



CHATHAM COUNTY POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

SOP ADM-002

EFFECTIVE DATE: 11/15/21

ORGANIZATION AND DIRECTION

REVISION DATE:

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish the Chatham County Police Department (CCPD) organizational structure and functions and to serve as a guide to promote adequate supervision, guidance, and coordination for employees in the delivery of law enforcement services to the community.

POLICY

Effective organization and direction of the CCPD contributes to the realization of its mission and the accomplishment of its goals. Personnel are given authority to make decisions commensurate with their position and responsibility. Each employee is responsible for the use of delegated authority, as well as for the failure to use it.

I. PROCEDURE

A. Mission Statement:

1. The mission of the Chatham County Police Department is to provide excellence in police services while building partnerships with the citizens in the community in which we serve.

B. Core Values:

1. Professionalism- Taking pride in our actions, duties, development and appearance.
2. Respect- Treat all people in a dignified and courteous manner, exhibit understanding of all ethnic and cultural diversity, both in action and deed.
3. Integrity- We strive to adhere to moral and ethical principles at all times.
4. Service- We provide quality service in a courteous efficient and accessible manner.
5. Equality- We are committed to treating all people impartially and with unbiased judgment.
6. Honor- We serve with honor through our actions, conduct, and job performance.

C. Goals and Objectives.

1. Each major component within the CCPD will formulate and annually update their goals and objectives for the coming year.
 - a. At a minimum these components will consist of: Office of Professionalism, Support Services, Criminal Investigation, and Field Operations (Patrol Division).

- b. The goals and objectives for the coming year will be completed by December 31st of the current year.
2. In order to achieve goals, the Chief and Command Staff will develop a set of specific objectives which together constitute a work plan for the year. The plan stipulates that the Department's fundamental mission is prevent and reduce all crime within the jurisdiction, continue all preexisting crime prevention programs, and provide the highest possible level of public/customer service. While all Divisions and Units have varying duties and responsibilities, all are ultimately responsible for directing their activities toward accomplishment of all Department goals.
3. CCPD annual goals are ultimately set by the Chief of Police, based on prior year experiences and information derived from several sources including; direction provided by County elected bodies as related by the County Manager, collective input from Chatham community organizations, as well as the staff of the CCPD.
4. Annual goals and objectives will be made available to all agency personnel.
5. Division and Unit Commanders will evaluate their component's progress made toward the attainment of these goals.

II. AUTHORITY AND RESPONSIBILITY

- A. The CCPD is under the direction of the Chief of Police who is vested with authority as Chief Executive Officer. The Chief of Police shall have sole authority to issue Standard Operating Procedures and Addendums to Standard Operating Procedures.
- B. The Chief of Police delegates authority to the employees of the CCPD who shall exercise delegated authority which is commensurable to their rank and/or assigned position in the chain of command. Employees will be held accountable for their use of delegated authority.
- C. The CCPD shall be organized into Divisions and Units as may be established by the Office of the Chief of Police. A span of control, based on the chain of command and extending from the Chief of Police down to each Police Officer or civilian employee and back up to the Chief of Police, will be preserved in order to maintain principles of good administration.
- D. The CCPD is staffed by:
 1. Duly sworn personnel who are vested with police powers.
 2. Civilian non-sworn personnel who are not vested with police powers. This includes non-uniformed employees and uniformed employees such as Property and Evidence Personnel and Community Resource Officer (CRO).
- E. The strength of the Department will not exceed the number of personnel authorized by the approved budget for the several ranks and positions in the Department.

III. ORGANIZATION STRUCTURE

- A. Any organization, including a law enforcement agency, cannot function without an organizational structure that assigns responsibilities and functions to specific individuals or groups of individuals. This organizational structure will be depicted as an Organizational Chart and indexed by date of revision (select [Organizational Chart](#)).
- B. Each division and unit of the Department shall be under the direct command of only one supervisor.
- C. Each employee of the CCPD is responsible and accountable for assigned functions and tasks.

