

DEKALB POLICE DEPARTMENT

Subject: **Organizational Structure**

Policy #: **102.1**

Effective Since: 8-21-03

Originally Issued As: General Order # 3 of 1-1-89

Revision Effective: 1-1-19

Reference Material: City of DeKalb Municipal Code, Chapter 4

FTO Training Task: # 2

ILEAP Standards Covered: ADM.04.01, 07.01-07.04, 08.01; OPR.01.07

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PURPOSE: This policy defines and places into effect the DeKalb Police Department's organizational structure.

POLICY: It is the policy of the DeKalb Police Department to maintain an orderly organizational structure, divided into respective divisions; and to establish an authority and rank structure commonly referred to as the "chain of command."

DEFINITIONS: None.

PROCEDURE:

I. Organizational Structure

- A. The Police Department is divided into organized divisions, as prescribed in Municipal Code 4.03: "The Police Department shall be organized into such divisions and units thereof as shall be determined by the Chief of Police with the approval of the City Manager. The scope, duties and responsibilities of each division and for each officer or civilian employee therein shall be determined and spelled out in a printed procedures manual prepared by the Chief of Police, subject to the approval of the City Manager and thereafter distributed to each officer and civilian employee of the department. The manual may be revised from time to time."
- B. The Police Department is currently organized into four divisions: Patrol, Investigations, Special Services and Communications & Support Services. Each division is headed by a Commander.
- C. Chief of Police: Authority and responsibility of the Chief of Police is expressed in Municipal Code 4.02. All duties and responsibilities of the office shall be executed in accordance with the ordinances of the City of DeKalb. [ILEAP ADM.07.01]
- D. In normal day-to-day operations, the Chief, as the head of the Police Department, is accountable for the command staff, and sets forth the organizational structure that is in effect as defined in this policy. An Administrative Assistant is assigned to the office of the Chief.
- E. In the absence of the Chief from the city, or in an exceptional situation where the Chief is disabled or unable to perform his assigned duties, the authority of the Chief will reside with the Deputy Chief as designated by the Chief and/or City Manager and the Deputy Chief shall remain available to conduct the department's business at all times. [ILEAP ADM.07.02 (a)&(b)]
- F. In the absence of the Deputy Chief from the city, or in an exceptional situation where the Deputy Chief is disabled or unable to perform his assigned duties, the authority of the Deputy Chief will reside with a Division Commander(s) as designated by the Chief, Deputy Chief and/or City Manager, and that designated Commander shall remain available to conduct department business at all times.
- G. In the absence of a Division Commander from the city, or in an exceptional situation where a Division Commander is disabled or unable to perform his assigned duties, the authority of that Division Commander will be assigned by the Chief or Deputy Chief to another Division Commander or Sergeant within that division. That designated Commander or Sergeant shall remain available to conduct that division's business at all times.
- H. The Deputy Chief and Division Commanders will exercise the authority of the Chief in their respective areas of responsibility. Their acts and decisions will be subject to review by the Chief of Police. Each organizational component is under the direct command of only one supervisor. [ILEAP ADM.07.04(b)]

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- I. Incidents that may substantially question the agency's liability, such as an officer-involved deadly use of force incident, significant accident involving a police vehicle, or incidents that may result in heightened community interest, shall be brought to the attention of the Chief or his designee as soon as possible.
- J. Administrative authority residing in the Chief of Police as a department head, by delegation of the City Manager, is delegated to subordinates of the Chief of Police according to positions of rank.
- K. The staff of the Chief will consist of the Deputy Chief and Division Commanders. Division Commanders are responsible for their respective division.
- L. The agency maintains a chart depicting its organizational structure and it is available for viewing by all personnel. An organizational chart of the department is depicted in Annex A of this policy. The organizational chart is also available to all personnel on the department's internal computer network and is also published in each Annual Report. [ILEAP ADM.07.03]
- M. Explanations of the services and responsibilities of each division are described in this policy.
- N. It is common and acceptable practice for ranking officers of different divisions to communicate and cooperate laterally. The department encourages and supports the exchange of information among all department functions and personnel for the purpose of coordinating assigned duties.
- O. Communication channels can be accomplished through meetings, memos, e-mail, voice mail, other electronic messaging systems, and exchange of reports or bulletins.
- P. In situations involving personnel from different divisions engaged in a single operation, the Commander and/or supervisors from the division in charge of the operation will be responsible for the operation and the supervision of all personnel assigned. [ILEAP ADM.07.02(c)]

II. Police Department Chain of Command

- 1. Police Chief
- 2. Deputy Chief
- 3. Commanders
- 4. Sergeants
- 5. Communications Coordinator

