

Effective Date: 03/06/2020	General Order: 2020.01
Rescinds Previous Policy Dated: 11/20/2000	Issuing Authority: Chief Rich Lockhart
Date Last Reviewed: 02/25/2020	Distribution Restrictions: None
 <p style="text-align: center;">WARRENSBURG POLICE DEPARTMENT POLICY & PROCEDURE</p>	Applicable Personnel: All
Subject: Organizational Structure	
CALEA Standard(s): 11.1.1, 11.3.1a - b, 12.1.1, 12.1.2a - d, 12.1.3, 12.2.1a	

PURPOSE

To establish the administrative and operational structure, protocols, and functions of the Warrensburg Police Department

POLICY

It is the policy of the Warrensburg Police Department to maintain an organizational structure that is consistent with our goal of providing effective and efficient police services. Additionally, the department shall provide our employees with a clear definition of authority and responsibilities.

DEFINITIONS/TERMINOLOGY

Bureau: A major administrative element of the department under the direction of an individual who reports directly to the Chief of Police.

Division: A specialized administrative operational element of the department / operational element of the department.

GENERAL PROVISIONS

A. Mission Statement

The mission of the Warrensburg Police Department is to create a safe city through partnerships with the community.

With customer service as our foundation, we are driven by goals to investigate problems as well as incidents, seeking solutions and fostering a sense of security in neighborhoods and individuals. It is our goal to develop a partnership with all members of our community.

We build and maintain public trust by holding ourselves to standards of performance and ethics. To fulfill our mission, the Warrensburg Police Department is dedicated to providing a quality work environment and the development of our members through effective training and leadership. <12.2.1a>

B. Legal Authority:

1. Pursuant to RSMo 85.620 and Section 17-22 of the City of Warrensburg Municipal Code, commissioned personnel of the Warrensburg Police Department have full authority and responsibility for the enforcement of all state laws and city ordinances.
2. All employees are given the authority to make decisions, which are necessary for the effective execution of their responsibilities. Each employee shall also be held accountable for use of their delegated authority.

C. Organization:

The department is organized into three functional elements. The Patrol Bureau, the Investigations Bureau and the Administration Bureau. These bureaus report directly to the Chief of Police. Consistent with operational guidelines established by the Chief of Police, the Patrol Bureau Commander, the Investigations Bureau Commander, and Administration Bureau Executive Officer may issue rules, regulations and guidelines for their respective bureaus in order to facilitate the policies of the Chief of Police. <11.1.1>

1. Office of the Chief of Police:

- a. The office of the Chief of Police is comprised of the Police Chief, the Office Manager and the CALEA Accreditation Manager.
- b. The Chief of Police is appointed by the City Manager, who reports directly to the Mayor and City Council.
- c. Warrensburg Municipal Code 17-16 designates the Chief of Police as the commanding officer (chief executive) of the Warrensburg Police Department and has authority over all bureaus, divisions, and personnel. The Chief is responsible for, but not limited to:
 - 1) The overall operation of the police department including budgeting and procurement.
 - 2) Establishing the mission and goals of the police department.
 - 3) Establishing policy and procedure.
 - 4) The development and issuance of a manual of written directives, which are issued under the authority of the Chief of Police. <12.1.1>

d. Internal Affairs:

The Chief of Police is responsible for overseeing the internal affairs function for the department to include:

- 1) Assigning personnel to investigate accusations of employee misconduct in conjunction with the City's personnel policies and Human Resources Director.

- 2) Coordinating the investigation of accusations of employee misconduct with the Human Resources Director.
- 3) Initiating investigations into areas of possible internal deficiencies in order to avoid or remedy adverse situations.

2. Patrol Bureau:

The Patrol Bureau Commander holds the rank of lieutenant and is responsible for the Patrol Division, department training and reports to the Chief of Police. The Patrol Bureau Commander is responsible for the following:

- a. The Patrol Division is responsible for police line services throughout the city. It provides for routine systematic patrol and responds to and handles calls for service. The patrol division is responsible for traffic enforcement and traffic accident investigations.
- b. The Patrol Division is staffed by four shifts (A, B, C, and D), which consist of a shift sergeant, a corporal, and 3 police officers. The sergeant has overall supervisory authority for the shift. In the absence of the sergeant, the corporal has supervisory authority for the shift. A sergeant or corporal must be on duty at all times on each shift.
- c. The Patrol Bureau Commander is responsible for the care and maintenance of the department's vehicles assigned to the Patrol Bureau.
- d. The Patrol Bureau Commander is also in charge of uniforms, operational supplies and responsible for the procurement, issuance and maintenance of uniforms and operational equipment for Patrol Bureau members.
- e. Training:/Continuing Education:
 - 1) The Patrol Bureau Commander is the department's training officer and is responsible for coordinating and scheduling training for all department personnel.
 - 2) The training officer is also responsible for maintaining all files and records relative to the training of department personnel as it relates to Missouri POST certification.