- D. The following is the command and divisions of CCPD:
1. The following operate directly under the auspices of the Chief of Police:
 - a. Public Information Office
 - b. CNT
 - c. Office of Professional Standards
 - d. Assistant Chief of Field Operations
 - e. Assistant Chief of Support Services
 - f. Administrative Assistant
 2. The following operate under the auspices of the Captain of the Office of Professional Standards:
 - a. Internal Affairs
 - b. Training
 - c. Recruiting
 - d. Licensing/Permits
 3. The following operate under the auspices of the Assistant Chief of Police of the Patrol Division:
 - a. The following operate under the auspices of the Captain of the West Chatham Precinct:
 - (1) A Watch
 - (2) B Watch
 - (3) C Watch
 - (4) D Watch
 - b. The following operate under the auspices of the Captain of the East Chatham Precinct:
 - (1) Islands Precinct
 - (a) A Watch
 - (b) D Watch
 - (2) Whitefield Precinct
 - (a) B Watch
 - (b) C Watch
 - (3) Marine Patrol
 - c. Crime Analyst
 4. The following operate under the auspices of the Assistant Chief of Police of the Support Services Division:
 - a. The following operate under the auspices of the Captain of the Support Services
 - (1) Court Liaison

- (2) Property and Evidence
 - (3) Records
 - (4) Quartermaster
- b. The following operate under the auspices of the Captain of the Criminal Investigations Division
- (1) Criminal Investigation
 - (2) Crime Scene Unit (Forensics)

IV. SUPERVISORY RESPONSIBILITY

- A. The responsibility of a supervisor is to account for employees under their supervision and to ensure that tasks are performed correctly and efficiently. A supervisor will be held responsible for issuing proper orders. To accomplish this responsibility, these orders must not be unlawful or in violation of Department rules and regulations or policies and procedures.
- B. A supervisor will exercise their authority without bias or prejudice and will not, under any circumstance or in any manner, be obligated to an employee of lesser rank or position.
- C. A supervisor must accept responsibility in matters not covered by rigid rules of procedure. A supervisor will not attempt to evade responsibility. General laxity, indifference, incompetence, and ineffectiveness shall be deemed evidence of incompetence and neglect of duty on the part of a supervisor.
- D. A supervisor shall have the authority to take immediate disciplinary action necessary to maintain their authority. When necessary to maintain discipline and preserve good order, a supervisor may relieve from duty, pending formal charges, any employee of lesser rank or position for violation of policies and procedures and/or inefficiency.
- E. All matters pertaining to disciplinary action will be reviewed by the Chief of Police via the chain of command. The Chief of Police will approve or disapprove the recommended action.

V. EMPLOYEE RESPONSIBILITY

- A. To be managed effectively, personnel should understand their duties and responsibilities. These duties are detailed in Job Descriptions located on the Chatham County network. Each employee will be held accountable for their duties and responsibilities.
- B. It shall be the responsibility of each employee to obey all lawful orders directed to them from a supervisor. This will include any order relayed from a supervisor by an employee of the same or lesser rank.
- C. No employee is accountable for obedience to an unlawful or inappropriate order which violates the law, conflicts with current Department policies or an order previously issued by a higher ranking supervisor than the supervisor issuing the conflicting order. If given an unlawful or inappropriate order, an employee must immediately appeal to the supervisor issuing the order, then up their chain of command.

VI. CHAIN OF COMMAND

- A. Organizationally, the numbers of persons who report to the Chief are limited. To ensure unity of command, clearly defined lines of authority must be drawn so that there exists a formal, structural relationship between each employee and the Chief of Police.

- B. Each employee must be aware of their relative position in the organization. This includes understanding to whom they report and likewise, who reports to them. Employees must operate within the chain of command and keep their supervisors informed as to their activities. The Chief of Police is available (by appointment) to any employee.
- C. The line of authority and responsibility will follow the chain of command. A supervisor has direct authority and is directly responsible for employees immediately under their supervision. A supervisor has functional authority and functional responsibility for any subordinate officer of the Department.
- D. Each employee is accountable to only one supervisor at any given time based on the Chain of Command. The chain of command descending from the Chief of Police:
 - 1. Chief of Police.
 - 2. Assistant Chief of Police.
 - 3. Police Captain.
 - 4. Police Lieutenant.
 - 5. Police Sergeant.
 - 6. Police Corporal.
 - 7. Advanced Police Officer / Police Officer / Civilian.

VII. COMMAND STRUCTURE

- A. The Chief of Police - Plans, organizes, and directs the activities of the Police Department to include, but not limited to establishing goals and objectives, developing and maintaining the Department budget, establishing rules and procedures, personnel needs, and other related duties.
- B. The Assistant Chief of Police - Assists the Chief of Police in planning, organizing, and directing the activities of the Police Department to include, but not limited to establishing goals and objectives, developing and maintaining Department budget, establishing rules and procedures, personnel needs, and other related duties.
- C. Police Captains - Manages the functions and activities of a division, major unit, and/or a group of varied and complex units. Duties and responsibilities include guiding staff in achieving established goals and objectives, planning, directing and evaluating operation of assigned areas, assisting in budget preparation, developing staffing plans, selecting personnel, directing preparation and maintenance of records, and other related duties.
- D. Police Lieutenants - Works primarily as a Unit or Watch Commander to direct the operation of an assigned unit, watch, or specialized law enforcement function. Duties include, but are not limited to, scheduling work and assignments, reviewing subordinates' activities, assisting in budget preparation and fiscal control of unit, training staff, and overseeing investigations, responding to and managing emergencies and performing other related duties.
- E. Police Sergeants - Works in the capacity as a first line supervisor to assist Police Lieutenants in directing the operation of an assigned unit, watch, or specialized law enforcement function. Duties include, but are not limited to, scheduling work and assignments, reviewing subordinates' activities, assisting in budget preparation and fiscal control of unit, training staff, overseeing investigations, directing operations at the scene of emergencies and performing other related duties.

