

ORGANIZATION AND CHAIN OF COMMAND

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<i>Special Instructions:</i> NONE			
<i>Distribution:</i> All Sworn & Civilian Personnel		<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 4

I. PURPOSE

The purpose of this policy is to provide police officers with guidelines on the organizational structure of this department and the chain of command to be followed.

II. POLICY

The Cheswold Police, Department of Public Safety is one of four Departments in the Cheswold Government. The Chief of Police, who reports directly to the Town Council, is charged with the general administration and control of the Police Department. Within the Department of Public Safety there shall be established such units of organization as the Chief of Police shall deem necessary. The organizational structure is depicted on an annually updated organizational chart and will be made available to all personnel. In addition to the general responsibilities outlined in this directive, the Chief of Police will issue a list of specific duties and responsibilities of each officer. The Department of Public Safety is divided into two (2) general classes – sworn personnel and civilian personnel.

III. DEFINITIONS

- A. Sworn Personnel: The Police force consisting of personnel who are vested with police authority.
- B. Civilians: All employees performing other duties.

IV. PROCEDURES

A. Order of Rank of the Department:

1. Chief of Police
2. Sr. Lieutenant
3. Lieutenant
4. Master Sergeant
5. Sr. Sergeant
6. Sergeant
7. Master Corporal
8. Sr. Corporal
9. Corporal
10. Patrolman First Class
11. Patrolman

B. Duties / Responsibilities:

1. **Chief of Police:**

- a. The general administration and control of the Department of Public Safety is vested in the Chief of Police, who shall be responsible for the government, efficiency, and general good conduct of the Department. The Chief of Police, in the exercise of his duties, shall have the power to prescribe, promulgate and enforce rules and regulations for the efficient and effective operation of the Department.
- b. In case of the absence or disability of the Chief of Police, when the Chief of Police has not designated an acting Chief, the next ranking officer shall be acting Chief while such absence or disability continues.
- c. The Chief of Police and/or his/her designee, shall be responsible for periodically and/or as necessary, reviewing, updating, purging and revising all directives by examining the current and future needs of the Department and conformance of all laws, ordinances and model policies.

2. **Lieutenant / Sr. Lieutenant:**

- a. Reports directly to the Chief of Police.
- b. Is second in command and shall, in the absence of the Chief, be acting Chief unless otherwise directed by the Chief of Police.
- c. Shall be held strictly responsible for all subordinates within the department.
- d. Shall see that all members subordinate to him/her enforce the Town ordinances, State and Federal laws and see that the Police and Rules and regulations governing the Department of Public Safety are strictly enforced.
- e. Is vested with the power to assign members under his/her command, temporarily, to such duties as deemed expedient.
- f. Shall perform such other duties as may be assigned from time to time by the Chief of Police including, but not limited to, issuing appropriate written directives when deemed necessary.

3. **Sergeant / Sr. Sergeant / Master Sergeant:**

- a. Reports directly to the Lieutenant.
- b. Shall have immediate control and responsibility of the Patrol Operations and shall be charged primarily with the immediate supervision of all Patrol personnel. They shall be held strictly responsible for the discipline, conduct and efficiency of all Patrol Personnel, and routine, day-to-day operations.
- c. Shall thoroughly familiarize themselves with all applicable State and Town Laws and with the rules and regulations and procedures of the Department. They shall assist and instruct the personnel under their supervision, in the proper performance of their duties, giving special attention to members serving probationary periods.

- d. Sergeants shall not perform the specific duties of a subordinate when the subordinate is available to perform such duties; however, Sergeants shall take proper action in all violations of law coming to their attention, as the enforcement of law and the preservation of life and property and the guarantee of individual constitutional rights is the duty of all police regardless of rank.
- e. Shall carefully observe the activities and capabilities of personnel under their supervision to ascertain whether or not police duties are promptly and efficiently performed. Sergeants shall report in writing to their superior officer cases of misconduct, incompetence, neglect of duty, or violations of the rules, regulations and procedures on the part of such personnel; their failure to do so shall be considered neglect of duty.
- f. Shall give all necessary aid to their subordinates in the preparation of their subordinates' reports. Sergeants shall be accountable for the proper preparation of reports and attendance to duty by members under their command.
- g. Are vested with the power to assign members under their command, temporarily, to such duties as they may deem expedient.

4. Senior Corporal / Master Corporal:

- a. Shall report to the Sergeant.
- b. Shall be the senior patrol officer.
- c. Shall, in the absence of a Sergeant, assume the responsibilities in the event of an emergency, until such time command has been assumed by a Sergeant or above.
- d. Shall thoroughly familiarize themselves with all applicable State and Town laws and with the rules and regulations and procedures of the department. They shall assist and instruct the personnel under their supervision in the proper performance of their duties, giving special attention to members serving probationary periods.
- e. Shall take proper action in all violations of law coming to their attention, as the enforcement of law and the preservation of life and property and the guaranty of individual constitutional rights is the duty of all police regardless of rank.

5. Corporal / Patrolman First Class / Patrolman:

- a. Shall study all rules, regulations and policies pertaining to the Officers duties and shall be held accountable for any action contrary to these instructions; they shall obey the orders issued by superior officers.
- b. Shall take proper action in all violations of law coming to their attention, as the enforcement of law and the preservation of life and property and the guaranty of individual constitutional rights is the duty of all police regardless of rank.

6. Civilian Employees:

- a. Law enforcement professionalism is enhanced when officers perform only those tasks where there is an identified need for police knowledge and skills. To this end, the Department employs civilians in those positions where there is no such demonstrated need. In

addition to releasing officers for more traditional tasks, the use of civilians make it possible to hire employees for their specialized skills, thus resulting in greater efficiency.

- b. Civilian employees shall perform such clerical and other duties as assigned by a competent authority and shall be governed by the appropriate sections of Policy, Directives and Code of Conduct.
- c. During the temporary absence of a commanding officer, when no other provision is made by a competent authority, the command automatically passes to the senior ranking civilian employee.

C. Unity / Chain of Command

1. Officers shall operate at all times within the Chain of Command and must keep their immediate supervisor informed as to their activities.
2. Adherence to the Chain of Command should include suggestions and/or complaints relative to departmental operations.
3. An officer having a complaint relating to any departmental matter shall not by-pass the Chain of Command.
4. The Chief of Police shall maintain and “Open Door” policy regarding personal problems being experienced by departmental personnel. The chain of command may be passed under these circumstances. Under no circumstances shall a member, who may have a personal problem with the Chief of Police, go outside the Department for resolution. The member having such a problem shall go to the second in command who shall determine the proper course of action. If the second in command is not available, then the officer may go to a Sergeant, or to a Corporal if the Sergeant is not available.
5. When two or more officers of the same rank are assigned a detail, unless specific instructions have been issued to the contrary or an exceptional situation exists, the senior officer in grade shall be in command.

VISION STATEMENT

The Cheswold Police Department will deliver quality police service in an effective and efficient manner. Delivery of effective and efficient service is doing what is right and doing it the right way. All members of the Police Department will contribute to the development and maintenance of an organization that will cultivate the total confidence, unwavering trust and absolute respect of the citizens of Cheswold and its governing body as well as the entire Delaware Criminal Justice Community.

MISSION STATEMENT

The Cheswold Police Department exists to preserve life and property. The Department is charged with providing a safe environment for the residents of Cheswold and for those who visit the Town. Dedication to duty and service with honor are the cornerstones of the organization.

ORDERED and EXECUTED this 15th day of APRIL, 2013

Christopher Workman
Chief of Police