3. Investigations Bureau:

The Investigations Bureau Commander holds the rank of lieutenant and is responsible for the Investigations Division and reports directly to the Chief of Police. The Investigations Bureau Commander is responsible for the following:

- a. Criminal Investigation Division
 - 1) The criminal investigation division is supervised by a detective sergeant and includes a detective corporal and two detectives.
 - 2) The criminal investigation division conducts criminal investigations and shall provide assistance to the patrol division in investigating possible criminal activity.

b. Proactive Crimes Division (PCD)

- 1) The Proactive Crimes Division is supervised by a sergeant detective and includes two detectives.
- 2) The Proactive Crimes Division (PCD) conducts narcotics investigations and patrol activity in response to crime problems and shall aid the Patrol Division in investigating possible criminal activity.
- 3) The ATF Task Force officer reports to the PCD sergeant.

c. Investigations Bureau Equipment

- 1) The Investigations Bureau Commander is responsible for the care and maintenance of all vehicles assigned to the bureau.
- 2) Additionally, the Investigations Bureau Commander is responsible for the purchase of uniforms and equipment for the members of the bureau.

4. Administration Bureau Executive Officer:

The Administrative Bureau Executive Officer holds the rank of sergeant and is in charge of the Records Division, Property and Evidence Division, School Resource Division, Animal Control Officer and reports directly to the Chief of Police.

a. Records Division

- 1) The Records Division consists of police records clerks.
- 2) The Records Division maintains our electronic records management system and quality control which includes annual reporting of crime statistics to the Missouri State Highway Patrol.
- 3) The Records Division is responsible for the recording, maintenance, dissemination of and processing of various department documents including, but not limited to, police reports, arrest records, citations, etc.

b. Property and Evidence Division

- 1) The Property and Evidence Technician is responsible for filing and storage of all property and evidence.
- 2) The Property and Evidence Technician is also responsible for the management of all patrol and building video evidence.

c. School Resource Division (SRD)

- 1) The School Resource Division (SRD) is responsible for investigating crimes that occur at the schools. The School Resource Division is staffed by 1 corporal and 3 officers who report to the Administration Bureau Executive Officer. These officers are School Resource Officers (SRO).

- 2) The SRD will develop a productive relationship with the school district, provide a safe learning environment for students and staff, and provide a positive role model for district students.

d. Animal Control Officer

The Animal Control Officer is responsible for enforcing the City Ordinances related to animals.

e. Administration Bureau Equipment

- 1) The Administration Bureau Executive Officer is responsible for the care and maintenance of vehicles assigned to the bureau.
- 2) Additionally, the Administration Bureau Executive Officer is also responsible for purchasing uniforms and equipment for the bureau.

D. Chain of Command and Command Protocol:

The chain of command shall be followed under normal conditions for department related business. <12.1.2d>

1. The department's chain of command is as follows:
 - a. Chief of Police
 - b. Commander of each Bureau
 - c. Sergeant Executive Officer, Administrative Bureau
 - d. Sergeant /Squad Supervisor
 - e. Corporal
 - f. Police Officer/Detective
2. The Chief of Police may designate an acting Chief of Police in the event of his absence or incapacitation. In the event the Chief of Police is absent or incapacitated and does not designate an acting Chief of Police, the senior lieutenant will be the acting Chief of Police <12.1.2a> <12.1.2b>
3. The acting Chief of Police will act in the capacity of the Chief of Police in all areas of administration of this department. The acting Chief of Police shall possess all of the powers of the Chief of Police in conducting the business of the department and in carrying out the orders and policies of the Chief of Police. The acting chief will consult the chief as necessary unless the chief is incapacitated.
4. The acting Chief of Police shall not alter, revise or countermand such orders and policies of the Chief of Police, except in the case of emergency or in the event of a unique or extenuating circumstance.
5. The highest ranking on-duty officer shall be considered the shift supervisor, either the sergeant or corporal. If the shift supervisor becomes ill or injured this supervisor will designate an officer to be the

shift supervisor until relieved by another sergeant or corporal. This designation will be done in consultation with the Patrol Bureau Commander. <12.1.2b>

