MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS
AND OPERATING PROCEDURES

Subject: *Direction and Organization*	**Number:** *100-B*
Effective Date: *April 1, 2021*	**Revised Date: March 6, 2026**
Rescinds: *100 – Direction and Organization* *100-A - Direction and Organization*	**Dated:** *04-01-2021* *12-07-2023*

Approved By:

I. PURPOSE

To describe and define the organizational structure of the Myrtle Beach Police Department.

II. Organizational Structure

The Myrtle Beach Police Department's organizational structure consists of the Office of the Chief of Police, the Office of the Assistant Chief of Police, and five major divisions.

1. Administrative Division
2. Investigative Division
3. Special Operations Division
4. Support Services Division
5. Patrol Division
6. Strategic Planning

A. Organizational Arrangement

1. The department's organizational configuration and chart is approved by the Chief of Police, who shall review annually and make changes to the chart when necessary.

2. All employees of the department shall have available to them a graphical depiction of the department's organizational configuration and a list of their functions.

    a. The administrative lieutenant will maintain the position management system that provides:

        i. The number and type of each position authorized in the agency's budget,

        ii. The location of each authorized position within the agency's organizational structure, and

        iii. The position status information, whether filled or vacant, for each authorized position in the agency.

    b. The data will be updated at least monthly, and a report will be made available to all employees.

B. **The Organization Components consist of:**

1. **<u>Office of the Chief of Police</u>**

    a. The Chief of Police is the chief executive officer of the Police Department and is responsible and accountable for the accomplishment of the Department's mission.

    b. The Chief of Police oversees the accomplishment of the departmental goals and objectives through supervision, planning, directing, and organizing all divisions of the department. All personnel, budget, and policy matters are handled through the Administration Division along with the day-to-day operation of the department. The Chief of Police exercises direct supervision over the Assistant Chief.

    c. The Chief of Police reports directly to the Assistant City Manager.

2. **<u>Office of the Assistant Chief</u>**

a. The Assistant Chief exercises direct supervision over each divisional captain, the Public Information Office, the Office of Professional Standards, and the Executive Officer.

b. The Assistant Chief is responsible for planning, organizing, directing, and controlling the day-to-day operations of the Police Department.

c. The Chief's Administrative Staff will fall under the supervision of the Assistant Chief of Police.

3. **Division Commanders**

a. There are six division commanders who hold the rank of Captain, each having the responsibility for managing the functions of their respective division and addressing issues that affect the department's day-to-day operations.

b. Division Commanders report directly to the Assistant Chief. In matters related specifically to the Internal Affairs function of OPS, the OPS commander reports directly to the Assistant Chief.

c. Division Commanders are expected to ensure proper communication, coordination, and cooperation between their respective divisions to accomplish all agency functions.

4. **Executive Officer**

a. The Executive Officer reports directly to the Assistant Chief. The Executive Officer serves as a strategic advisor to the Chiefs and the executive leadership team. They are responsible for coordinating executive operations and advancing agency-wide initiatives related to internal communications, community relations and partnerships, organization culture, employee wellness, and resilience.

C. **Divisions**

1. **Administrative Division**

a. The Administrative Division is under the supervision of the Administrative Division Commander, who is assisted by a

Lieutenant and by both sworn officers and non-sworn support personnel designated by the Chief of Police.

b. The Administration Division Commander is responsible for the coordination of the Department's training program, hiring process, and promotional process. The Administrative Division is responsible for the following units:

   i. Training

   ii. Recruiting Team

   iii. Special Events

   iv. Municipal Court Officers

   v. City ambassadors

2. **Investigative Division**

   a. The Investigative Division is under the supervision of the Investigative Division Commander, who is assisted by section Lieutenants designated by the Chief of Police. The Investigative Division consists of the Following Units:

      i. Shift Detectives

      ii. Major Crimes

      iii. Family Services.

