

ORGANIZATION AND STRUCTURE

ORGANIZATIONAL STRUCTURE

Purpose: To describe the functional organization of the North Little Rock Police Department.

Policy Statement: It is the intent of the North Little Rock Police Department to structure the Department in such a way as to provide the highest quality police service in an efficient manner. It is recognized that the organization must be flexible in its structure to adjust to changing needs of the community and the Department.

Summary of Changes: New format.

Procedure:

1 Departmental Organization

- 1.1 The North Little Rock Police Department, under the direction of the Chief of Police, is organized into four divisions:
 - 1.1.1 Support Services Division, which consists of courtroom security, warrant services, property room operations, front desk operations, criminal and traffic records maintenance, payroll, and fleet/inventory management.
 - 1.1.2 Investigations Division, which consists of the Narcotics Unit, Detectives Office, and the Victims Advocate.
 - 1.1.3 Professional Development Division, which consists of the Professional Standards Unit, Training Unit, Recruiting Office, Information Technology Unit, and other general administrative Departmental assignments.
 - 1.1.4 Patrol Division, which consists of four patrol zones, Special Operations and Teams, School Resource Officer Program, PAL Program, and the SAFE team.
- 1.2 Each division may be further organized into units, shifts, or sections when needed for efficient operation of the division. [CALEA 11.1.1].
- 1.3 The North Little Rock Police Department's organizational chart will depict the structure of the Department and will be updated as needed. Copies of the organizational chart will be available to all personnel.[CALEA11.1.2].

2 Rank Structure

- 2.1 The North Little Rock Police Department's rank and command structure for sworn personnel is as follows:
[CALEA 12.1.2d]
 - 2.1.1 Chief of Police;
 - 2.1.2 Assistant Chief of Police;
 - 2.1.3 Captain;
 - 2.1.4 Lieutenant;
 - 2.1.5 Sergeant;
 - 2.1.6 Police Officer 1st Class; and
 - 2.1.7 Police Officer.
- 2.2 At the scene of any police incident where procedure is not clearly indicated by Department policy, the ranking on-duty supervisor at the scene will be in charge and responsible for the proper conclusion of that incident. In the absence of a supervisor, the senior officer present will be in charge of and responsible for the incident. The supervisor or senior officer will remain at the incident until the incident is under control and is being properly handled in accordance with existing policies. [CALEA 12.1.2c]
- 2.3 When two or more officers of equal rank arrive simultaneously at a scene and a conflict exists as to who is in charge, the officer in charge will be the one with the most seniority in grade. Where two or more officers of the same rank are present at the scene of any police incident where procedure is not clearly indicated by Departmental policy, and one of these officers are assigned to the investigative detail that will follow up the investigation, that officer will be in charge. [CALEA 12.1.2c]

3 Command and Authority

- 3.1 The Chief of Police is the chief executive of the Department. As such, the Chief of Police has full authority and responsibility for the management, direction, and control of the operation and administration of the Department. The Assistant Chief of Police will assist the Chief of Police with these responsibilities. [CALEA 12.1.1].

- 3.2 Under normal circumstances, the Assistant Chief of Police will serve as Acting Chief in the Chief's absence. [CALEA 12.1.2a]
- 3.2.1 In situations where the Chief of Police is unexpectedly absent from office or becomes disabled and physically or mentally unfit for office, the Assistant Chief of Police will assume the authority of the Chief of Police until an Interim Chief can be named by the Mayor. [CALEA 12.1.2b]
- 3.2.2 The Assistant Chief of Police is accountable to and will report to the Chief of Police.
- 3.3 Captains, or Division Commanders, are accountable to and will report to the Chief of Police, and/or Assistant Chief of Police.
- 3.4 Lieutenants and unit commanders are accountable to and will report to their respective Division Commander or the Assistant Chief of Police in the absence of their respective division commander.
- 3.5 Sergeants are accountable to and will report to their respective Lieutenant or unit commander or their respective division commander in the absence of their Lieutenant or unit commander.
- 3.6 Sworn members below the rank of Sergeant and non-sworn members are accountable to and will report to their respective immediate supervisor.
- 3.7 Each sworn and non-sworn member is accountable to only one supervisor at any given time. Each member will be responsible or accountable to their regular immediate supervisor, except when working on a special assignment, incident or temporarily assigned to another unit. In such cases, the member will be accountable to the first line supervisor in charge of the incident or assignment. Similarly, each organizational component will be under the direct command of only one supervisor as shown on the Organizational Chart. [CALEA 11.2.1 and 11.2.2].
- 3.8 On occasion, a supervisor may give a lawful and necessary order to a member that is assigned outside the supervisor's normal chain of command. In such cases, rank will be respected, and the order will be obeyed. This includes any order relayed from a superior by a member of the same or lesser rank. [CALEA 12.1.3]
- 3.9 The Department's organizational climate is such that most instructions are issued as requests. Although formulated as a request, such instruction is an order when issued by appropriate authority and should be followed as such.
- 3.10 Sworn members below the rank of Sergeant have no supervisory authority over non-sworn personnel.
- 3.11 Any member receiving an order which conflicts with a previous order or instruction will advise the person issuing the most recent order. The responsibility for countermanding the original order rests with the supervisor issuing the latter order. If circumstances prevent either supervisor from being advised, the member will carry out the most recent order and advise a supervisor of the conflict as soon as practical. [CALEA 12.1.3]
- 3.12 At each rank within the Department, members are given the authority to make necessary decisions for the effective performance of their responsibilities. Through community-oriented policing, the Department is committed to fostering an organizational climate that rewards members for initiative, innovation, citizen involvement and problem solving. [CALEA 11.3.1a].
- 3.13 Each member will be held accountable for the use of or failure to use delegated authority. Any member with questions concerning their delegated authority will refer the matter to the on-duty supervisor, the Assistant Chief of Police, or the Chief of Police for prompt resolution. [CALEA 11.3.1b].
- 3.14 All members will report any gross or improper use of authority or failure to accept authority through their chain of command. [CALEA 12.1.3]
- 3.15 Supervisors are accountable for the performance of Department members under their immediate control and supervision. Member performance, both positive and negative, should not go unnoticed by supervisors. Supervisors are accountable to apply the Standards of Conduct and Policy Directives fairly to their subordinates while working to accomplish the goals and objectives of the Department. [CALEA 11.3.2]

4 Agency Synergy

- 4.1 This Department supports and encourages the exchange and dissemination of information among all agency functions and personnel for the purpose of coordinating activities. The following are acceptable forums for which the exchange of agency information will occur: [CALEA 12.1.4]
- 4.2 Command staff meetings will be conducted by the Chief of Police, or the Assistant Chief of Police, as deemed necessary. Information exchanged at the meetings will be disseminated through the respective chain of command by the Division Commanders.
- 4.3 Unit Commanders of each division will disseminate information to subordinates as deemed necessary.
- 4.4 Area Commanders will disseminate information through roll call briefings on a daily basis.

- 4.5 Investigators will attend roll call briefings periodically to exchange information with patrol personnel.
- 4.6 All personnel are encouraged to exchange information through the use of this agency's e-mail. Information exchange over this agency's computer network may include notices of meetings, missing person's bulletins, wanted persons, procedural and legal updates and intelligence information.

Mike Davis
Chief of Police