



TIVERTON POLICE DEPARTMENT

GENERAL ORDERS

Subject: Department Organization and Structure		General Order Number: 200.10
Section: 200- Administration		Subsection: 00- Organization
Amends/Supersedes: 200.10 (09/09/2014), 200.10 (03/18/2019), 200.10 (08/11/2020)		
Effective Date: 09/09/2014	Revised Date: 02/07/2022	Review Date: As Needed
Per Order Of: Patrick W. Jones, Chief of Police		
RIPAC: 1.2, 1.4, 1.5		
Distribution: All Department Members		

NOTE: This written directive is for the internal governance of the Tiverton Police Department, and is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

I. POLICY

- A. The Tiverton Police Department is established by State Law and the Tiverton Town Charter. It shall consist of a Chief of Police and such regular officers and employees as may be specified by the appointing authority, collective bargaining agreements, and authorized through budgetary appropriations and available funds.
- B. The Chief of Police shall be the chief executive of the police department, and he/she shall at all times enforce the rules and regulations for the government of the police department. The Chief of Police reports directly to the Town Administrator.
- C. Police officers are charged with enforcing the laws of the State of Rhode Island and the ordinances of the Town of Tiverton.
- D. Jurisdiction of the police department is limited to the Town boundaries, except when another department requests assistance, in accordance with applicable laws and mutual aid agreements.

II. PURPOSE

The purpose of this order is to describe the organization of the Tiverton Police Department and to assign responsibilities, functions, and duties.

III. ORGANIZATIONAL STRUCTURE

- A. Organizational Structure
 - 1. The Department shall consist of a Chief of Police and as many command officers and police officers as determined by the Town Charter, Chief of Police, Town Administrator or otherwise provided in the collective bargaining agreement to protect and serve the community. The duties of the various command officers shall be assigned by the Chief of Police.

2. The Department's organizational structure includes persons who are assigned specific responsibilities, which include activities directly related to carrying out or supporting the Department's objectives.
3. The Department shall have appropriate ranking officers as necessary for proper management, in accordance with the Town Charter and applicable collective bargaining agreements.
4. The Chief of Police is responsible for the direction of all activities of the Department. This direction will be accomplished through written and verbal orders, policy, directives, and guidelines as well as by personal leadership. The authority of the Chief of Police shall be only circumscribed by the town charter, personnel rules, and the authority of the Town Administrator. The following employees are accountable to the Chief of Police:
 - a. Deputy Chief of Police;
 - b. Chief's Administrative Assistant.
5. The Deputy Chief of Police is the second highest-ranking officer in the Department and is the Executive Officer. In the absence of the Police Chief, the Deputy Chief of Police may be delegated duties and responsibilities of the Police Chief, subject to any limitations set by the Police Chief.

The Deputy Chief of Police is responsible for the department's internal affairs function. The Deputy Chief of Police is designated with the primary responsibility for coordinating all administrative and criminal investigations of Tiverton Police Department employees and citizen complaints of misconduct. The Deputy Chief of Police reports directly to the Chief of Police on all internal affairs matters.

The following employees are accountable to the Deputy Chief of Police:

 - a. Captain
 - b. Mechanic/Maintenance.
6. The Captain is the third highest-ranking officer in the Department and is the Operations Officer. As directed by the Deputy Police Chief, the Captain shall perform various functions relating to the administration and operation of the Department. Subject to the direction and control of the Deputy Police Chief, the Captain is responsible for the supervision and control of all officers and shall report to the Deputy Police Chief on all matters. In the absence of the Chief of Police and the Deputy Chief of Police, the Captain may be delegated duties and responsibilities of the Police Chief, subject to any limitations set by the Police Chief. The following employees are accountable to the Captain:
 - a. Uniform Division Lieutenants;
 - b. Detective Division Lieutenant;
 - c. Planning and Training Lieutenant;
7. Patrol Division
 - a. The Patrol Division shall provide continuous patrols, perform a variety of community services, and act as a first response to all incidents and emergencies. The Patrol Division shall conduct preliminary criminal investigations, investigate traffic collisions,

and enforce state laws and local ordinances. There are three Patrol Division Shifts:

