



ERIE POLICE DEPARTMENT



Written Directives

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Title: <u>Organization, Accountability and Authority</u>		Pages: 8
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POLICY:

The Erie Police Department Organizational Structure defines the structural relationships between each department member. It is the goal of this directive to clearly define lines of authority and unity of command in order to facilitate the accomplishment of department goals.

DEFINITIONS:

UNITY OF COMMAND: Refers to the concept that each employee answers to only one supervisor at any given time.

SPAN OF CONTROL: Refers to the number of subordinates who report directly to a single supervisor.

PROCEDURES:

I. ORGANIZATIONAL CHART

CACP STANDARD 40.1

The organization of the Erie Police Department, from the Chief of Police to the least senior employee, is depicted in appendix 1 of this directive. Employees should be aware of this chart. Concerns or questions should be directed to the employee's direct supervisor when possible.

II. ACCOUNTABILITY

CACP STANDARD 40.2

- A. To promote efficiency and the concept of unity of command, employees will be held accountable to only one supervisor at any given time.
- B. Supervisory Accountability - Supervisory personnel are accountable for the actions of the employees operating under their immediate control. Commensurate with this responsibility, the span of control of supervisory personnel will be limited.
 - 1. The Chief of Police will assess the spans of control exhibited at each hierarchical level.
 - 2. After conferring with command staff, limits will be imposed as indicated by individual supervisory assignments to ensure current spans of control are not excessive.
- C. Lawful Orders - Members will comply with lawful orders issued by a superior officer or relayed by a subordinate from a superior officer and as directed by section XXV.OBEDIENCE TO DIRECT ORDERS of written directive 050.000 Code of Conduct.

Conflicting Orders

1. Should an order conflict with any previous order issued by any other superior officer, departmental order, or provisions of departmental written directives, the member to whom the order was issued shall respectfully call attention to the conflict.
2. If the superior officer issuing the order does not make changes to resolve the conflict, the order shall stand, and the responsibility shall be with the superior officer.
3. Should any lawful order appear unjust or improper, the member shall carry out the instructions contained in the order, then may call the matter to the attention of the Commander, the Deputy Chief or the Chief of Police via the chain of command.

CACP STANDARD 40.3

- D. Delegation - to ensure completion of delegated duties, authority commensurate to the delegated responsibility will accompany the assignment of entrusted duties.

CACP STANDARD 40.4

An employee receiving delegated authority shall be accountable for his/her use or non-use of such authority.

E. Command Protocol

1. The authority of command at any police incident will comply with the established directives of the Erie Police Department.
2. Outside the hours of normal business operation, (generally Monday – Friday, 0800 - 1700 hours), the shift supervisor (Sergeant or OIC) is the ranking police official on duty and is responsible for the totality of police service provided to the community. Commensurate with this responsibility, the shift supervisor may move to immediately correct deficiencies, as he/she deems necessary.
3. Outside of normal business hours, there is a designated Staff Duty Officer Roster which indicates the member of Command Staff to contact if needed.

III. OFFICE OF THE CHIEF OF POLICE

- A. The Chief of Police shall be in direct command of the Police Department. He/she shall assign all members of the Department to their respective posts, shifts, details and duties. He/she shall make rules and regulations affecting the department, in conformity with the ordinances and resolutions of the Town, concerning the operation of the Department and conduct of all employees. He/she shall be responsible for the efficiency, discipline, and good conduct of the Department, and for the care and custody of all property used by the Department.

B. The duties of the Chief of Police include:

1. Direct, control and coordinate the personnel and material resources of the Police Department;

2. Conduct inspections to evaluate and improve the overall performance and efficiency of the department;
3. Review departmental policies and procedures to determine if the objectives of the department are being met;
4. Develop, present and justify budget estimates for departmental operations;
5. Supervise all budgetary and fiscal matters relating to the department; and
6. Be responsible for:
 - a. Providing the specifications for, and procurement of, departmental property;
 - b. Preparation and implementation of the annual budget;
 - c. Maintenance of a fiscal liaison with the Office of the Town Administrator in order to coordinate long-range fiscal planning to support future police programs; and
 - d. Provide audit accountability for both budgeted and non-budgeted expenditures; and maintaining the Department's written directive system.

