assaults, and battered children cases in which the victim is in danger of death, as well as the investigation of the sudden death of infants or those apparently stillborn.

Sec. 10.4.1.1 Fugitive Section: Reporting directly to the Homicide Unit Commander, responsible for tracking and prosecuting persons wanted as Fugitives from Justice. The unit is comprised of the Investigations/Rendition Squad and the Apprehension/HIDT Squad.

Sec. 10.4.2 District Detectives: Responsible for general investigations of crime committed within the geographical boundaries of the respective districts to which they are assigned.

Bureau of Administration and Technology

Sec. 11 Bureau of Administration and Technology, Office of the Chief: Assists with the management, personnel, fiscal, maintenance, communication, and procurement functions required for the Department to accomplish its mission.

Sec. 11.0.1 Strategic Planning and Research: Examines and develops new policy initiatives and strategies and assists the Department in policy communications, identification and acquisition of external funds, intergovernmental relations, The Office also acts as liaison to counterparts in local, state and federal law enforcement agencies and associations.

Sec. 11.0.2 Administrative Collections Unit: Responsible for overseeing the collection and processing of any administrative fees associated with false alarms, mooring fees, department cellular telephone charges and lost/stolen department property.

Sec. 11.0.3 Mail Services Unit: Responsible for collection, sorting, distribution, and delivery of Department mail.

Sec. 11.1 Operations Division: Responsible for the receipt of calls for assistance and for directing the deployment of response units as called for by the community policing response plan. The Division is also responsible for headquarters security. The Division includes the Building Security Unit, the Neighborhood Interaction Unit, the Stolen Car Unit, the Warrant Section, and the Missing Persons Section.

Sec. 11.2 Evidence and Supply Management Division: Responsible for supply and material support of department functions and evidence management. The Division includes the Central Supply Unit, the Evidence Control Unit, the Records Center and Archives Section and the Found/Abandoned Property Unit.

Sec. 11.3 Fleet Management Division: Responsible for the acquisition, repair, maintenance and inventory of police vehicles and for evaluating all Departmental motor vehicle accidents and reports.

Sec. 11.4 Licensing and Public Services Division: Responsible for overseeing and setting policy for the following Units in areas that govern the operation of hackney carriages and sightseeing vehicles, the issuing of licenses approved by the Police Commissioner, the maintenance and retrieval of incident and arrest records, and the monitoring of pawn shops. The Division includes the Hackney Carriage Unit, the Licensing Unit, the Pawn Section, the Public Services Unit, the Field Reports Section, and the Insurance Reports Section.

Sec. 11.5 Facilities Management Division: Responsible for the preparation of the capital budget and the execution of the Capital Plan and for all maintenance and alterations of buildings. The Division includes the Capital Projects and Planning Unit, the Facilities Maintenance Unit, the Electrical Maintenance Section, and the Building Services Section.

Sec. 11.6 Human Resources Division: The Human Resources Division is responsible for developing and implementing human resource policies, procedures and training programs for department personnel. The Division includes the Employment Services Unit, the Records Management Unit, the Attendance Management Unit, the Occupational Health Unit, and the Extended Leave Group. The Extended Leave Group includes the Medically Incapacitated Section, the Extended Leave Section, the Suspended Section, the Administrative Leave Section, and the Leave of Absence Section.

Sec. 11.7 Technology and Communications Division (TechnoComm): This Division manages the Department's technology systems and radio communications infrastructure.

Sec. 11.7.1 Information Systems Group: Responsible for identifying, managing and supporting the technology needs of the Department. The Group includes the Application Development and Support Unit, the Desktop and Peripheral Support Unit, the Legacy Systems Unit, and the Network Management Unit.

Sec. 11.7.2 Communications Group: Responsible for identifying, managing and supporting the communications needs of the Department. This Group includes the Systems Management Unit, the Voice and Video Unit, and In-Vehicle Install and Maintenance Unit, and the Engineering and Frequency Unit.

Sec. 11.8 Finance Division: The primary responsibility of the Finance Division is to ensure that the Department operates in compliance with the legally mandated budget adopted by the City Council. The Units within the Finance Division include: Budget & Financial Reporting, Grants, Contracts, Payroll, Central Cashier, Paid Details Payment, and the Data Entry Section.

Edward F. Davis

Police Commissioner

NOTE:

- Amended by Special Order 07-056, issued October 3, 2007, Section 4. “Entry and Apprehension Team” or “Entry Team” in Boston Police Rules and Procedures and Special Orders changed to “Boston Police SWAT Team”.
- Amended by SO 08-034, issued 09/12/2008. All references to the “Ballistics” or “Ballistics Unit” shall be amended to Firearms Analysis Unit. All references to the “Ballistician” or the “Department Ballistician” shall be amended to the Firearms Examiner. Section 10.2.