      iv. Crime Scene

      v. Intelligence Unit and Crime Analyst

      vi. Street Crimes/Narcotics

      vii. Task Force Officers

      viii. CGIC/NIBIN

      ix. School Resource Officers

3. **Support Services Division**

a. The Support Services Division is under the supervision of the Support Services Division Commander and is comprised of the following Units:

   i. Communications

   ii. Detention

   iii. Property & Evidence

   iv. Records / FOIA

   v. Real Time Crime

   vi. Operations Crime Analyst

b. The division serves as the hub for all communications and provides services to all other divisions within the department. Personnel assigned to the Support Services Division are both sworn and non-sworn employees.

   i. Communications is responsible for all radio communications to police personnel, other City departments and agencies, and call taking for E911 and non-emergency calls for service. They also assist other sections with data entry.

   ii. Detention is responsible for the intake, control, custody, and welfare of inmates. This includes transporting inmates to and from court, other agencies, and for medical care. They also greet and assist the public at the customer service desk.

   iii. Property & Evidence maintains all case evidence and provides for the storage and return of all found property. This section also assists the Support Services Captain with all facility and equipment maintenance and repair, and uniform and equipment supplies.

   iv. The Records Unit compiles and maintains records pertinent to the operation of the Police Department, as well as providing and receiving necessary court documentation for the Municipal Court.

v. The Real Time Crime Unit monitors the camera system for the City. They coordinate and communicate real-time information to personnel on the street, which allows for quick response. This section works with all divisions regarding investigations and City video. They monitor the ALPR (Automatic License Plate Reader) system and enter calls for service into CAD.

4. **Patrol Division**

a. The Patrol Division is under the supervision of the Patrol Division Commander, who is assisted by subordinate supervisory personnel and is the front line of the Police Department. The department's philosophy of community policing begins with the officers who work in this division, whether it be through responding to an emergency situation or by conversing with a resident or business owner in the area where they are assigned.

b. The Uniform Patrol Units are divided into shifts to provide police coverage throughout the City over a 24-hour period, 7 days a week. The Division also includes the following units:

i. Desk Officers

ii. Power Shift

iii. Animal Control

5. **Special Operations Division**

a. Special Operations is under the supervision of the Special Operations Division Commander, who is assisted by subordinate supervisory personnel.

b. The Division is comprised of the following Units:

i. Waterfront - The waterfront officers utilize bicycles, golf carts, foot patrol, and marked vehicles.

ii. K9

iii. Beach Patrol - The Beach Patrol Unit is responsible for patrolling our beaches for public safety, hazardous situations, and community relations.

iv. Traffic - Traffic officers investigate traffic collisions and enforce traffic laws to promote a safe driving environment. This unit includes a motorcycle team.

v. Community Service Officers - The community service officers provide services such as school crossing, traffic control at accident scenes, vehicle transports, message board transports, etc.

6. **Strategic Planning Division**

a. The Strategic Planning Division is under the supervision of the Strategic Planning Division Commander and is assisted by subordinate supervisory personnel. It is comprised of the following Units:

i. Regulatory/Nuisance Abatement

ii. Crime Prevention

iii. Community & Neighborhood Teams

iv. Health Care Coordinator Program

v. Mental Health Alliance Program.

7. **Special Teams**

a. The Chief of Police will select a Division Commander to oversee each of the Department's Special Teams (SWAT, CINT, CERT, etc.).

III. General Supervision

A. No employee shall be under the direct supervision of more than one Supervisor at any given time.

B. Supervisors are accountable for the performance of employees under their immediate control.

C. At no time shall the span of control for a Supervisor of the Department exceed the following limits without the approval of the Chief of Police.

1. The span of control of command-level officers shall not exceed ten (10) persons reporting directly to that officer.

2. The span of control of first-line supervisory officers assigned to Patrol and Special Operations Divisions should not exceed seven (7) employees on active patrol.

3. The span of control of Supervisors assigned first-line responsibilities in a supporting unit shall not exceed ten (10) subordinates on duty at any one time or permanent employees that they have direct supervisory responsibility for.

