

## Organizational Structure and Responsibility

### 200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

### 200.2 POLICY

The Plymouth Township Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment has clearly identified responsibilities and a defined chain of command.

### 200.3 DIVISIONS

The Chief of Police is responsible for administering and managing the Plymouth Township Police Department. There are three divisions in the Department:

- Administration Division
- Patrol Division
- Detective Division

#### 200.3.1 ADMINISTRATION DIVISION

The Administration Division is commanded by an assigned Lieutenant, whose primary responsibility is to provide general management, direction and control for the Administration Division. The Administration Division consists of technical and administrative services.

#### 200.3.2 PATROL DIVISION

The Patrol Division is commanded by assigned Lieutenants, whose primary responsibility is to provide general management, direction and control for the Patrol Division. The Patrol Division consists of uniformed patrol and specialty units, which includes the Highway Patrol Unit.

For procedures related to Patrol Division, see the Plymouth Township Police Department Procedures Manual: UNDERSTAFFED SHIFTS.

#### 200.3.3 DETECTIVE DIVISION

The Detective Division is commanded by an assigned Lieutenant, whose primary responsibility is to provide general management, direction and control for the Detective Division. The Detective Division consists of the Detective Division, Evidence Room, crime analysis and forensic services.

### 200.4 COMMAND PROTOCOL

# Plymouth Township Police Department

## Policy Manual

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#### **200.4.1 SUCCESSION OF COMMAND**

The Chief of Police exercises command over all members of the Plymouth Township Police Department. During planned absences, the Chief of Police will designate a Lieutenant to serve as the acting Chief of Police. A Sergeant is the shift commander of his/her designated unit. Authority of a sergeant will not be superseded, except by an officer of higher rank. Sergeants providing coverage for another sergeant assumes the authority of the shift commander for the designated unit for the duration of the assignment. Rank involving two or more sergeants assigned to a special detail is determined by seniority unless otherwise ordered by the Chief or his designee.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- (a) Administration Lieutenant
- (b) Patrol Lieutenant
- (c) On-duty supervisor
- (d) OIC or in his/her absence, most senior officer on-duty (note: OIC pay is determined by the current CBA)

#### **200.4.2 UNITY OF COMMAND**

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists. Members should proceed directly up the chain of command for resolution should they believe they have received conflicting or unlawful orders.

#### **200.5 AUTHORITY AND RESPONSIBILITIES**

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority. All officers working on special duty assignments shall conform and act as an officer of Plymouth Township Police Department under the supervision of shift supervisor, perform special duties in accordance with all orders issued for the conduct of officers on normal or regular duty and refer to the supervisor for any questions as to the special duty or the manner in which to complete an assignment.