

	<b>MIDDLETON POLICE DEPARTMENT</b>	DATE <b>March 7, 2013</b>	POLICY <b>1.3.01</b>
	SUBJECT: <b>Organizational Structure &amp; Command</b>	REVIEWED March 6, 2020	

History: 1995, 11/2003, 1/2010, 3/2013, 7/2014, 02/15, 01/16, 11/17, 10/2018, 10/2019, 01/2020, 03/2020  
[WILEAG \(5<sup>th</sup> Ed.\) Standards](#): 1.3.1, 1.3.2, 1.4.2

## PURPOSE

The purpose of this policy is to establish command protocols for normal operations and exceptional situations, clarify authority, ensure leadership continuity, and identify the span of control, unity of command, and chain of command within the department.

## DEFINITIONS

- **Chain of Command** – Lines of communication going downward or upward within the organizational hierarchy through each successive level of command.
- **Organizational Component** – A subdivision of the department, such as a bureau, division, shift or unit. Every organizational component must have a single supervisor as the head of the component.
- **Order of Rank** - The designation of relative command authority of each rank from greatest to least.
- **Rank** - The permanent official designation of the relative organizational and administrative authority to command.
- **Ranking Officer** - Among officers of equal rank, the officer with the longest length of continuous permanent service in that rank.
- **Span of Control** – The number of persons reporting to any one supervisor.
- **Unity of Command** – Each organizational component is under the direct command of only one supervisor. Each employee is accountable to only one supervisor at any given time.

## ORDER OF RANK

The department recognizes the following order of rank:

<b>Sworn</b>	<b>Civilian</b>
Chief	Chief
Captain	Captain
Sergeant – Shift/Unit Commander	Sergeant – Shift/Unit Commander
Sergeant – Assistant Shift Commander	Sergeant – Assistant Shift Commander
Police Officer – Designated OIC	Civilian Supervisor
Police Officer/Investigator - Senior	Civilian Employee - Senior

## **ADMINISTRATIVE COMMAND**

Administrative Command is the permanent or temporary designation of authority and responsibility for the operation of an organizational component. Within that component, administrative command shall supersede rank and seniority except as otherwise provided in this policy. Department employees in charge of organizational components shall have the necessary authority and assume responsibility for the day-to-day operation and administration of their respective components, as well as the management of exceptional situations that may arise during normal operations. The Chief of Police shall designate commanders of the Field Services, Administrative Services, Investigative Services, and Communications Components, as well as organizational project managers and temporary workgroup leaders. The Field Services Captain shall designate Shift Commanders and Assistant Shift Commanders. Shift Commanders may designate an Officer in Charge (OIC), with the concurrence of the Field Services Captain.

In the cases where organizational jurisdiction is unclear or overlapping or where joint responsibilities exist, the ranking officer shall assume responsibility of that situation.

## **FIELD COMMAND**

Field Activity is all department activity not under the immediate jurisdiction of Investigative Services, Administrative Services or the Communications Center. Field activity falls under the purview of the patrol components in the Field Services Division. Field activity shall be under the operational command of the on-duty Shift Commander. In the absence of the Shift Commander, successively the next ranking on-duty sworn supervisor within the component, or another on-duty sworn supervisor in the chain of command, or a designated OIC shall become the Acting Shift Commander. In the absence of a Shift Commander or Acting Shift Commander, the senior police officer on duty and present shall assume command. The only exception is when the commanding officer deems it appropriate and necessary to inform an Investigator of the occurrence of a major crime or incident, in which case the Investigator may, if appropriate, assume command of that immediate situation.

A ranking officer may take command of a situation by identifying himself/herself and informing the officer then in charge of his/her intent. Such assumptions of command shall only be undertaken when the situation appears to the ranking officer to be beyond the control of the officer in charge, when jurisdiction is concurrent over a particular activity, or for disciplinary purposes. When two or more officers of equal rank are present and have concurrent jurisdiction over a particular activity the senior officer shall have the prerogative of command. An officer, regardless of rank, shall assume command of a situation when so ordered by a ranking officer then in command or present.

An officer of equal or lesser rank may take command of an activity under extraordinary or emergency conditions when the officer then in command is unable to exercise command because of physical or mental inability. An officer assuming command in this manner must clearly announce his/her intent and reasons for doing so. Such actions shall be documented in an official report to the Chief of Police.

