

## ORGANIZATION AND STRUCTURE

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### ORGANIZATIONAL STRUCTURE

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**Purpose:** This policy aims to describe the functional organization of the North Little Rock Police Department.

**Policy Statement:** The department intends to have a structure in such a way as to provide the highest quality police service. It is recognized that the organization must be flexible in its design to adjust to the community and department's changing needs.

**Summary of Changes:** Update CALEA reference, removed IT Unit, Professional Standards, and PIO moved under the Chief of Police and reworded 2.4.

#### **Procedure:**

##### **1. Departmental Organization**

- 1.1 The department, under the direction of the Chief of Police, and organized into four divisions: [CALEA 21.2.3b]
  - 1.1.1 Support Services Division consists of courtroom security, warrant services, Property Room operations, front desk operations, criminal and traffic records maintenance, purchasing and Payroll.
  - 1.1.2 Investigations Division, which consists of the Narcotics Unit, Detectives Office, and the Victims Advocate.
  - 1.1.3 Professional Development Division consists of the Training Unit, Recruiting Office, and Accreditation.
  - 1.1.4 Patrol Division consists of four Patrol Zones, special operations and teams, School Resource Officer Program, Police Athletic League (PAL), and fleet/inventory management.
  - 1.1.5 Professional Standards is the investigative arm of the Chief of Police and reports directly to that office.
  - 1.1.6 The Public Information Officer (PIO), having the essential duty of sharing critical information with the community, shall report directly to the Office of the Chief of Police.
- 1.2 Each division may be further organized into units, shifts, or sections when needed for the division's efficient operation. [CALEA 11.1.1]
- 1.3 The department's organizational chart will depict the structure of the department and be updated as required. Copies of the organizational chart will be available to all personnel. [CALEA 11.1.1]

##### **2. Rank Structures**

- 2.1 The 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 the procedure is not indicated by department policy, the ranking on-duty supervisor at the scene will be in charge and responsible for the proper conclusion of the incident. In the absence of a supervisor, the senior officer present will be responsible for the incident. The supervisor or senior officer will remain at the incident until the matter is under control and properly handled under 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.
- 2.4 Situations involving members of different functions (Patrol, Support, or Investigations) engaged in a single operation, the investigating officer would be in charge. [CALEA 12.1.2c]

##### **3. Commands and Authority**

- 3.1 The Chief of Police is the Chief Executive Officer (CEO). As such, the Chief of Police has full authority and responsibility for the management, direction, and control of the department's operation and administration. The Assistant Chief of Police will assist the chief 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 chief's authority until the Mayor can name an Interim Chief. [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 are accountable to and report to the Chief of Police and 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 individual Division Commander.
- 3.5 Sergeants are accountable to and will report to their respective Lieutenant or Unit Commander or their individual Division Commander in the absence of their Lieutenant or Unit Commander.
- 3.6 Sworn members below the Sergeant and non-sworn members' rank 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. Members will be responsible or accountable to their regular immediate supervisor, except when working on a particular 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 venture 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]
- 3.8 On occasion, a supervisor may give a lawful and necessary order to a member assigned outside the supervisor's typical chain of command. In such cases, members will respect the rank, and members will obey the order. This circumstance includes any order relayed from a superior by a member of the same or lesser position. [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 giving the last order. If circumstances prevent either supervisor from being advised, the member will carry out the most recent order and inform 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 their effective performance. Through Community-Oriented Policing, the department is committed to fostering an organizational climate that rewards members for the 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 for applying the Standards of Conduct and Policy Directives relatively to their subordinates while working to accomplish the department's goals and objectives. [CALEA 11.3.2]

#### **4. Agency Synergy**

- 4.1 The department supports and encourages disseminating information among all agency functions and personnel to coordinate 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 sessions 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 daily.
- 4.5 Investigators will attend roll call briefings periodically to exchange information with patrol personnel.
- 4.6 All personnel are encouraged to exchange information using 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.