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## 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 Easton 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 should have clearly identified responsibilities and a defined chain of command.

### 200.3 COMMAND AND AUTHORITY

#### 200.3.1 CHIEF OF POLICE

The Chief of Police is responsible for administering and managing the Easton Police Department.

May delegate authority and assign such functions to personnel of the Department, which in his judgment is in the best interest of the Department, to establish and maintain good and efficient administration and operation of the department.

Has the authority to prescribe, promulgate and enforce all directives for governing members of the Department. Such authority will not be inconsistent with local, state and federal laws.

#### 200.3.2 DEPUTY CHIEF OF POLICE

When the Chief of Police will be absent from duty, the Deputy Chief shall assume command of the Department.

The Deputy Chief is responsible for overseeing the legal services of the department, fiscal management, planning and research, the Internal Affairs Unit, and the Training Unit.

The Deputy Chief of Police shall maintain files of those complaints needing investigation. He shall also assign those complaints needing further investigation to the officer assigned to conduct Internal Affairs investigations as required.

The Deputy Chief of Police is responsible for the training function and will be assisted by an officer designated by the Chief of Police as the Training Officer.

### 200.4 ORGANIZATIONAL STRUCTURE

The Easton Police Department organizational structure includes divisions, units, squads and individuals. Each are assigned specific functional areas of responsibility, which include activities that are directly related to carrying out or supporting the Department's objectives.

The Department is divided into three (3) major divisions:

- (a) Patrol Division

# Easton Police Department

## Policy Manual

### *Organizational Structure and Responsibility*

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- (b) Special Operations Division
- (c) Support Services Division

#### **200.5 PATROL DIVISION**

The Patrol Division is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction and control for the Patrol Division.

Members assigned to this division are responsible for the continuous delivery of police services to the community and provide a variety of police functions and services. The division consists of the Patrol Squads, K-9 Unit, Mobile Field Force Unit, Crisis Response Unit, Accident Reconstruction Unit, Parking Enforcement Unit and the School Crossing Guards Unit.

##### **200.5.1 EXECUTIVE OFFICER**

Holds the rank of 1st. Sergeant, which is a temporary appointment made at the discretion of the Chief of Police.

Serves as second in command of the Patrol Division and acts as Commander in the absence of the Division Commander. Assists with the daily management of the Division as assigned by the Patrol Commander or Deputy Chief.

Reports directly to the Patrol Commander.

#### **200.6 **SUPPORT SERVICES DIVISION****

The Support Services Division is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction and control for the Support Services Division. The Support Services Division consists of technical and administrative services. The Support Services Division consists of the Evidence Collection Unit, Records Section, and the Property and Evidence Section.

The Support Services Commander is assigned functional staff responsibility of broad areas of department-wide coordination and interests and other assignments as required by the Chief of Police to include, but not limited to:

- (a) Facility and Fleet Management
- (b) Quartermaster Responsibilities
- (c) Information Technology Support

#### **200.7 SPECIAL OPERATIONS DIVISION**

The Special Operations Division is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction and control for the Special Operations Division.

The Special Operations Division consists of the Criminal Investigations Unit, Narcotics Unit, Bike Patrol Unit and Honor Guard Unit.

#### **200.8 COMMAND PROTOCOL**

##### **200.8.1 CHAIN OF COMMAND**

# Easton Police Department

## Policy Manual

### *Organizational Structure and Responsibility*

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The descending ranking order of sworn members is:

- (a) Chief of Police
- (b) Deputy Chief of Police
- (c) Lieutenant
- (d) First Sergeant
- (e) Sergeant
- (f) Corporal
- (g) Patrolman First Class
- (h) Patrolman
- (i) Recruit

Support members occupy positions at all levels of the Department. For specific information on the placement of support members, refer to the Department Organizational Chart.

#### 200.8.1 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.

#### 200.8.2 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Easton Police Department. During planned absences of both the Chief of Police and Deputy Chief of Police, the Chief of Police will designate a Commander to serve as the acting Chief of Police.

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

- (a) Deputy Chief of Police.
- (b) Patrol Commander.
- (c) Special Operations Commander.
- (d) Support Services Commander.
- (e) On-duty Shift Supervisor.

During the temporary absence of any Supervisor, the senior ranking subordinate will assume command, unless otherwise ordered.

- (a) First preference - rank.
- (b) Second preference - senior in rank/grade.
- (c) Third preference - department tenure.

# Easton Police Department

## Policy Manual

### *Organizational Structure and Responsibility*

---

During the prolonged absence of a Commander or Supervisor, an Acting Commander or Supervisor may be designated by the Chief of Police.

Members assuming command will:

- (a) Have all the authority and responsibility of the permanent Supervisor/Commander.
- (b) Not countermand a standing order, unless absolutely necessary.
- (c) Submit a written report to their Commander detailing the reason for the countermanding of an order.
- (d) Be held accountable for the appropriate application of that delegated authority.

#### **200.9 AUTHORITY AND RESPONSIBILITY**

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.