D. All department personnel shall be given the authority needed to effectively complete all police functions. Personnel may not be given responsibility for a function without the commensurate authority to carry it out. Supervisors shall delegate the necessary authority to lower-ranking personnel to allow all members to fulfill their responsibilities.

E. All department members shall be accountable for the use of authority delegated to them as well as the failure to use delegated authority.

F. A Supervisor may delegate responsibility and authority to a subordinate for a specific task or duty. However, they are accountable for the performance of employees under their control, and they may not delegate the ultimate responsibility they have for the proper accomplishment of required tasks or objectives.

IV. Chain of Command

A. The Department Chain of Command is the Chief of Police to Assistant Chief of Police to Captain, and on down through the ranks. The line of authority from the line employee to the Supervisor and on up through the ranks shall be preserved in order to maintain principles of good administration. The chain of command pertains to non-sworn and support personnel.

B. In the absence of the Chief of Police and Assistant Chief, command of the Police Department shall rest with the assigned Watch Commander, or the designee of the Chief.

C. The assigned Watch Commander, or the designee of the Chief, shall have

command authority during incidents involving special operations, joint operations of this Department's various functions, or unusual occurrences.

D. The Chief of Police or Assistant Chief shall have the authority to designate an officer other than the assigned Watch Commander as commander of any incident or operation. Such a designation shall be made based upon the individual abilities and training of the officers involved.

E. Employees shall contact their immediate Supervisor in all matters pertinent to the Police Department. With respect to decisions, directives, or orders considered unfair or discriminatory, employees may request of their immediate Supervisor that they be granted an interview with the next official in rank or the commanding officer of the division. No employee shall be denied this request.

F. Commanding and supervisory personnel shall keep their subordinates informed of changes within their command on orders, assignments, and other matters which concern the employee, except in cases of emergency necessitating other action or if the nature of the business does not warrant such procedure.

G. A division or unit shall not allow itself to become isolated from other divisions or units so as to interfere with the efficient inter-departmental relationship and morale. All members of the Department shall work together to strive to maintain a high degree of cooperation with each other.

V. Accreditation

A. Accreditation Standards

1. The Chief of Police will appoint an Accreditation Manager.

2. The Accreditation Manager will be responsible for ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished.

B. Administrative Reports

1. The Accreditation Manager shall coordinate the administrative reporting system for the department to ensure proper information exchange and

compliance with applicable accreditation standards. The reporting system shall include the following:

a. A listing of administrative reports;

b. Person(s) or position(s) responsible for the formulation of the report;

c. Purpose of each report;

d. Frequency of each report;

e. Distribution of each report.

2. When reports are delinquent, the Accreditation Manager shall advise the Assistant Chief, who shall take action to obtain the delinquent reports.

VI. Obedience to Orders

A. Members of the Police Department shall promptly obey any lawful orders of a Supervisor. This will include orders relayed from a Supervisor through an Employee of the same or lesser rank.

B. Conflicting Orders

1. Members of the Police Department who are given an otherwise proper order that is in conflict with a previous order, rule, regulation, or directive shall respectfully inform the Supervisor issuing the order of the conflict.

2. If the Supervisor issuing the order does not alter or retract the conflicting order, the last given order will stand.

3. Under the circumstances, the responsibility for the conflict shall be upon the Supervisor.

4. Employees shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.

5. Members of the Police Department shall not obey any order that they

know or should know would require them to commit any illegal act.

6. If in doubt as to the legality of the order, Employees shall request the issuing Supervisor to clarify the order or to confer with higher authority.

VII. Job Descriptions

A. A job description for each position budgeted for the Myrtle Police Department shall be maintained by the Chief's Administrative staff.

1. Job descriptions will be available for all personnel to review.

2. Employees will receive a copy of the job description for the position in which they are employed upon appointment or promotion to that position.

3. Job descriptions utilized by the department shall be reviewed at least annually and updated as necessary.

VIII. Organizational Structure Chart

A. The Organizational Chart is reviewed and updated as needed.

B. Each organizational component is under the direct command of only one supervisor.

Myrtle Beach Police Department

