

# ***POLICIES, PROCEDURES, AND RULES***

<b>Subject:</b> 12.1.1 Organizational Structure, Functions, and Direction	<b>Effective Date:</b> April 30, 2020
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<b>CALEA:</b> 11.1.1, 11.2.1(NT), 11.2.2(NT), 11.3.1, 11.3.2(NT), 12.1.1, 12.1.2, 12.1.3, 12.1.4(NT)	<b>No. Pages:</b> 8

## **I. PURPOSE**

The purpose of this policy is to define the responsibilities and position of the Chief of Police as the highest ranking member of the Fayetteville Police Department, to designate command during his absence, to establish the agency's organizational structure, to ensure chain and unity of command, to delineate responsibility, to delegate authority, and to make supervisors accountable for the performance of subordinates [CALEA 11.1.1].

## **II. POLICY**

Employees shall observe and adhere to the organizational structure, functions, and direction of the police department.

## **III. ORGANIZATIONAL STRUCTURE AND FUNCTIONS**

### **A. Chief of Police**

1. The Chief of Police shall be appointed by the City of Fayetteville Mayor and shall report directly to him or her. The Chief of Police is the chief executive officer (CEO) of the Fayetteville Police Department, and he or she has the ultimate control over the appointment and supervision of all subordinate employees, and he or she is also responsible for the direction, planning, training and regulation of discipline within the police department [CALEA 12.1.1]. Additionally, the Chief of Police shall be responsible for all fiscal matters of the department [CALEA 12.1.1].
  - a. The Chief of Police shall directly supervise the following personnel:
    - (1) Deputy Chief of Police
  - b. In the event of an anticipated absence for an extended period of time, the Chief of Police shall designate in writing an "acting authority" [CALEA 12.1.2 a.].

## B. Deputy Chief of Police

1. The Deputy Chief of Police is appointed by, and shall report directly to, the Chief of Police. When mandated by the Chief of Police, the Deputy Chief of Police shall assume all responsibilities as the department's chief executive officer (CEO) [CALEA 12.1.2 a., 12.2.1 c.].
2. The Deputy Chief of Police shall coordinate the activities of the following divisions [CALEA 11.1.1]:
  - a. Patrol Division
  - b. Criminal Investigation Division
  - c. Administration Division
  - d. Records Division
  - e. Central Dispatch Center

## C. Patrol Division Captain

1. The Patrol Division Captain is appointed by the Chief of Police and shall directly report to the Deputy Chief of Police. When mandated by the Chief of Police, the Patrol Captain shall assume all responsibilities as the department's chief executive officer (CEO) [CALEA 12.1.2 a.].
2. The Patrol Division is responsible for responding to calls for service, crime prevention, preliminary criminal investigations, criminal apprehension, traffic enforcement, motor vehicle collision investigation, and community interaction.
3. The Patrol Division Captain shall coordinate the activities of the Patrol Division, and is responsible for the following units [CALEA 11.1.1]:
  - a. Day Shift Patrol- Responsible for covering day hours as assigned by the Chief of Police and supervised as follows:
    - (1) Lieutenants assigned to the day shift are responsible for the supervision of the shift and sergeants assigned to the shift;
    - (2) Sergeants assigned to the shift are responsible for the direct supervision of patrol officers.
  - b. Night Shift Patrol- Responsible for covering night hours as assigned by the Chief of Police and supervised as follows:
    - (1) Lieutenants assigned to the night shift are responsible for the supervision of the shift and sergeants assigned to the shift;
    - (2) Sergeants assigned to the shift are responsible for the direct supervision of patrol officers.

