

# DALTON POLICE DEPARTMENT

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<i>Subject</i> <b>Organization and Direction</b>		
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I. **Policy**

It ~~shall be~~ **is** the policy of the Dalton Police Department to be organized and directed to meet its goals in the most effective and efficient manner possible.

II. **Definitions**

- A. Division Commander - an Officer who holds the rank of Captain or Lieutenant
- B. Patrol District Commander – an Officer who holds the rank of Lieutenant
- C. Watch **Commander** or Unit Supervisor – an Officer who holds the rank of Sergeant **or Lieutenant**
- D. Chain of Command - lines of communication going downward or upward within the organizational hierarchy through each successive level of command
- E. Organizational Component - a subdivision of the Agency, such as a division or unit that is established and staffed on a full-time basis to provide a specific function
- F. Span of Control - the number of persons reporting to any one Supervisor
- G. Unity of Command - The concept that each individual in the organization has one, and only one, immediate Supervisor

III. **Unity of Command**

It is the policy of the Dalton Police Department that:

- A. Every employee shall be accountable to only one Supervisor.
- B. Each unit and division will be under the direct command of only one Supervisor.

IV. **Command Protocol**

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- A. Command protocol in emergency or exceptional situations shall be assumed by the Watch Commander. In non-emergency situations, or situations involving multiple units or functions, the ~~watch shift~~ or unit that initiated the special operations shall have command of all personnel assigned to the operation until the operation is ~~covered with another policy of the Dalton Police Department~~ concluded or transferred to another shift or unit.
- B. The District Commander, Watch ~~Commander~~, or unit Supervisor shall supervise and be responsible for efficient law enforcement and operations of his / her ~~watch shift~~ or unit in accordance with the rules and regulations of the ~~Police~~ Department. The Watch ~~Commander~~ or unit Supervisor shall have the authority to designate any Patrol Officer ~~or Detective~~ assigned to his / her ~~watch shift~~ or unit as acting Supervisor in his / her absence, regardless of the Patrol Officer's ~~or Detectives~~ seniority with the Department.
- C. Division Commanders shall be responsible for the everyday operations and administrative duties related to his / her assigned division.
- D. ~~The~~ Chief of Police shall have the authority and responsibility for the management, direction, and control of the operations and administration of the ~~Police~~ Department.
- E. To ensure cooperation, coordination, and communication between division and Agency personnel, all personnel are responsible for establishing and maintaining open lines of communication. This may be established through:
  - 1. Sending daily activities of Patrol operations to Departmental personnel
  - 2. Sending investigative ~~updates, lookouts, or requests for information activities and outcomes of investigations~~ to Departmental personnel
  - 3. Attending Patrol Division roll calls; ~~and~~
  - 4. Sharing information between functions at ~~weekly~~ ~~scheduled~~ District Meetings.

V. **Span of Control**

- A. To achieve effective direction, coordination, and control, the number of employees under the immediate control of a Supervisor shall not be excessive.
- B. The proper span of control will be determined by factors such as:
  - 1. Ability of the Supervisor
  - 2. Complexity of the task to be performed by the subordinate(s)
  - 3. Separation by time and place of the Supervisor and the immediate subordinate(s)

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VI. **Delineation of Responsibility**

A job description, outlining the duties and responsibilities for each position **within the Department**, is available from the Support Services Division.

VII. **Authority and Responsibility**

- A. To achieve effective direction, coordination, and control, responsibility and accompanying authority are delegated through the chain of command.
- B. All Department personnel shall be given the authority to effectively complete all assigned functions.
- C. Personnel will not be given the responsibility for a function or task without the commensurate authority to carry it out.
- D. All levels of Department supervision are required to delegate the necessary authority to lower-ranking personnel to fulfill their responsibilities.
- E. All Department members will be accountable for the use of the delegated authority given to their position.
- F. Sworn police Officers, employed by the City of Dalton, shall have the powers of peace Officers, as regulated by law, and have the power to make arrests and carry and use weapons authorized by the Agency in the performance of their duties.

