

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 POLICY

The Cheverly 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 should have clearly identified responsibilities and a defined chain of command.

200.3 DIVISIONS

The Chief of Police is responsible for administering and managing the Cheverly Police Department. There are Three divisions in the police department:

- Administration Division
- Patrol Division
- Investigation Division

200.3.1 ADMINISTRATION DIVISION

The Administration Division is commanded by the Executive Assistant to the Chief of Police, whose primary responsibility is to provide general management, direction and control for the Administration Division. The Administration Division consists of information technology services, administrative services, the Property and Evidence Section, the Records Section and the Photo Enforcement Unit.

200.3.2 PATROL DIVISION

The Patrol Division is commanded by a Captain, whose primary responsibility is to provide general management, direction and control for the Patrol Division. The Patrol Division consists of uniformed patrol and special operations, which includes bike patrol and media relations.

200.3.3 INVESTIGATION DIVISION

The Investigation Division is commanded by a Captain, whose primary responsibility is to provide general management, direction and control for the Investigation Division. The Investigation Division consists of the Criminal Investigative Division, crime analysis and forensic services.

200.4 COMMAND PROTOCOL

200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Cheverly Police Department.

The order of command authority in the absence or unavailability of the Chief of Police is as follows:

- (a) Patrol Division Captain

Cheverly Police Department

Policy Manual

Policy Manual

Organizational Structure and Responsibility

- (b) Investigation Captain
- (c) On-duty Shift Supervisor

200.4.2 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.

200.5 AUTHORITY AND RESPONSIBILITY

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.