6. If officers of equal rank are on a scene together, the senior officer will assume command. The officer assigned to the zone or the primary officer on the call, shall take responsibility of the situation, until or unless a supervisor dictates otherwise. A teamwork approach to the situation is the best approach with case resolution as our goal.
7. If a detective is called to the scene, the detective is responsible for coordinating duties and assignments relative to the investigation. The expertise and training of each officer shall be used as a factor, when determining assignments of all personnel.
8. If there is an issue regarding assignments and/or decisions made, the on-duty patrol supervisor should be contacted for direction unless a detective is on scene. If a detective is on scene, the detective should contact the detective sergeant for direction.
9. In situations that involve personnel of different functions, who are engaged in a single operation, where procedures are not clearly defined by department policy, the supervisor or ranking officer present shall assume command and direction of police personnel until relieved by a higher-ranking officer. <12.1.2c>
10. The Chief of Police or designee will be responsible for the activation of the SWAT team for critical incident response.

E. Unity of Command:

1. Employee/supervisor ratio:

Consistent with the chain of command, each employee of the department shall be accountable to, and under the direct command, of only one supervisor at any given time.

When occasions arise requiring a supervisor to issue an order to an employee outside the supervisor's immediate responsibility, nothing in this directive shall prevent such action.

2. Bureau/supervisor ratio:

Each Bureau of the department will be under the direct command of only one commander, appointed by the Chief of Police.

3. Span of control:

a. In order to maintain effective direction, control and coordination with the department, the number of sworn employees under the immediate control of a supervisor shall not exceed ten (10), the number of civilian employees under the immediate control of a supervisor shall not exceed ten (10).

b. This policy, however, shall not preclude the possibility of dealing with unforeseen or emergency circumstances that may require the span of control to exceed the recommended limit.

4. Authority and Responsibility:

a. Each position within the department shall be delegated with commensurate authority. <11.3.1a>

- b. The authority to execute required activities and responsibilities of a component or position in the department is delegated by the Chief of Police through the command structure to the individual employee.
- c. Employees shall be held strictly accountable for the use of their delegated authority. Employees shall be held accountable for their failure to use delegated authority in the performance of their duties. <11.3.1b>
- b. Supervisors are accountable for the performance of department personnel under their immediate control and supervision.
 - 1) Good performance as well as poor performance by employees under their supervision should not go unnoticed by supervisors.
 - 2) Supervisors are accountable for their authority and responsibility to fairly apply the department's policies, procedures, rules and regulations to their subordinates while working to accomplish the goals and objectives of the department.

F. Obedience to Orders: <12.1.3>

- 1. All lawful orders, instructions and directions issued by supervisors shall be obeyed in a prompt and precise manner regardless of the manner the order, instruction or direction is given.
- 2. Compliance is mandatory for orders given directly and those received via written or other forms of communication or relayed through a fellow employee of the same or lesser rank.
- 3. Conflicting Orders, Unlawful Orders, Unjust Orders or Improper Orders:
 - a. In the event an employee receives a conflicting order or directive, the employee shall inform the supervisor or person issuing the order so that the conflict can be resolved.
 - b. The employee who issues a contradicting or countermanding order will be held responsible for such orders.
 - c. An employee shall not be required to obey an unlawful order, nor shall an employee knowingly issue any order that is in violation of:
 - 1) Federal or state law
 - 2) County or municipal ordinance
 - 3) Department/City general order, rule, regulation, or policy
 - d. The responsibility to refuse to obey an unlawful order rests with the receiving employee and, as such, will require sufficient justification.
 - e. If an employee receives an order that they know to be unlawful, said employee shall inform the supervisor or employee issuing the order and ask for a resolution to the conflict.

- f. In the event the unlawful order is not altered or retracted, the employee shall promptly notify, via the chain of command, the Chief of Police.
4. If an employee fails to obey a lawful and proper order, the order will be repeated, and compliance sought from the next level in the chain of command.
 - a. When the order is given by a lieutenant and the employee fails to obey the order, the employee will be relieved of duty and the Chief of Police will be notified immediately.
 - b. The Chief of Police will notify the city manager.

G. Organizational Chart:

1. The police department's organizational structure is illustrated by the use of an organizational chart.
2. The organizational chart reflects the chain of command and lines of authority and communication within the department.
3. The organizational chart is accessible to all personnel and is updated as required.
4. A copy of the organizational chart is attached to this General Order.



Warrensburg Police Department Organizational Structure

