



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **DEPARTMENT ORGANIZTIONAL STRUCTURE**

NEW REVISED RESCINDS

APPROVED: *GM*
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ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The Department organizational structure consists of the Office of the Chief and the Operations Division commanded by the second-in-command. Employees of the aforementioned entities will make every effort to coordinate, cooperate, and communicate with each other to ensure the highest level of Department efficiency.

II. DEPARTMENT ORGANIZATIONAL STRUCTURE

- A. The Department's organizational structure is based on function, unity of command, delineation of responsibility, accountability, and the delegation of authority.
- B. The explicit assignment of responsibility to any supervisory employee in the police department does not relieve any subordinate employee of the responsibility to properly carry out all orders and efficiently perform all duties assigned to that employee.
- C. Except as noted elsewhere, command and control over members of the Police Department shall be exercised in accordance with the following table of titles as listed in descending order of authority:
 - 1. Chief of Police
 - 2. Lieutenant
 - 3. Sergeant
 - 4. Corporal
 - 5. patrol Officer (senior officer on duty in absence of the above)

III. ORGANIZATIONAL CHART

- A. The organizational chart depicted elsewhere in this manual denotes chain of command and intra-departmental relationships.
- B. The organizational chart depicts the line of authority and communication within the Police Department. Each organizational component is under the direct command of only one supervisor. The organizational chart will be reviewed and updated as changes occur.
- C. Each employee, sworn and non-sworn is accountable to only one supervisor at any given time.
- D. Supervisory personnel, sworn and non-sworn, shall be accountable for the performance of employees under their immediate control.

IV. SPAN OF CONTROL

- A. During normal day-to-day operations, a supervisor will have a maximum of seven (7) employees under his/her control.
- B. Special emergencies (natural disasters, special events) might dictate a larger span of control.

V. AUTHORITY AND RESPONSIBILITY

- A. The Chief of Police is ultimately responsible for the performance of the Police Department. To assist the Chief in accomplishing the mission, goals and objectives of the Department, employees are vested with the authority necessary to perform the duties of their assignment. Such authority may be found in general orders, the Cottage City Charter, and/or by any law or ordinance governing any employee's conduct.
- B. Each departmental employee will be held fully accountable for the use of, or failure to use, delegated authority. Any employee who has questions concerning his/her delegated authority should bring such questions to the attention of his/her immediate supervisor or the Chief of Police for prompt resolution. Legal questions may be referred via the chain of command to the Cottage City Attorney.