IV. DEPUTY CHIEF

A. The Deputy Chief is appointed and directly supervised by the Chief of Police. The Deputy Chief is responsible for the day-to-day operations of the department as well as supervision of the Patrol section. The Deputy Chief will perform specialized duties as assigned by the Chief of Police.

B. The duties of the Deputy Chief include:

1. In conjunction with the Chief, manages all aspects of the Police Department. Supervises personnel and/or technical staff directly or through line supervisors;
2. Assumes responsibility of the department in the absence of the Chief of Police;
3. Serves on-call duty per direction of the Chief of Police;
4. Responds to and directs the department's response to disasters and critical incidents when needed;
5. Works closely with first-line supervisors in the oversight, training and review of staff;

6. Serves on Chief's executive team. Serves as advisor to the Chief of Police on critical issues;
7. Effectively communicates with the members of the department, the Town's Administration, the community and media outlets. Interacts with other law enforcement agencies, school districts and other organizations ensuring open and accurate communication is received from the EPD;
8. Fosters a climate of positive morale, motivation, interpersonal relationships and individual mentoring of command staff and officers;
9. Assists the Chief of Police in formal planning and research. Assists with planning, development, initiation and organization of programs and/or projects;
10. Assists with preparation and administration of the department budget;
11. Meets objectives of the department's strategic plan for the Erie Police Department. Ensures the plan is updated as conditions and needs of the community change;
12. Advises and counsels subordinates; conducts interdepartmental meetings one on one and in group settings. Informs members of command of changes in regulations and policies, implications of new or amended laws, and new techniques of police work;
13. Encourages and supports employee's individual initiative, innovation and creativity. Provides positive reinforcement to improve and sustain morale and productivity;
14. Assists with selection and promotion processes of officers and special duty personnel;
15. Takes proper safety precautions, anticipates unsafe circumstances and acts accordingly to prevent accidents. Responsible for the safety of self, others, material and equipment;
16. Assists in the review and revision of directives, policies and procedures;
17. Spot-checks activity and police reports prepared by administrative and police personnel for quantity and quality of work performance;
18. Enforces department directives and Town of Erie policies and procedures; and
19. Performs other related duties as assigned.

V. COMMANDER

- A. The Commander is appointed and directly supervised by the Chief of Police. The Commander is responsible for the day-to-day operations of the department as it pertains to sections other than patrol. The Commander will perform specialized duties as assigned by the Chief of Police.

B. The duties of the Commander include:

1. Handle responsibilities of the Chief of Police in his/her absence;
2. Provide direct supervision of the Investigations Section, Records Section, Restorative Justice, Property/Evidence, and Volunteer Programs;
3. Produce statistical analysis and documents related to analysis on the activities of the Department, including monthly, annual and special reports;
4. Review, analyze and improve existing systems, procedures and policies as they relate to the department;
5. Periodically assess and edit official criminal and incident reports;
6. Conduct investigations of complaints against Department personnel and provide staff supervision of internal investigations conducted by line supervisory personnel;

CACP STANDARD 170.4

7. Maintain records of disciplinary actions, inspections, and internal investigations;
8. Perform staff supervision of the Records & Restorative Justice Sections;
9. Supervise the administration of department training and the Field Training Officer program;

CACP STANDARD 140.1

10. Develop, implement and maintain crime prevention, community-police relations, public information and media relations programs;
11. Administer recruitment and employment activities;
12. Administer competitive promotional examination and selection activities; and
13. Performs other related duties as assigned.

VI. PATROL SECTION

A. The Patrol Section shall be responsible for sustained and intensive preventive patrol to protect life and property, preserve public peace, prevent crime and delinquency, respond to calls for service and provide traffic direction, control and enforcement.

1. The Patrol Section shall provide initial response to calls for service, preliminary crime scene investigation, and follow-up investigation of routine crimes. The Deputy Chief or Commander may also assign felonies to patrol on occasion.
2. The Patrol Section shall be responsible for completing timely and accurate reports.
3. The Patrol Section shall consist of three (3) patrol watches, each having two (2) Sergeants assigned. The Sergeants are referred to as the Watch Supervisor.