- (1) First Shift (D1) (0000 hrs. to 0800 hrs.);
 - (2) Second Shift (D2) (0800 hrs. to 1600 hrs.), and;
 - (3) Third Shift (D3) (1600 hrs. to 0000 hrs.).
 - b. Each patrol shift shall consist of one Lieutenant and one Sergeant.
 - c. In the absence of a Lieutenant or Sergeant, an Officer in Charge (OIC) will supervise each shift, in accordance with Department policy and applicable collective bargaining agreements. In the event that an officer with the rank of Corporal is assigned to a Patrol Shift, the Corporal will be the OIC of that Patrol Shift.
 - d. The Patrol Division also maintains civilian employees (Communication Center Operators). During their assigned shifts, these civilian employees shall operate under the command of the Patrol Shift OIC on the shift to which they are assigned.
 - e. The Animal Control Officer (ACO) is accountable to the D2 Lieutenant.
 - f. The School Resource Officer (SRO) is accountable to the D2 Lieutenant.
 - g. The Swing Shift Sergeant (5th Uniformed Sergeant) shall work 0800 hrs. to 1600 hrs. (Day 1 and 2) and 1600 hrs. to 2359 hrs. (Day 3 and 4). The Swing Shift Sergeant is accountable to the D3 Lieutenant.
8. Planning and Training
- a. The Planning and Training Lieutenant shall be responsible for the accreditation process, training process and other administrative duties as assigned by the Captain. The Planning and Training Lieutenant shall have functional authority to require ranking personnel to perform activities required by Department policy relative to accreditation standards. The Planning and Training Lieutenant shall also have functional authority to require ranking personnel to perform activities required by Department policy relative to training standards. The Planning and Training Lieutenant is accountable to the Captain.
 - b. The following employees are accountable to the Planning and Training Lieutenant:
 - 1) The Senior Records Clerk
 - 2) The Municipal Court Clerk
 - 3) Reserve Officers
 - 4) Special Officers
9. Detective Division
- The Detective Division shall be responsible for conducting follow-up criminal investigations and possess primary investigatory authority regarding major crimes. The Detective Division shall operate under the command of the Detective Lieutenant, who shall supervise Detectives assigned to the division. The Detective Lieutenant shall coordinate work assignments within the division and direct criminal investigations and

criminal prosecutions. The Detective Lieutenant is accountable to the Captain.

- a. Prosecution Unit- The Prosecution Unit shall consist of a Detective Sergeant. The Detective Sergeant shall be responsible for coordinating the prosecution of all cases in the District Court, Family Court, Superior Court, Federal Courts and the Rhode Island Traffic Tribunal (RITT). The Detective Sergeant is accountable to the Detective Lieutenant.

B. Authority and Responsibility.

1. At every level within this Department, personnel shall be given the authority to make decisions necessary for the effective execution of their responsibilities.
2. Each Department employee shall be held fully accountable for the use of, or failure to use, delegated authority.
3. Any employee who has any questions concerning his/her delegated authority should bring such questions to the attention of his/her supervisor or the Chief of Police for prompt resolution.
4. Supervisory personnel, by virtue of their position in the Department, shall be held accountable for their own performance and the performance of the employees under their immediate control.
5. Supervisory personnel are accountable for compliance with the exercise of functional authority. For example, the Lieutenant in command of the training function can direct a Captain to send personnel to a training program.
6. Any gross improper use of authority or failure to accept authority shall be reported immediately to the Chief of Police through the chain of command.

C. Chain of Command.

1. The Chief of Police has full control over all departmental activities, including budget and fiscal matters. In the absence of the Chief, the Deputy Chief of Police will assume command of the Department. In the absence of the Deputy Chief of Police, the Captain will assume command of the Department. In the absence of the Captain, command shall devolve to the next ranking officer and in the case of officers of equal rank, command shall devolve to the senior officer in terms of time in rank, in accordance with department policy applicable collective bargaining agreements.
2. Where personnel from different functions are involved in a single operation, the overall command shall rest with the ranking officer at the scene, unless another person has been specifically designated to be in charge.
3. In normal day-to-day operations, the ranking officer in charge of a shift, squad, or unit shall be in command of that shift, squad or unit. The Tiverton Police Department utilizes the following rank structure for Sworn Department Members:
 - a. Chief of Police;
 - b. Deputy Chief of Police;
 - c. Captain;

