


Organizational Structure and Responsibility

200.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

200.2 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members. The Department is a component of Mt. Lebanon, Pennsylvania. These policies are internal to the Department, and accordingly do not attempt to describe or delineate the overall structure of the Municipality, including the supervisory authority of the Municipal Manager and Commission.

200.3 POLICY

The Mt. Lebanon Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment has clearly identified responsibilities and a defined chain of command.

200.4 DIVISIONS

The Chief of Police and the Deputy Chiefs are responsible for administering and managing the Mt. Lebanon Police Department. There are two divisions in the Department:

- Operations Division
- Support Services Division

The [Mt Lebanon Police Department Organizational Chart](#)

200.4.1 OPERATIONS DIVISION

The Operations Division is commanded by an assigned Deputy Chief, whose primary responsibility is to provide general management, direction and control for the Operations Division. The Operations Division consists of the uniformed Patrol Unit, the Traffic Services Unit and the Investigative Services Unit.

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200.4.2 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by an assigned Deputy Chief, whose primary responsibility is to provide general management, direction and control for the Support Services Division. The Support Services Division consists of the Community Outreach Unit, Records Unit and Animal Control.

200.5 COMMAND PROTOCOL

200.5.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Mt. Lebanon Police Department. During planned absences, the Chief of Police will designate a Deputy Chief of Police to serve as the acting Chief of Police. In certain emergency situations, the Chief may be absent from the office without designating an acting Chief. In these circumstances, a Deputy Chief of Police will automatically assume the role. The order of precedence for assumption of command by the Deputy Chiefs shall be based on the seniority of the Deputy Chief of Police positions if established. If both positions are ranked equal, then individual seniority by promotion applies. In the unlikely event that both the Chief and Deputy Chiefs are absent under emergency circumstances, the senior Lieutenant will assume the role of Acting Chief until otherwise directed by one of the Chiefs or Municipal Manager.

200.5.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists. While rank is a factor in designating command, the needs of an operation may dictate that an officer of lesser rank be given command. Members should proceed directly up the chain of command for resolution should they believe they have received conflicting or unlawful orders.

200.6 AUTHORITY AND RESPONSIBILITIES

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

Attachments

Organizational Structure.pdf

MT. LEBANON POLICE DEPARTMENT ORGANIZATIONAL STRUCTURE