B. The Police Sergeant will:

1. Be responsible for police operations conducted by the Patrol Section personnel during his/her assigned watch;
 2. Provide direct supervision to patrol officers and conduct line inspections of police personnel, equipment and operations;
 3. Be responsible for the conduct and performance of patrol personnel within his/her span of control;
 4. Conduct investigations of complaints against department personnel;
 5. Review reports completed by the Patrol Section in a timely manner; and
 6. Perform other duties as required.
- C. In the absence of an on-duty Watch Sergeant, a watch officer will be assigned to take on the responsibilities of the Sergeant. Each shift will be assigned one officer to take on the responsibilities of the Sergeant in his/her absence. This officer will be the Officer-in-Charge (OIC).
- D. The Patrol Section shall have a compliment of sworn officers who will be divided among the three shifts in a manner compatible with the workload of the Department. The Relief/SRO Sergeant will be responsible for overseeing operations conducted by the School Resource Officers as well as filling in when Patrol Sergeants are away at training or personal time off.
- E. Police officers will be responsible for the proper disposition of police calls for service assigned, providing quality police services, thorough investigations and preventive patrol activities.

VII. INVESTIGATIONS SECTION

- A. The Detective Sergeant will:
1. Oversee police operations conducted by the Investigations Section personnel. The Drug Task Force Detective will be considered part of the Investigations Section.
 2. Provide direct supervision to detectives and conduct line inspections of detective equipment and operations;
 3. Be responsible for the conduct and performance of Investigations Section personnel within his/her span of control;
 4. Conduct, or assist in conducting, background investigations of police applicants;
 5. Review and assign reports completed by the Investigations Section in a timely manner; and
 6. Perform other duties as required.

- B. Detective(s) in this section will be responsible for in-depth investigations of all assigned cases involving felonies, other serious offenses and misdemeanors requiring extensive investigation.
 - 1. Detective(s) shall prepare, apply for, and execute search and arrest warrants and communicate with the appropriate District Attorney's office while investigating cases.
 - 2. Detective(s)/officers shall be responsible for the preparation of cases to be submitted to the District Attorney's office.
 - 3. Detective(s), along with the Property and Evidence Tech, will oversee the process for proper disposition of evidence collected by the Erie Police Department.

VIII. CODE ENFORCEMENT

- A. The Code Enforcement Section shall be responsible for interpretation and enforcement of adopted municipal codes and related rules or regulations. Additionally, Code Enforcement shall be responsible for enforcement of municipal codes and rules regarding animals and animal ownership.
- B. Code Enforcement will:
 - 1. Advise and educate homeowners, business owners and other interested parties of requirements to comply with applicable codes and laws;
 - 2. Investigate and document violations;
 - 3. Schedule and conduct reactive and proactive enforcement of all properties to ensure compliance of adopted code and ordinances of the Town of Erie;
 - 4. Prepare and issue courtesy notices, warnings and summonses to property owners identifying the need to comply with Town codes and ordinances;
 - 5. Perform other duties as required.
- C. The Code Enforcement Section shall be supervised by the Commander.

IX. RECORDS

- A. The Records Section will receive, review and file reports prepared by Department members.
- B. They shall be responsible for:
 - 1. Preparation of National Incident Based Reporting (NIBRS);
 - 2. Records security, including release of protected documents and information;
 - 3. Records maintenance;

4. Records retrieval;
5. Accept requests for police service via telephone, e-mail, teletype or in person;
6. Monitor and operate the NCIC/CCIC terminal;
7. Coordinate with the communication center for proper dispatching of police and other calls for service;
8. Process sex offender registrations;
9. Provide fingerprint services; and
10. Other duties as assigned.

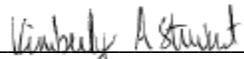
RULES:

NONE

REFERENCES:

Erie Police Department Chapter 2

Lamar Police Department Written Directives 100.06 through 100.08



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Chief of Police