

MITCHELL POLICE DIVISION

CHAPTER 6

ORGANIZATION

PURPOSE: This chapter relates to the organization of the Division and the application of basic organizational principles. This directive is designed to outline the Division's organizational structure so as to ensure that each member of the organization understands their role and position, knows to whom they are responsible, and for whom they are responsible. The Division has established a formal structure through which organizational components are arranged, defined, directed and coordinated.

6.1 AGENCY ORGANIZATIONAL STRUCTURE

A. ADMINISTRATION

1. Chief of Public Safety

The Chief is responsible for all the actions of the Division. The Chief is responsible for planning, directing and supervising Division budgeting, operations, personnel, equipment, facilities and the efficient deployment of all resources for use in accomplishing the legal and moral responsibilities of the Division. In the absence of the Chief, the Major will act as the Chief and assume the duties and responsibilities of the Chief. In the absences of the Chief and Major, the Lieutenant will act as Chief.

2. ASSISTANT CHIEF/MAJOR

The Major is the principal staff assistant to the Chief of Public Safety in matters pertaining to the Division. The Major is responsible for the supervision of the Police Division to include Animal Control, Investigative, Communications and Patrol sections and performs other duties as outlined in the Human Resources Division, Position Classification Description.

A. Lieutenant

The Lieutenant is the principal staff assistant to the Chief in matters pertaining to the Section's criminal investigations. The Lieutenant is responsible for supervising Detectives/Investigators and the Secretary in the Investigations Section including evidence

custodians, and performs other duties as outlined in the Personnel Division, Position Classification Description.

B. Communications Director

The Communications Director is the principal staff assistant to the Chief in matters pertaining to the Division's Communications. The Communications Supervisor is responsible for guidance to employees of the communications division 24 hours a day, 7 days a week, provide 911 service to a regional area, assist in decision making for the Division through daily staff meetings and perform other duties as outlined in the Personnel Division, Position Classification Description.

B. INVESTIGATIONS SECTION

1. Detective/Investigator

Detectives/Investigators are responsible for supervision of crime scenes and officers and personnel assisting at crime scenes.

C. PATROL SECTION

1. Staff Sergeant

A senior most Sergeant with the same responsibilities of a Sergeant that holds rank and seniority over all other Sergeants.

2. Sergeant

The Sergeant is responsible for the supervision of Patrol Officers and Non-Sworn employees in the respective areas of assignment, as indicated on The Organizational Chart. The Sergeant performs other duties as outlined in the Personnel Division, Position Classification Description.

3. Corporal

In the absence of a Sergeant, the Corporal assumes all authority, duties and responsibilities of a Sergeant, except for any special duties

that may be assigned a particular Sergeant besides normal supervision duties.

4. Senior Patrolman

Patrol Officers who have achieved Senior Patrolman designation assume the supervisory duties of the Sergeant only in the absence of a Sergeant or Corporal. In the absence of a Sergeant, Corporal, or Senior Patrolman, the most Senior Patrolman assumes supervisory duties.

Officers will receive the designation of Senior Patrolman at the completion of their 8 years of service.

D. COMMUNICATIONS

1. Communication Specialists

Communications Specialists are responsible for receiving and dispatching calls from the public concerning crimes and emergencies for the City of Mitchell, Davison County and all counties contracting 911 services. Communication Specialists will coordinate all police, fire and ambulance personnel as well as document all related times and happenings. Communications Specialists perform other duties as outlined in the Human Resources Division, position classification description.

E. NON-SUPERVISORY POSITIONS

The duties and responsibilities for the positions of Patrol Officer, Detective/ Investigator, Communications Specialist, Secretary, and Animal Control Officer are available through the office of the Chief and the City Human Resources Office.

6.2 RESPONSIBILITIES DETAILED AND AVAILABLE

- A. The policy of the Mitchell Police Division is to provide to each employee a copy of the Policies and Procedures Manual upon employment. The Manual will be updated as needed. Each employee shall be familiar with the Policies and Procedures Manual.

- B. The Division is responsible to inform all personnel of each organizational component. It is the policy of the Mitchell Police Division to ensure that every employee understands the individual responsibilities of the organizational components.
- C. Organizational components of the Division are as follows:
 - 1. Administrations (Records, Crime Prevention, Training, Planning and Research, Non-Sworn, etc.)
 - 2. Patrol
 - 3. Criminal Investigation (Evidence and Investigative Section)

6.3 ORGANIZATIONAL SUBDIVISIONS GROUPED BY FUNCTION

The organizational subdivisions of the Mitchell Police Division will be grouped within the personal span of control of the Chief of Public Safety and assembled in order of function.

6.4 ORGANIZATIONAL CHART MAINTAINED AND AVAILABLE

- A. The Organizational Chart will be updated when major changes occur.
- B. The updated Organizational Chart will be made available to all personnel.
- C. The Organizational Chart will reflect the chain of command, lines of authority and formal communication within the Division.

6.5 EMPLOYEE HAS SINGLE SUPERVISOR

- A. Normally each employee will be accountable to only one supervisor at any given time. Occasions may arise requiring a supervisor to issue an order to an employee outside the Chain of Command.
- B. The Incident Command System will be used by the Division.

6.6 COMPONENT HAS SINGLE SUPERVISOR

When two supervisors of equal rank are assigned to one command, such as a patrol shift, and both are on-duty, both have supervisory duties, which should generally be divided during the overlapping period. The first supervisor at a given situation will be in charge, should the need to take charge arise.

6.7 DELINEATION OF RESPONSIBILITY

- A. All supervisors shall be responsible for the effective execution of their functions and will be granted the commensurate authority to do so.
- B. All employees, by virtue of their positions in the Division, are responsible for the use of or failure to use delegated authority.

6.8 SUPERVISORS ACCOUNTABILITY FOR EMPLOYEE'S PERFORMANCE

- A. Supervisors will be held accountable for the performance of the employees under their immediate supervision.
- B. A commander (including Communications Director) has responsibility and accountability for every aspect of his command. Commensurate, within policy guidelines and legal constraints, he has the authority to coordinate and direct assigned personnel and other allocated resources in achieving organizational objectives. He has responsibility for maintaining all agency-owned property assigned to his division in a state of operational readiness. In so doing, he must perform the full range of administrative functions, relying upon policy, direction, training, and personal initiative to guide him and his command in achieving the highest level of performance possible.