

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 Chelsea 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 DIVISIONS

The Chief of Police is responsible for administering and managing the Chelsea Police Department. There are three divisions in the Department:

- Administration Division
- Patrol Division
- Investigation Division

200.3.1 ADMINISTRATION DIVISION

The Administration Division is commanded by an assigned Sergeant, whose primary responsibility is to provide general management, direction and control for the Administration Division. The Administration Division consists of technical and administrative services.

200.3.2 PATROL DIVISION

The Patrol Division is commanded by an assigned Sergeant, whose primary responsibility is to provide general management, direction and control for the Patrol Division. The Patrol Division consists of uniformed patrol and special operations, which includes the Traffic Bureau, Dispatch, Parking and police aides/assistants.

200.3.3 INVESTIGATION DIVISION

The Investigation Division is commanded by an assigned Sergeant, whose primary responsibility is to provide general management, direction and control for the Investigation Division. The Investigation Division consists of the Patrol, Property and Evidence Section, crime analysis and forensic services.

200.3.4 ORGANIZATIONAL CHART

The Chief of Police or the authorized designee is responsible for developing and maintaining an organizational chart showing all organizational components, including the reserve/auxiliary officer program.

200.4 COMMAND PROTOCOL

Chelsea Police Department

Policy Manual

Organizational Structure and Responsibility

Chief of Police

Sergeant

Senior Officer

Reserve Officer

200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Chelsea Police Department. During planned absences, the Chief of Police will designate a Patrol Sergeant 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) Patrol Patrol Sergeant
- (b) Investigation Patrol Sergeant
- (c) Administration Patrol Sergeant
- (d) On-duty Shift Supervisor

200.4.2 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.

200.5 AUTHORITY AND RESPONSIBILITIES

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.