- F. Police Corporals perform as lead police officers by aiding police supervisors in carrying out control and administrative missions. Duties include, but are not limited to, serving as acting supervisor when designated, performing a wide range of police assignments including patrolling, conducting preliminary and supplementary investigations of traffic accidents, investigating complex crimes and community problems, and performing other related duties as required.

VIII. COMMAND PROTOCOL

- A. When the Chief of Police is away from Chatham County or is otherwise incapacitated, the Assistant Chief will be delegated the authority and responsibility necessary to maintain the policies, procedures, and administration of the Department.
- B. During the absence of the Chief of Police and Assistant Chief of Police, the line of responsibility will follow the chain of command based on seniority. The chain of command shall start with the most senior Captain (in terms of time in grade) and progress downward to the most senior supervisory officer present.
- C. When two Commanders of equal rank are on duty or are engaged in a single operation, the authority and responsibility will fall first upon the Commander with the greatest length of service in that rank.
- D. Ranks in the chain of command will not be by-passed unless the employee feels that their supervisor is guilty of sexual harassment, misconduct, negligence, or is unfair in their decisions.
- E. Employees will not take matters that should be ordinarily discussed with their immediate supervisors directly to the Chief of Police.
- F. Nothing contained herein shall prohibit the Chief of Police from assigning certain officers of lesser rank to specific units that answer directly to the Chief of Police.
- G. The Precinct Commander will ensure that a commissioned Officer of their precinct is either on duty or available for immediate contact by phone or radio.
- H. Patrol Division Commanders are responsible for developing a schedule that allows for a commissioned officer to be either on duty or on call at all times.

IX. COMMAND OFFICERS

- A. Executive Command Officers are responsible for their Division or Precinct on 24 hours a day / 7 days per week basis,
- B. Executive Command Officers will be able to be contacted in a reasonable time for notifications of emergencies.
- C. If an Executive Command Officer will be unavailable due to leave or illness they will appoint a person will act in their behalf during their absence.
- D. The Communications Supervisor or Patrol Supervisors will notify Command Officers of:
 - 1. On duty deaths and serious injuries.
 - 2. Police shootings.
 - 3. Hospitalized personnel.
 - 4. Major disasters.
 - 5. High profile incidents to include, but are not limited to, major disasters, hostage situations and/or barricaded gunman, incidents involving unusual situations, individuals, or

organizations which would tend to attract media attention or the interest of the general public, incidents likely to bring discredit to CCPD, and other incidents as required.

X. STAFF MEETINGS

- A. Staff meetings will be held as directed by the Executive Command Staff to discuss issues and ideas for the good of the CCPD or a respective CCPD component(s).
- B. Staff Meetings may address grievances, entertain feedback, and provide an opportunity for input from personnel of the CCPD, as well as provide an opportunity to exchange information between essential, support, and specialized components for the purpose of coordination of activities.
- C. Division and Unit Commanders will conduct periodic staff meetings to exchange ideas and enforce direction for individual units.
- D. All supervisors and above members are expected to properly inform their respective staff members of appropriate CCPD related information. Supervisors and above members are obligated to differentiate between what information should be properly shared and what information that should not be shared per the CCPD's Mission, Core Values as well as the IACP's Oath of Honor.

XI. FLEXIBILITY OF ORGANIZATION

- A. The ability of the CCPD to make organizational adjustments to meet changing functional and position allocation needs is essential in obtaining the maximum benefit from the expenditure of assigned resources.
- B. To ensure stability and continuity, the CCPD structure will not be changed without a demonstrated functional and position allocation need or to satisfy temporary requirements. There must be continuous monitoring to ensure that agency organizational needs are being met.
- C. Executive Command Officers have the responsibility to maintain the organizational viability of their command through constant re-evaluation.

BY ORDER OF:

Electronically Signed in PowerDMS on 11/15/2021

Jeffrey M. Hadley
Chief of Police