VIII. **Processing Matters Through the Chain of Command**

- A. Whenever any employee of the **Dalton Police** Department has reason to believe that a situation of an official nature requires the attention of the Chief of Police, the employee **should shall** refer the matter to his / her immediate Supervisor.
  - 1. If the immediate Supervisor cannot adequately resolve the matter, it **should shall** be forwarded through the chain of command to the Chief of Police.
  - 2. All official matters **should shall** follow the chain of command.
    - a. In most cases, this will consist of a Watch Commander or unit Supervisor, a District Commander, a Division Commander, the Assistant Chief, and the Chief of Police.
    - b. In some instances, one or more of these ranks may be missing from the normal rank structure.
- B. Whenever any employee of the **Dalton Police** Department has reason to believe that a situation of a personal nature requires the attention of the Chief of Police, the employee **should shall** normally refer the matter to his / her immediate Supervisor. If the immediate Supervisor cannot adequately resolve the matter, it **should shall** be forwarded through the chain of command to the Chief of Police.

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If the situation is one of a very personal and confidential nature and cannot be discussed with the employee's immediate Supervisor, he / she ~~may~~ shall make an appointment with the Chief of Police or present written information to the Chief of Police for consideration.

IX. **Table of Organizational Chart**

The ~~table of organizational chart~~ shall be revised as needed by the Chief of Police. A copy of the ~~table of organizational chart~~ (Directive 2.9) shall be posted on all employee work-area bulletin boards.

X. **Organizational Structure**

The ~~Dalton Police~~ Department is divided into four (4) organizational components; the Administration Division, the Patrol Division, the Criminal Investigations Division, and the Support Services Division. The ~~Dalton Police~~ Department shall be organized at the discretion of the Chief of Police and may, at any time, be restructured.

A. Administration Division

The Administration Division Commander is responsible for the activities directly associated with the Administration Division, ~~including the coordination of research, planning, and change management activities for the Department~~. The Administration Division includes the following personnel:

- ~~1. Planning and Research – This position is responsible for coordinating research, planning, and change management activities for the Department.~~
- ~~2. Public Relations Specialist – This position acts as a liaison with local media outlets, maintains communication with the public, and coordinates the release of information.~~
- 3.1. Purchasing Agent – This position performs various accounting and clerical functions for the Department, including processing purchase orders and monitoring expenses.
- 4.2. Accreditation Manager – This position is responsible for reviewing the policies and procedures of the Agency and ensuring compliance with the CALEA Accreditation and Georgia State Certification processes.
- ~~5. Intelligence Analyst: This position is responsible for reviewing, analyzing and interpreting data from sources such as incident reports; field interviews; traffic citations; and other open and confidential sources, for the purpose of developing actionable intelligence for use in strategic and tactical operations. On a regular basis, the person in this position provides support to active criminal investigations; and provides various statistical and crime analysis reports and information to members of the agency.~~

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B. Patrol Division

The Patrol Division Commander is responsible for the activities directly associated with the Patrol Division. The Patrol Division includes the following personnel:

1. A, B, and C Patrol Shifts – These shifts are responsible for the enforcement of laws, ~~and~~ the protection of life and property, ~~and the response to calls for service~~ on a twenty-four (24) hour basis.
- ~~2. Municipal Code Enforcement & Municipal Court Liaison: This position is assigned the function of enforcing Municipal Code and tax business compliance, and acts as the Department's Liaison with Municipal Court.~~
- ~~3.2.~~ School Resource Officers – These positions are assigned to the Dalton Public School System to keep order and enforce criminal laws on school properties and at school functions.
- ~~4.3.~~ Volunteer Program – These positions provide Officers assistance with non-enforcement administrative, patrol, and support functions.
- ~~5.4.~~ Safety Code Enforcement Unit– ~~This~~ These positions ~~is~~ are responsible for the identification, documentation, and enforcement of ~~municipal and international~~ code violations.
- ~~6.5.~~ ~~Special Operations~~ Traffic Enforcement Unit – These positions are assigned to identify, target, and prevent unsafe driving behaviors through a combination of enforcement and education activities. Members of this unit are responsible for investigating serious-injury and fatal vehicle crashes. ~~work in conjunction with other Officers to address crime specific targets and community problems. These positions include the Traffic Enforcement Unit and seasonal Bike Unit.~~
- ~~7.6.~~ Park Police Unit – These positions are assigned to the parks and recreation system to keep order and enforce criminal laws on Dalton Parks and Recreation properties.