III. Police Department Divisions

A. Special Services Division

- 1. **Primary Functions of the Special Services Division :**
 - a. Community relations
 - b. Records retention and related functions
 - c. Evidence retention and related functions
 - d. Training functions
 - e. Court security functions
 - f. Development of intelligence driven policing strategies
 - g. Information & technology services
- 2. The Special Services Division is under the command of the Special Services Division Commander. [ILEAP ADM.07.04(b)]

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3. **Assignment of Personnel in the Special Services Division :**

- a. Commander
- b. Community Relations & Training Coordinator (sworn officer)
- c. Management Analyst (FT civilian)
- d. Community Service Officers (PT civilians)
- e. Records Office Associates (FT and PT civilians)
- f. Evidence Technicians (PT civilians)

B. Communications & Support Services Division

1. **Primary Functions of the Communications & Support Services Division :**

- a. Communications functions in a full-service 911 center
- b. Provisions for consolidated and contract dispatch services
- c. IACP accreditation management
- d. Facilitate the administrative tow program
- e. Fleet management
- f. Facility management
- g. Policy development

2. The Communications & Support Services Division is under the command of the Communications & Support Services Division Commander. [ILEAP ADM.07.04(b)]

3. **Assignment of Personnel in the Communications & Support Services Division :**

- a. Commander
- b. Patrol Sergeants, as supervisors of Communications employees working on their shift
- c. Communications Coordinator (FT civilian)
- d. Telecommunicators (FT and PT civilians)
- e. Interns and Volunteers

C. Patrol Division

1. **Primary Functions of the Patrol Division :**

- a. The assignment and activities of uniformed patrol officer personnel.
- b. Implementation of intelligence driven policing strategies.
- c. Enforce the laws of the state and ordinances of the City of DeKalb, making physical arrests of violators when necessary.
- d. Preventative patrol in assigned areas during a specific time period on foot, on bicycle, or in motorized police vehicles.
- e. Investigate traffic accidents.
- f. Conduct residential, business, and public area premise checks and respond to alarms.
- g. Maintain order in crowds, parades, and other public gatherings.

2. The Patrol Division is under the command of the Patrol Division Commander. [ILEAP ADM.07.04(b)]

3. **Assignment of Personnel in the Patrol Division :**

- a. Commander

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- b. Sergeants
- c. Patrol Officers
- d. Community Service Officers (PT civilians)
- e. Interns and Volunteers

4. Patrol coverage :

- a. The Patrol Division provides continuous citywide patrol coverage, 24 hours a day, 365 days a year.
- b. Patrol coverage is accomplished by daily operational shifts.
- c. Patrol minimum shift strengths are determined and posted in the department's electronic schedule.

5. Assignment to patrol shifts :

- a. Assignment to patrol shifts is accomplished by officers bidding for their shift selections at a time designated by the Patrol Commander in accordance with the procedure in the collective bargaining agreement.
- b. Designated specialized units may also be available or assigned.
[ILEAP OPR.01.07(a)]

6. Frequency of shift rotation :

- a. There are four patrol shift rotations each year, with each shift lasting three months.
- b. An officer may select or be assigned to a different shift at any and/or all of the shift rotations.
- c. An officer may select or be assigned to the same shift instead of rotating.
[ILEAP OPR.01.07(b)]

7. Assignment to service areas :

- a. The department currently operates three patrol service areas, referred to as zones.
- b. At least one officer is specifically assigned to each zone on each shift.
- c. Zones may be divided into more than one subzone, such as Zone 1 East and Zone 1 West.
- d. A zone beat officer will handle service calls in that zone when available and will limit patrol operations to the geographic confines of that zone unless otherwise assigned.
- e. Zone beat officers may be assigned to calls for service outside their zone when needed.
- f. A zone map is depicted in this policy in Annex B.
[ILEAP OPR.01.07(c)]

8. Service area rotation :

- a. Officers are typically assigned to each zone for one week at a time, then rotate to another zone.
- b. The shift sergeant maintains a written rotating schedule to accomplish this.
- c. When not assigned to a zone, the officer is designated as a backup officer that patrols and handles calls for service wherever needed.
[ILEAP OPR 01.07(d)]

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9. **Determination of days off** : once the Patrol Commander has assigned officers to shifts for each of the shift rotations, officers select their days off based on seniority from the available days listed on the schedule.
10. **Shift briefing** :
 - a. At the beginning of each shift, the shift supervisor will conduct a shift briefing with the officers coming on duty.
 - b. The briefing will include information about information from prior shifts, squad car and zone assignments, daily patrol activities, significant ongoing investigations, new or changed directives, and other information pertinent to patrol operations. [ILEAP OPR.01.07(f)]
 - c. At least two officers will be immediately available for calls during the shift briefing. If officers are unable to attend the shift briefing, the supervisor will pass on the information as soon as possible in person, in writing, or by computer messaging. [ILEAP OPR.01.07(e)]

