



MEDFIELD POLICE DEPARTMENT

POLICY NO. 4.15c

DEPARTMENT ORGANIZATION AND DIRECTION

MASSACHUSETTS POLICE
ACCREDITATION STANDARDS
REFERENCED: NONE

ISSUING AUTHORITY:

Michelle Guerette
Chief of Police

DATE OF ISSUE:

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07/02/2023

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11/03/2025

BACKGROUND:

The Medfield Police Department is structured into organizational components that represent functional groupings of employees performing like activities. The organizational structure of the Department provides management with a means for assigning responsibility for performance of a group of functions to a single supervisor or manager, as well as letting employees know to whom they are accountable. It is designed to provide the most effective police service practical.

POLICY: [11.1.1, 11.1.2]

The Department is committed to allocating adequate staff in order to provide both efficient and effective delivery of police services. The structure of the Department is not rigid. It is subject to alteration based on the changing resources and priorities of the Department as well as the needs of the community.

The organizational structure is depicted graphically on an organizational chart. It is the policy of the Medfield Police Department to review and update the organizational chart as needed. The chart will be accessible to all members on the Department computer system.

ORGANIZATIONAL STRUCTURE:

The ranks of the Medfield Police Department reflect the para-military nature of the organization and are defined as a chain of command.

The executive head of the Department is the Chief of Police. In descending order, the ranks are as follows:

1. Chief of Police
2. Deputy Chief
3. Sergeant
4. Detective Sergeant
5. Patrol Officer/Detective
6. Probationary Police Officer
7. Dispatcher

ORGANIZATIONAL COMPONENTS:

In order to accomplish the mission of the agency, the Department is divided into several divisions: the Office of the Chief of Police, Patrol Services, Investigative Services, and Support Services.

Office of the Chief of Police

The Chief of Police exercises all lawful powers of the office granted to her under the Town of Medfield Charter, and issues such lawful orders as necessary to assure the effective performance of the Department. The Chief is responsible for the management, planning, direction and control of the agency. This includes, but is not limited to: **[12.1.1]**

1. Coordinate strategies for suppression of crime, maintenance of order, and protection of the public safety;
2. Coordinating the Department's improvement programs, developing and monitoring project plans, and monitoring project implementation schedules;
3. Providing assistance to other units of the Department in planning activities such as crime analysis, budgeting, multi-year planning, resource allocation and reporting;
4. Ensuring that the Department is in compliance with the Town of Medfield's policies on equal opportunity/affirmative action regarding hiring and assignment policies, rules, and procedures;
5. Coordinating the Department's fiscal affairs, particularly budget and payroll pertaining to this office; and

6. Development, analysis, and implementation of programs designed to improve the efficiency and effectiveness of the Department. These will include budget, payroll, and community services.

Patrol Services

All patrol functions are the responsibility of shift supervisors under the direction of the Deputy Chief of Police. Shift supervisors are responsible for overseeing field operations including:

- Patrol functions
- Traffic enforcement
- School crossing guards
- Community services (Youth and Elderly)

Investigative Services

All investigative functions are the responsibility of the Detective Sergeant and detectives or other officers under the direction of the Deputy Police Chief. Detectives and officers assigned to Investigative Services are responsible for:

- Follow up investigations of reported crimes
- Vice and narcotics enforcement
- Photography and crime scene services
- Intelligence gathering and dissemination
- Coordinating with other law enforcement agencies
- Evidence management
- Information systems

Support Services

All support service personnel are responsible for their assigned function and report to the Chief of Police. Support Services include:

- Records Division
- Administration
- Facilities Maintenance