C. Criminal Investigations Division

The Criminal Investigations Division Commander is responsible for the activities directly associated with the Criminal Investigations Division. The Criminal Investigations Division includes the following personnel:

1. General Case Investigators – These positions are responsible for conducting follow-up criminal investigations.
2. Safe Streets Task Force Investigators – These positions are responsible for working with other agencies ~~on an FBI led task force~~ to investigate gang-related criminal activity.

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3. Polygraph Investigator – This position is responsible for conducting polygraph examinations for the Agency.
4. Drug Enforcement Unit – This unit is responsible for conducting drug and vice investigations.
5. Crime Scene Investigator – This position is responsible for processing and documenting crimes scenes and collecting and analyzing evidence.
6. Intelligence Analyst – This position is responsible for reviewing, analyzing, and interpreting data from sources, such as incident reports, field interviews, traffic citations, and other open and confidential sources, for the purpose of developing actionable intelligence for use in strategic and tactical operations. On a regular basis, the person in this position conducts and provides support to active criminal investigations and provides various statistical and crime analysis reports and information to members of the Agency.

D. Support Services

The Support Services Division Commander is responsible for the activities directly associated with the Support Services Division. The Support Services Division includes the following personnel:

1. Training Coordinator – This position is responsible for coordinating, implementing, and evaluating the training needs at of the Department.
- ~~2. GIS Technician: This position is responsible for developing and maintaining the geographic information systems (GIS) databases.~~
- ~~3.2.~~ Records Section – This section is responsible for performing clerical tasks, computer data entry, processing reports and forms, disseminating information, processing citations, answering inquiries, file maintenance, and other related duties.
- ~~4. MIS Technician: This position is responsible for installing, modifying, and making minor repairs to computer hardware, software, and other office equipment and to provide technical assistance and training to system users.~~
- ~~5.3.~~ Property and Evidence Section – This section is responsible for receiving, maintaining, and disposing of evidence, found property, and recovered property.
- ~~6.4.~~ Custodian – This position is responsible for various light maintenance and custodial tasks at the Department.
- ~~7.5.~~ Recruitment / Community Involvement Officer – This position is responsible for coordinating, implementing, and evaluating the community involvement programs of the Dalton Police Department. In addition, this

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position is responsible for coordinating and administering the recruitment processes.

XI. **Direction**

- A. During the temporary absence of the Chief of Police, the order of precedence of command authority shall be:
1. Assistant Chief of Police
  2. Commander of the Patrol Division
  3. Commander of the Criminal Investigations Division
  4. Commander of the Support Services Division
  5. Commander of the Administration Division
- B. To achieve effective direction, coordination, and control, Supervisors must be held accountable for the performance or nonperformance of employees under their immediate supervision.
- C. Employees shall promptly obey any lawful order of a superior, including orders relayed from a superior rank by an employee of the same or lesser rank.
- D. When an employee receives a conflicting order, the employee shall respectfully notify the superior Officer issuing the order that ~~they~~ he / she ~~have~~ has received a conflicting order. If the superior Officer issuing the order does not alter or retract his / her order, his / her order shall stand. The employee shall not be required to notify the superior Officer of conflicting orders during emergency situations.
- E. Employees shall not obey any order which they know, or should know, requires them to commit an illegal act.
- F. The Department will hold staff meetings at all levels. Assessing the need for staff meetings may be based on:
1. The need for training, briefings, evaluations of operational progress, and problem solving
  2. A routine basis for progress reports, directing staff, and personnel work assignments
  3. A response to a particular task ~~which~~ that may require the formation of a committee or task force
  4. The need to provide liaison with other Departmental components for the purpose of enhancing program coordination

*This policy supersedes any previous policies issued.*

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**BY ORDER OF**

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**CHIEF OF POLICE**

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