Q. Investigations Division

1. **Primary Functions of the Investigations Division** :
 - a. Conduct preliminary and follow-up investigations of significant crimes, including the identification and apprehension of criminals.
 - b. Investigation of missing persons.
 - c. Investigation of drug and gang related crimes, particularly through the provision of the Targeted Response Unit.
 - d. Youth services through the provision of School Resource Officers.
 - e. Community education, crime prevention programs and liaison services to community and university groups and organizations.
 - f. Coordinate the department's participation in the DeKalb County Major Case Squad.
 - g. Collection and preservation of evidence at crime scenes.
2. The Investigations Division is under the command of the Investigations Division Commander. [ILEAP ADM.07.04(b)]
3. **Assignment of Personnel in the Investigations Division** :
 - a. Investigations Commander
 - b. Sergeants
 - c. Sworn Officers / Detectives
 - d. Crime Analyst and other civilian employees
 - e. Interns & Volunteers
4. The Investigations Division is divided into two primary service divisions, each headed by Sergeant:
 - a. Case Investigations and School Resource Officers
 - b. Targeted Response Unit
5. The Investigations Division provides 24-hour service capabilities. Detectives are assigned to work shifts throughout the week as determined by the Investigations Commander and/or Sergeant.

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6. During periods of time where an on-duty detective is not on duty, a detective shall be on-call as established on a pre-determined schedule. The on-call detective schedule shall be furnished to the Communications Center and available to the Patrol Division Commander and its supervisors.

IV. Assignment to Task Forces

- A. At the direction of the Chief, the Police Department may assign officers to work in a designated task force by this or another law enforcement agency.
- B. The number of officers assigned to each task force is decided by the Chief of Police.
- C. Officers may be selected to a task force through direct assignment by the Chief of Police, or through an application and interview process.
- D. Officers assigned to a task force must have a record of consistently meeting or exceeding work performance measures in their current assignment.
- E. Officers may be selected from either the patrol or detective division.
- F. The purpose of assigning officers to these task forces is to assist and participate in specialized investigations.
- G. Authority for coordinating, supervising, scheduling, and assigning task force officers rests with the task force supervising officer.
- H. The department will maintain a written agreement with the agency coordinating the task force.
- I. Task force officers may be assigned to covert or overt operations, at the direction of the task force supervising officer.
- J. Officers assigned to task forces are responsible for meeting work requirements and schedules as determined by the task force supervisor.
- K. Officers assigned to task forces are responsible for meeting obligations required by the department, such as attending court, mandatory meetings, and mandatory training.
- L. Assigned task force officers remain employees of the City of DeKalb and are entitled to the rights and privileges as established under current union contracts and conditions of employment. Payment of wages and overtime remains the responsibility of the City.
- M. Officers may be rotated out of task force duty upon decision by the Chief of Police, usually at pre-determined dates or length of service.
- N. Officers rotating out of the task force will return to regular duty and shall retain their seniority and any rank they had previously obtained.
- O. The effectiveness of the task force will be evaluated on a continual basis by the Chief of Police and command staff to study the task force impact and results, and the need for continued operation.
- P. If it is determined the task force has no or limited impact on crime control measures in the DeKalb area, the officers may be removed from that task force if deemed appropriate by the Chief of Police.

V. Unity of Command

- A. Although employees in any division are subject to follow the instructions and orders of any higher-ranking supervisor, each employee is **accountable** to only one supervisor at any given time. In other words, the direct supervisor of the employee within that employee's division will be the one directly responsible for matters concerning that employee. [ILEAP ADM.07.04(a)]

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- B. Supervisory personnel are accountable for the activities of employees under their immediate control. [ILEAP ADM.07.04(c)]
- C. All employees are instructed to obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank. [ILEAP ADM.07.04(d)]
- D. If an employee receives a conflicting or unlawful order, the employee is to follow the procedure as outlined in the Rules of Conduct, Policy 103.5, Section A. [ILEAP ADM.07.04(e)]
- E. Within or between any division, the higher-ranking on-duty supervisor will have the final determination of any discrepancy or disagreement of instructions or orders involving a supervisor of a lower rank.
- F. Between divisions, the higher-ranking supervisor of the division involving the affected employee will have the final determination of any discrepancy or disagreement of instructions or orders between them.