## D. Criminal Investigation Division (CID) Captain

1. The Criminal Investigation Division Captain is appointed by the Chief of Police and shall directly report to the Deputy Chief of Police. When mandated by the Chief of Police, the Criminal Investigation Division Captain shall assume all responsibilities as the department's chief executive officer (CEO). [CALEA 12.1.2 a.]
2. The Criminal Investigation Division Captain shall coordinate the activities of the Criminal Investigation Division, and is responsible for the following units [CALEA 11.1.1]:

- a. Criminal Investigation Division- Primarily responsible for major crimes investigations such as homicide, rape, aggravated assault, burglary, forgery, etc. involving adult victims and suspects, and this unit is supervised as follows:
  - (1) The CID Lieutenant is responsible for the supervision of criminal investigations, and a sergeant assigned to this unit;
  - (2) A sergeant assigned to this unit is responsible for the direct supervision of detectives and support personnel.
- b. Special Investigations Unit- Primarily responsible for investigations of crimes committed by or against persons under the age of 18, along with crimes involving computers, internet crimes-against-children, domestic violence, and issues involving the mentally ill. This unit is supervised as follows:
  - (1) The CID Lieutenant is responsible for the supervision of the Special Investigations Unit and a sergeant assigned to this unit;
  - (2) A sergeant assigned to this unit is responsible for the direct supervision of detectives and support personnel.
  - (3) A sergeant assigned to this unit is responsible for the direct supervision of detectives assigned to various federal task forces, such as The Federal Bureau of Investigation, the Internal Revenue Service, the United States Marshals Service, and any other task forces authorized by the Chief of Police or his designee.
- c. Narcotics Unit- Primarily responsible for investigations of drug trafficking and narcotics related crimes, and this unit is supervised as follows:
  - (1) The CID Lieutenant is responsible for the supervision of the narcotics unit and a sergeant assigned to this unit;
  - (2) A sergeant assigned to this unit is responsible for the direct supervision of detectives in the narcotics unit any detectives assigned to the Drug Enforcement Administration Task Force and support personnel.
- d. Property and Evidence Division- Responsible for the storing, safeguarding, classification, retrieval and disposal of seized, found or recovered property and evidence. Their other duties include maintaining and issuing certain police equipment, and this unit is supervised as follows:
  - (1) A civilian Property and Evidence Manager is responsible for the supervision of this function and directly supervises civilian evidence technicians.

#### E. Administration Division Captain

- 1. The Administration Division Captain is appointed by the Chief of Police and shall directly report to the Deputy Chief of Police. When mandated by the Chief of Police, the Administration Captain shall assume all responsibilities as the department's chief executive officer (CEO) [CALEA 12.1.2 a.].
- 2. The Administration Division Captain is responsible for coordinating with the Information Technology (IT) Division at the City of Fayetteville for IT solutions at the police department. The Administration Division Captain is also responsible for planning and coordinating the activities of the division and is responsible for the following units [CALEA 11.1.1]:
  - a. Special Operations Division-Responsible for the monitoring, staffing and scheduling of special events and other functions as assigned, such as school

resource officers, bicycle officers and motorcycle officers, supervised as follows:

- (1) Special Operations Division Lieutenant is responsible for the supervision of this function and the sergeants assigned to the division.
  - (2) Sergeants assigned to this function are responsible for the direct supervision of officers assigned, including bicycle and motorcycle patrol officers.
  - (3) Sergeants assigned to the school resource officer (SRO) function are responsible for the direct supervision of school resource officers.
- b. Warrants Division- Responsible for serving criminal summons, subpoenas, and warrants issued by the Fayetteville District Court, and this unit is supervised as follows:
- (1) The Administrative Lieutenant is responsible for the supervision of the Warrants Division and the direct supervision of the sergeant assigned to this unit;
  - (2) A sergeant is assigned to this unit and is responsible for the direct supervision of the warrants officer(s).
- c. Office of Professional Standards- Responsible for investigations of officer involved shootings, alleged complaints of employee misconduct or wrongdoing, and monitoring the department's personnel early warning system. This unit is supervised as follows:
- (1) The Administrative Lieutenant is responsible for coordinating and delegating investigative activities of this unit to specially selected and trained investigators.
- d. Training Division- Responsible for recruiting and training police recruits and instructing and scheduling employees for department and state mandated training. This unit is supervised as follows:
- (1) The Administrative Lieutenant is responsible for the supervision of the Training Division and the direct supervision of the sergeant assigned to this unit;
  - (2) A sergeant is assigned to this unit and is responsible for the direct supervision of firearms instructors, training officer/s and Field Training Officers.
- e. Public Information Officer/Community-Oriented Policing Division- Responsible for the dissemination of information for the police department to the public and working closely with the community in creative ways to solve problems associated with crime and help improve the overall quality of life in our community. This unit is supervised as follows:
- (1) The Administrative Lieutenant is responsible for the supervision of the PIO/Community-Oriented Policing Division and the direct supervision of the sergeant assigned to this unit;
  - (2) A sergeant is assigned to this unit and is responsible for the direct supervision of officers.
- f. Accreditation- Responsible for the direction of the department's accreditation programs. This unit is supervised as follows:
- (1) The Administrative Lieutenant is responsible for the supervision of the accreditation unit and the direct supervision of the sergeant assigned to this unit;