## **ORGANIZATIONAL COMPONENTS**

## **Office of the Chief of Police**

The Chief of Police shall be the Chief Executive Officer of the Department and shall possess the exclusive authority to direct the administrative and operational affairs of the department. The department is organized into areas of functional responsibilities called Divisions, Bureaus, and Units or Shifts. The organizational structure of the department is reflected in the current Organizational Chart. The Chief of Police may delegate such tasks, responsibility and authority as may be necessary to insure the effective operation of the department.

The Chief of Police will designate a Police Captain or Shift/Unit Commander as Acting Chief during scheduled absences. If the Chief becomes incapacitated, or in the event of an unscheduled absence, the senior ranking Police Captain shall exercise first authority, followed successively by the next ranking officers in the chain of command. The Acting Chief of Police assumes the full authority of the Chief of Police.

## **Field Services**

The Field Services Division provides primary police services to the community and is commanded by the Field Services Captain, sometimes called the Operations Officer. The Field Services Division shall be further organized into the Investigative Services Bureau (ISB) and the Patrol Components.

### ***Investigative Services Bureau***

Criminal Investigations, School Resource Officers, Community Awareness Programs, and Volunteers in Police Service come under the purview of the Investigative Services Bureau (ISB). The ISB Sergeant is the Unit Commander and as such is administratively responsible for personnel assigned to ISB and shall have overall responsibility for the direction, supervision and administration of the Investigative Services Bureau.

### ***Patrol Component***

The first and foremost police element is patrol; all other units exist to augment and support this function. The patrol officer is the primary agency representative.

The functions of the patrol component include: Preventative Patrol; Crime Prevention Activities; Response to Calls for Service; Investigation of Crimes, Offenses, Incidents, and Conditions, including arresting offenders; Control of Pedestrian and Vehicular Traffic; Regulation of Certain Businesses or Activities; Maintenance of Public Order; Provision of Emergency Services; Development of Relationships between Citizens and the department; and Reporting of Information to Appropriate Organizational Components or Other Agencies. The patrol component is responsible for these functions 24 hours a day, every day of the week.

The patrol component is divided into three primary shifts. A Shift Commander and Assistant Shift Commander shall be assigned to each shift. The Shift Commander is administratively responsible for personnel assigned to each shift. The Shift Commander shall be in operational command of field activity during an assigned shift, and shall have overall responsibility for the direction and supervision of the shift. In the absence of the designated Shift Commander, the Assistant Shift Commander is the Shift Commander.

## **Administrative Services**

The Administrative Services Division provides a host of services and functions that support Field Services, and is also responsible for headquarters operation, staff support, purchasing, billing, payroll, recruitment and selection, professional standards, records, property and evidence management, communications, and court liaison. Administrative Services shall be headed by the Administrative Captain or other designee of the Chief. The Administrative Services Division shall be further organized into the Communications Center, Court Services, and Records Bureau and Business Office.

#### ***Communications Center***

The function of the Communications Center is to receive requests for police or emergency services, provide or dispatch an appropriate response (police, fire, EMS, etc.), monitor and support officers, investigators and responding units, and to document calls for service and officer activity. The Communications Center Supervisor is the supervisor of the Communications Center and as such is administratively responsible for personnel assigned to and shall have overall responsibility for direction, supervision and administration of the Communications Center. In the absence of the Communications Center Supervisor, the Shift Commander shall be in operational command.

#### ***Records Bureau***

The Records Bureau provides a wide array of support services to all areas of the department, in addition to providing assistance to the public. Major functions include managing records systems, preparing reports, entering incident, arrest, accident, and citation data and narratives into the records management system, and handling public and administrative inquiries including counter service, accepting payments, and requests for records. The Office Manager is the supervisor for the Records Bureau and as such is administratively responsible for personnel assigned to and shall have overall responsibility for the direction, supervision and administration of the Records Bureau.

#### ***Court Services***

Court Services manages evidence, renders copies of requested digital media, and serves as a liaison between prosecutors, courts, officers, and the department including preparing, presenting, monitoring, signing, and documenting cases presented to the District Attorney's Office. The Civilian Court Officer is responsible for Court Services and reports to the Administrative Captain.

#### ***Business Office***

The Business Office performs a wide variety of activities to insure the efficient operation of the department including receiving, forwarding or responding to inquiries, maintaining administrative records, staff support, purchasing, billing, payroll, licensing, meeting room scheduling, maintaining supplies, and asset inventory. The Office Manager is responsible for the Business Office and reports to the Administrative Captain.

# ORGANIZATIONAL CHART