- d. Lieutenant (Planning and Training Lieutenant, Patrol Lieutenant, Detective Lieutenant);
 - e. Sergeant (Patrol Sergeant, Detective Sergeant);
 - f. Corporal;
 - g. Patrol Officer/Detective;
 - h. Probationary Patrol Officer;
 - i. Reserve Officer
 - j. Special Officer.
- 4. Each organizational component shall be under the direct command of only one supervisor.
- 5. Every employee shall be accountable to only one immediate supervisor at any given time.
- D. Communication
 - 1. Communication, coordination and cooperation among all agency functions are critical to the successful completion of our mission. Therefore, communication between all functions, components or divisions is required on a regular basis.
- E. Direction.
 - 1. The Chief of Police is the chief administrative and operating officer of the Department. As such, the Chief of Police has authority and responsibility for the management, direction and control of the operation and administration of the Department.
- F. Emergency or Exceptional Situations
 - 1. The Police Chief shall have command and control of all emergency or exceptional situations.
 - 2. In the absence of the Chief of Police, the Deputy Chief of Police shall have command and control of all emergency or exceptional situations.
 - 3. In the absence of the Police Chief and the Deputy Chief of Police, the Captain shall have command and control of all emergency or exceptional situations.
 - 4. In the event that the Police Chief, the Deputy Chief of Police and Captain are unavailable, the command and control authority shall be vested in the highest-ranking officer at the scene of an emergency.
 - 5. The Detective Lieutenant, or designee, may assume command of a crime scene from a Patrol Shift OIC to further a criminal investigation.
 - 6. A ranking officer's appearance on the scene does not automatically place that officer in charge of that scene, unless the officer assumes and announces that he or she is taking command and control.
 - 7. In the event that an outside agency has jurisdiction over officers of the Tiverton Police Department, orders given by personnel from that agency shall be transmitted through the ranking Tiverton Police Department Commanding Officer at the scene.
- G. Orders.
 - 1. Orders from a Superior Officer
 - a. Shall be obeyed by all sworn and non-sworn employees.
 - b. Shall include those orders relayed from an employee of equal or lesser rank.
 - 2. Conflicting Orders

- a. Any employee who receives an order from a superior officer which seems to conflict with a previous Department order, shall notify the superior officer of the conflict.
 - b. If the order is not changed to avoid such conflict, it will be obeyed, but the employee obeying such order shall not be held responsible for disobedience to the initial order.
 - c. Any conflict between orders will be reported to the Chief of Police.
 - 3. Unlawful Orders
 - a. Unlawful orders shall not be obeyed.
 - b. The employee to whom the order was given shall notify the ordering officer of the illegality of his order.
 - c. Responsibility for refusal to obey rests with the employee to whom the order was given.
 - d. The employee shall be required to justify his/her actions.
- H. Span of Control.
 - 1. To provide adequate supervision, guidance and coordination for employees in delivering law enforcement services, the Department recognizes that supervisors and command personnel are given specific areas of assignment over which they have supervisory or command responsibility at all times.
 - 2. Supervisors shall not have an excessive number of employees under their immediate control. As a general policy, this number shall consist of a reasonable number of personnel, as determined by the Chief of Police.

IV. ORGANIZATIONAL CHART

- A. The organizational structure of the Department is depicted graphically on an organizational chart, which shall be periodically reviewed and updated as, needed. The chart is available to all employees in PowerDMS.
- B. The authority of any command officer shall not be limited by the placement in the structure shown on the organizational chart. Any command officer has supervisory authority over all other department employees, except the Chief of Police or a higher-ranking officer.
- C. Normally, the chain of command and principle of unity of command (one person, one immediate supervisor) shall be followed, and command officers shall refrain from interfering with personnel under the command of another officer. However, this general principle shall not restrict any command officer from taking action in the absence of an employee's immediate supervisor and when the maintenance of reasonable discipline or the immediate correction of an error or misbehavior is required.

Tiverton Police Department
Organizational Chart
Updated 02/07/2022