- (2) A sergeant is assigned to this unit and is responsible for the direct supervision of the accreditation program.

#### F. Records Division

1. The Records Division provides data entry and general maintenance of records for the police department. The management team is responsible for assisting the Chief of Police with the preparation of the annual budget and capital improvement program. The Records Division is supervised as follows:
  - a. A civilian Support Services Manager is responsible for the management of the Records Division and the direct supervision of the Assistant Support Services Manager.
  - b. An Assistant Support Services Manager is responsible for the management of the Records Division, and the direct supervision of the Records Coordinator.
  - c. A Records Coordinator is responsible for the direct supervision of the senior support specialists, support specialists, and customer service representatives.

#### G. Central Dispatch Center (CDC)

1. The CDC is the primary Public Safety Answering Point (PSAP) for Fayetteville 9-1-1 and non-emergency calls. CDC is responsible for dispatching police, fire, and city services as needed and for ensuring all calls for service are promptly and efficiently handled. CDC is supervised as follows:
  - a. A civilian Dispatch Manager is responsible for the management of the Central Dispatch Center, which is a 24-hour operation, and direct supervision of the Assistant Dispatch Manager.
  - b. A civilian Assistant Dispatch Manager is responsible for the direct supervision of Dispatch Shift Supervisors and for assisting with the management of the Central Dispatch Center.
  - c. Dispatch Shift Supervisors are responsible for the direct supervision of civilian dispatchers.

### **IV. BUDGETING**

- A. The Central Dispatch Center is supported by the City of Fayetteville's general fund program 2600.
- B. The Records Division and the Administrative Division are supported by the City of Fayetteville's general fund program 2900.
- C. The Patrol Division and the Criminal Investigation Division are supported by the City of Fayetteville's general fund program 2940.
- D. The narcotics unit is supported by the City of Fayetteville's general fund 2960.

### **V. DIRECTION**

#### E. CHAIN OF COMMAND

1. The chain of command is the clear line of authority from the Chief of Police to every employee that facilitates effective decision-making and organizational communication. Employees shall utilize, recognize and respect the chain of command in all official actions, as designated in the order of rank.

#### F. Order of Rank

1. The following list is the order of rank of sworn employees of the department and this list also specifies the chain of command [CALEA 11.1.1, 12.1.2 d.):
  - a. Chief of Police
  - b. Deputy Chief of Police
  - c. Captain
  - d. Lieutenant
  - e. Sergeant
  - f. Corporal
  - g. Officer

#### G. Unity of Command

1. Each employee shall be responsible, or accountable to, his or her regular immediate supervisor(s), except when working on a special assignment, incident or temporarily assigned to another unit. In such cases, the employee shall be accountable to the first-line supervisor in charge of the assignment or incident. The Administration Division Captain shall maintain the department's organizational chart, and it is located on the department's network drive.
2. At times, a commanding officer may be required to give a lawful order to an employee, or component, that is outside of his/her normal chain of command. In such cases the rank will be respected, and the order shall be obeyed [CALEA 12.1.3].

