

DALTON POLICE DEPARTMENT

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I. **Policy**

It 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. Chain of Command – Lines of communication going downward or upward within the organizational hierarchy through each successive level of command.
- B. Division Commander – An Officer who holds the rank of Captain or Lieutenant whose job function includes the management of a division.
- C. Organizational Component – A subdivision of the Department, such as a division or unit, which is established and staffed on a full-time basis to provide a specific function.
- D. Patrol District Commander – An Officer who holds the rank of Lieutenant whose job function includes the management of a Patrol shift.
- E. Span of Control – The number of persons reporting to any one Supervisor.
- F. Unit Supervisor – An employee, either sworn or non-sworn, whose job function includes the supervision of a specialized unit of employees.
- G. Unity of Command – The concept that each individual in the organization has one, and only one, immediate Supervisor.
- H. Watch Commander – An Officer who holds the rank of Lieutenant or Sergeant who is responsible for the management and supervision of all activities performed by a Patrol shift during a particular tour of duty.

III. **Unity of Command**

- A. Every employee shall be accountable to only one Supervisor.

- B. Each unit and division shall be under the direct command of only one Supervisor.

IV. **Command Protocol**

- 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 shift or unit that initiated the special operation shall have command of all personnel assigned to the operation until the operation is 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 shift or unit, in accordance with the rules and regulations of the Department.
- C. The Watch Commander or unit Supervisor shall have the authority to designate any employee assigned to his / her shift or unit as acting Supervisor in his / her absence, regardless of the employee's seniority with the Department. **The appropriate Division Commander shall be notified of this designation at the time of occurrence.**
- ~~D.G.~~ Division Commanders shall be responsible for the everyday operations and administrative duties related to his / her assigned division.
- ~~E.D.~~ The Chief of Police shall have the authority and responsibility for the management, direction, and control of the operations and administration of the Department.
- ~~F.E.~~ To ensure cooperation, coordination, and communication between division and Department personnel, all personnel are responsible for establishing and maintaining open lines of communication. This may be established through:
 - 1. Sending daily ~~activities~~ **activity reports** of Patrol operations to Department personnel
 - 2. Sending investigative updates, lookouts, or requests for information to Department personnel
 - 3. Attending Patrol Division roll calls
 - 4. Sharing information between functions at scheduled district meetings, **staff meetings, or other events**

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 shall be determined by factors such as:
 - 1. Ability of the Supervisor

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2. Complexity of the task(s) to be performed by the subordinate(s)
3. Separation by time and place of the Supervisor and the immediate subordinate(s)

VI. **Delineation of Responsibility Job Descriptions**

- A. A job description, outlining the duties and responsibilities for each position within the Department, is made available by the Support Services Division.
- B. ~~Job descriptions of all employees shall be reviewed every four (4) years to ensure they are accurate.~~ A documented review of the job descriptions for all positions shall be completed every four (4) years to ensure they are current and made available to all personnel. This review shall be completed by the Support Services Division Commander or his / her designee.

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 shall 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 shall be accountable for the use of the delegated authority given to their position.
- F. Sworn 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 Department in the performance of their duties.

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

- A. Whenever any employee of the Department has reason to believe that a situation of an official nature requires the attention of the Chief of Police, the employee shall refer the matter to his / her immediate Supervisor.
 1. If the immediate Supervisor cannot adequately resolve the matter, it shall be forwarded through the chain of command to the Chief of Police.
 2. All official matters shall follow the chain of command.
 - a. In most cases, this will consist of a Watch Commander or unit

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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 has reason to believe that a situation of a personal nature requires the attention of the Chief of Police, the employee shall normally refer the matter to his / her immediate Supervisor. If the immediate Supervisor cannot adequately resolve the matter, it shall be forwarded through the chain of command to the Chief of Police. If the situation is one of a very personal and confidential nature and cannot be discussed with the employee's immediate Supervisor, he / she shall make an appointment with the Chief of Police or present written information to the Chief of Police for consideration.

IX. **Table of Organization**

- A. The table of organization shall be revised as needed by the Chief of Police. A copy of the table of organization (Directive 2.9) shall be posted on all employee work-area bulletin boards.
- B. The table of organization shall be made available to the public through a link on the Department's website.

X. **Organizational Structure**

The Department is divided into four (4) organizational components; the Administration Division, the Criminal Investigations Division, the Patrol Division, and the Support Services Division. The 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 management and direction of 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. Purchasing Agent – This position performs various accounting and clerical functions for the Department, including processing purchase orders and monitoring expenses.
- 2. Accreditation Manager – This position is responsible for reviewing the policies and procedures of the Department and ensuring compliance with the CALEA Accreditation and Georgia State Certification processes.

B. Patrol Division

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

1. Division Operations Supervisor – This position is responsible for the planning, direction, coordination, and evaluation of the operational activities of the division.
2. A, B, C, and D Patrol Shifts – These shifts are responsible for the enforcement of laws, the protection of life and property, and the response to calls for service on a twenty-four (24) hour basis.
3. 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. Volunteer Program – These positions provide Officers assistance with non-enforcement administrative, patrol, and support functions.
- ~~5. Safety Code Enforcement Unit – These positions are responsible for the identification, documentation, and enforcement of municipal and international code violations.~~
- 5.6. 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.
- 6.7. Community Relations Unit – These positions are assigned to organize and participate with various events, programs, and groups to build stronger relationships with members of the community.

C. Criminal Investigations Division

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

1. Division Operations Supervisor – This position is responsible for the planning, direction, coordination, and evaluation of the operational activities of the division.
2. General Case Investigators – These positions are responsible for conducting follow-up criminal investigations.
3. 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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4. Polygraph Investigator – This position is responsible for conducting polygraph examinations for the Department.
5. Drug Enforcement Unit – This unit is responsible for conducting drug and vice investigations.
6. Crime Scene Investigator – This position is responsible for processing and documenting crime scenes and collecting and analyzing evidence.
7. 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 Department.

D. Support Services

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

1. Division Operations Supervisor – This position is responsible for the planning, direction, coordination, and evaluation of the operational activities of the division. ~~This position is also responsible for the recruiting activities of the Department.~~ This position is responsible for processing open records requests and disseminating information in accordance with the Georgia Open Records Act.
2. Training Coordinator – This position is responsible for coordinating, implementing, and evaluating the training needs of the Department.
3. Training / Recruiting Supervisor – This position is responsible for supervising and assisting with the training function for the Department. This position is responsible for coordinating and conducting activities associated with hiring new employees, including applicant testing, background investigations, and recruiting events.
- 4.3. 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.
- 5.4. Property and Evidence Section – This section is responsible for receiving, maintaining, and disposing of evidence, found property, and recovered property.

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- 6.5. ~~Custodian~~ **Building Maintenance Technician**— This position is responsible for various light maintenance and custodial tasks at the Department.

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 shall** 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 he / she 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 shall 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 that may require the formation of a committee or task force
 4. The need to provide liaison with other Department components for the purpose of enhancing program coordination

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This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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