VI. Authority to Fulfill Responsibilities

- A. At every level within the agency, personnel have the authority to make decisions necessary for the effective execution of their responsibilities.
- B. All personnel are expected to make decisions that are within the bounds of department policy & procedure; that comply with any applicable ordinance or law; and that employ good judgment and common sense.
- C. Supervisors may delegate authority to others to accomplish various tasks, understanding that they are accountable for the use of such delegation.
- D. Higher ranking supervisors may specifically allow or limit the use of delegated authority in certain matters.
- E. Activities of employees to accomplish tasks should always support the policies and mission of the department.
- F. Department goals and objectives are reviewed annually and made available to all agency personnel. Department goals and objectives are listed in the Annual Report and the official City Budget document. Individual goals and objectives are a component of the department's annual performance appraisal system. [ILEAP ADM.04.01]
- G. Current job descriptions are maintained by Human Resources and are available for employees to view at any time. [ILEAP ADM.08.01]

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police .

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.

ANNEX A FOLLOWS: POLICE DEPARTMENT ORGANIZATIONAL CHART
ANNEX B FOLLOWS: POLICE BEAT ZONE MAP

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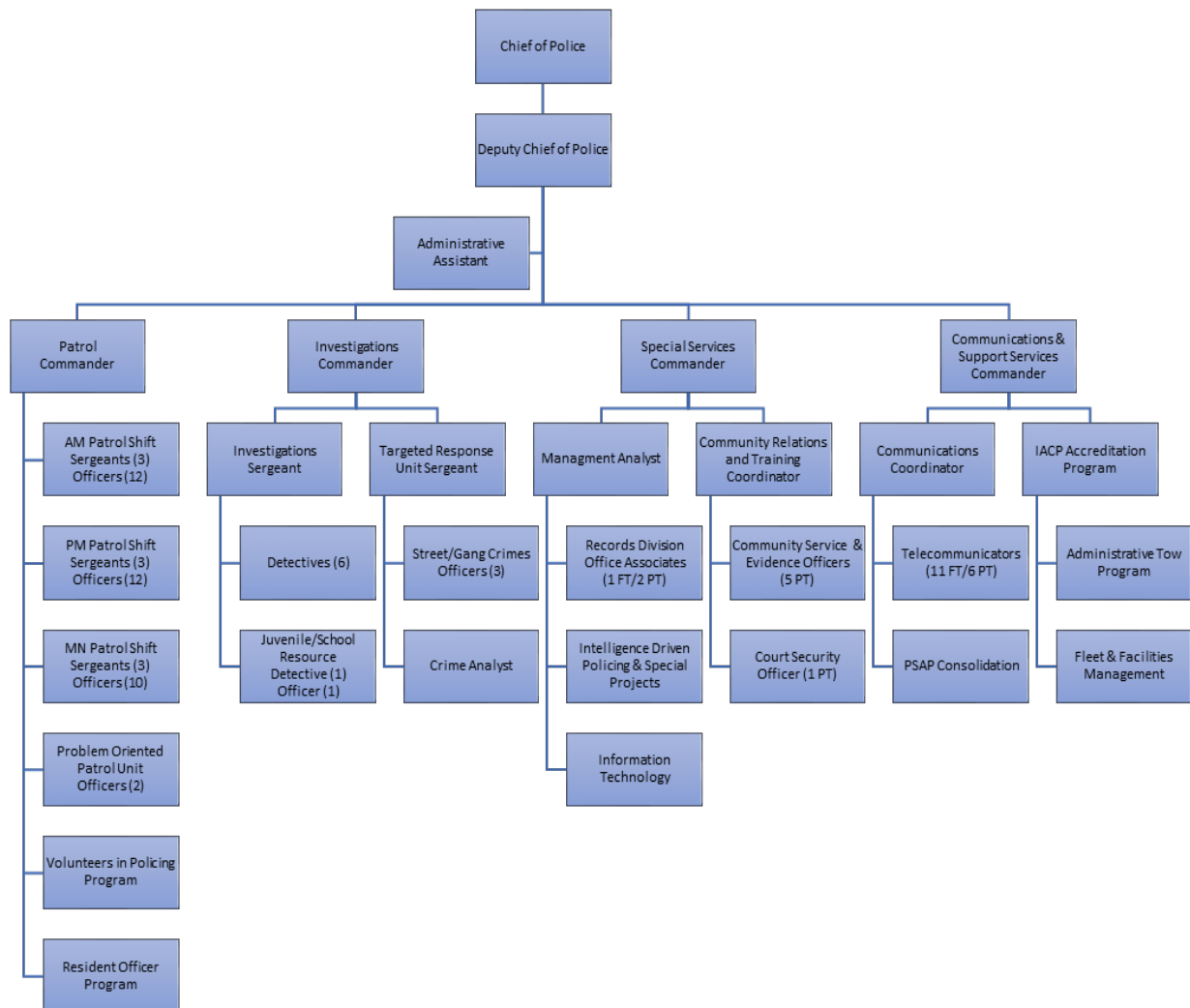
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ANNEX B: POLICE BEAT ZONE MAP