#### H. Supervisory Responsibility

1. Supervisory personnel shall be responsible for maintaining the department's high level of standards and shall be held accountable for the activities and performance of employees under their immediate supervision [CALEA 11.3.2 (NT)].
2. In order to achieve the basic goals and objectives of the Fayetteville Police Department, each supervisor must effectively direct, coordinate, and control the performance of each employee under his immediate supervision.
3. It shall be the policy of the Fayetteville Police Department to assign supervisory personnel with peripheral assignments at the order of the Chief of Police in addition to their primary responsibility of supervising subordinates so that department goals and plans are being performed properly according to policies and procedures. This duty roster is maintained by the Patrol Captain, and it is located on the department's network drive.

#### I. Lawful Order of a Supervisor

1. All employees shall promptly and to the best of their ability carry out any lawful orders directed by a supervisor, including any order relayed from a supervisor by

an employee of the same or lesser rank. A “lawful order” is an order which employees should reasonably believe to be in keeping with the performance of their duties [CALEA 12.1.3]:

- a. Employees shall not obey any order which they know or should know would require them to commit any illegal act;
- b. Insubordination shall include conduct directed at a superior officer which is disrespectful, mutinous, insolent, or abusive in nature;
- c. Supervisory personnel shall retain a proper reserve and respect in all official relations with subordinates, being careful to abstain from violent or abusive language in giving orders or direction to subordinates.

#### J. Conflicting Orders

1. In the event an employee receives an order which is in conflict with a previous order, rule, regulation, or directive, the employee shall immediately and respectfully inform the supervisor issuing the order of the conflict [CALEA 12.1.3].
  - a. If the supervisor does not alter or retract the conflicting order, the most recent order shall stand and the responsibility for the conflict shall be placed on the supervisor. The employee shall not be held responsible for disobedience of the order.
  - b. The employee shall advise his immediate supervisor through departmental correspondence of the situation surrounding the conflicting order and the supervisor shall resolve the situation.
  - c. The Chief of Police shall be provided a copy of all correspondences concerning the conflicting order and resolution.

#### K. Authority and Responsibility [CALEA 11.3.1]

1. All personnel shall exercise such authority as is commensurate with their responsibilities to perform the tasks and duties described in their job description [CALEA 11.3.1 a.].
2. All personnel shall be responsible for that authority which is delegated to them and shall be held accountable for the exercising of that authority [CALEA 11.3.1 b.].

#### L. Succession of Command

1. The assignment as “acting authority” may be used where the Chief of Police anticipates his absence due to training, vacation, temporary physical or mental inability, or other short-term unforeseeable absences [CALEA 12.1.2 a.].
  - a. In the absence of the Chief of Police, the Deputy Chief of Police will assume the duties as the Chief of Police’s acting authority.
  - b. In normal day-to-day operations, command protocol shall be by order or rank within the division or function of the particular operation [CALEA 12.1.2 d.].
  - c. For exceptional situations that arise (special events, University of Arkansas sporting events, etc.), command protocol shall be by order of rank, and seniority within the rank, if two or more are present of the same rank [CALEA 12.1.2 b.].

- d. For situations that involve personnel of different functions engaged in a single operation, command protocol shall also be by order of rank, and seniority within the rank [CALEA 12.1.2 c.].
- e. Incident Command System (ICS) protocol will be followed in the transfer of command (see policy 46.1.2 Critical Incidents).

#### M. Functional Communication

- 1. Staff Meetings: The Chief of Police or his designee will conduct a staff meeting as needed [CALEA 12.1.4 (NT)]:
  - a. Time will be set-aside at the end of the staff meeting for discussing areas of special interest to staff members.
  - b. The staff meeting will include those individuals whose presence is deemed necessary.
- 2. Cooperation
  - a. The department shall strive to maintain good internal communication and encourage full cooperation among organizational components. To that end, regular meetings are suggested among personnel of separate organizational components to provide an effective network of personnel communication.
  - b. Other means of personnel communications are available for use including patrol shift briefings, staff meetings, Labor-Management Team meetings, e-mail, voicemail, and the exchange of daily bulletins/memorandums.