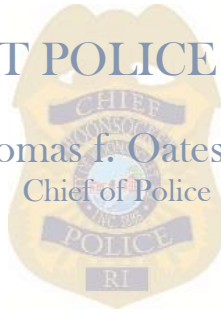


# WOONSOCKET POLICE DEPARTMENT

Thomas J. Oates, III  
Chief of Police



| TYPE OF ORDER  | NUMBER/SERIES | ISSUE DATE                     | EFFECTIVE DATE |
|--|---------------|--------------------------------|----------------|
| General Order  | 100.02        | 2/3/2021                       | 2/3/2021       |
| SUBJECT  |               | PREVIOUSLY ISSUED DATES        |                |
| Organizational Structure & Command   |               | 1/27/2014, 2/25/2020           |                |
| ACCREDITATION  |               | RE-EVALUATION DATE             |                |
| RIPAC: 1.1, 1.2, 1.4<br>CALEA: 11.1.1, 11.1.2, 11.2.1, 11.2.2, 11.2.2,<br>11.3.1, 11.3.2, 12.1.2, 12.1.4 |               | 1/18/2024, 1/25/2021, 1/5/2020 |                |
| INDEX  |               | DISTRIBUTION                   |                |
| Authority  |               | All Personnel                  |                |

## ORGANIZATIONAL STRUCTURE & COMMAND

### I. PURPOSE

The purpose of this policy is to establish the organizational structure of the Woonsocket Police Department and the functional responsibility of each component within the Department. Additionally, it provides an organizational direction under which the Department can operate.

### II. POLICY

The Woonsocket Police Department is designed to provide the most effective police service practical. The department commits to allocating adequate staff positions to provide both efficient and effective delivery of police services. The Department's structure is subject to alterations based upon the changing needs of the Department and the community it serves.

### III. PROCEDURES

- A. Organizational Structure** - The Department is committed to a structured chain of command with commensurate authority and responsibility in providing continuity and unity of command.

**RI 1.2(a)**

**1. Authority and Responsibility**

- a. The success of the department requires that responsibility be accompanied by the necessary authority. Authority to execute the required activity of the organizational component is delegated by the Chief of Police through the chain of command to the individual personnel. At every level of the organization, personnel will be given the authority to make decisions necessary for the execution of their responsibilities.

**2. Delegation of Authority**

- a. The Chief of Police is responsible for the performance of the organization. To assist the Chief in accomplishing the goals and objectives of the Department, personnel are delegated authority to perform the duties of the assignments.

**3. Accountability**

**RI 1.2(c)**

- a. Supervisory personnel, by their position in the Department, will be held accountable for the overall performance and the performance of the employees under their immediate supervision.

**RI 1.2(d)**

- b. Supervisory personnel are accountable for compliance with the exercise of functional authority.

**RI 1.2(b)**

- c. All employees are responsible for the use of delegated authority. The accountability includes the use or failure to use a delegated authority in accomplishing the responsibilities of their position.
- d. All employees will be organizationally accountable to only one (1) supervisor at any given time. Each organizational component will be under the direct command of only one (1) supervisor at any given time.

**RI 1.4(a)**

- e. For a planned absence, the Chief of Police may designate a superior officer to oversee the Department. This individual will have the authority to carry out the day-to-day operations of the Department; but does not have the authority to approve personnel actions such as appointments, promotions, salaries, etc., unless that authority is specifically authorized in the written directive.
- f. If the Chief of Police is incapacitated, or otherwise unavailable or unable to command, such authority shall be delegated to the Deputy Chief or appointed Captain.
- g. In the absence of the Chief and the Deputy Chief and a Divisional Captain, such authority shall be delegated to a lieutenant.

**RI 1.4(d)**

**4. Chain of Command**

- a. The police department has only one category of sworn personnel which utilizes the following rank structure:

- 1) Chief
- 2) Deputy Chief
- 3) Captain
- 4) Lieutenant
- 5) Sergeant / Detective Sergeant
- 6) Patrol Officer / Detective Officer

- b. Rank structure within a rank will be determined by time in grade.
- c. If the Chief of Police is incapacitated, off-duty, out of town, or otherwise unavailable or unable to command, the following chain of command will be adhered to:

- 1) Deputy Chief
- 2) Captain
- 3) Designated Lieutenant

## 5. Command Protocol

### RI 1.4(c)

- a. Command protocol in single incidents involving officers of different divisions or sections will be determined by rank. A ranking officer's appearance on the scene doesn't automatically place him/her in charge of that scene unless he/she announces that they are taking control.
- b. When personnel from separate units are engaged in an operation, the highest-ranking supervisor present will be in command. When the highest-ranking supervisors are of equal rank, the ranking officer will assume command in the following order of precedence:

#### Seniority / Type of Operation

- (1) Administration
- (2) Detectives
- (3) Uniform

- c. The detective captain, or designee, may assume command of a crime scene from a patrol supervisor to investigate the crime.
- d. In the event an outside agency has jurisdiction over the Woonsocket Police Department, orders given from that agency will be transmitted through the Woonsocket Police Officer-in-Charge (OIC) who is on scene.

## 6. Span of Control

- a. Assignment of supervisors in the department shall be done in a manner that shall always ensure a reasonable span of control.

- b. Supervisory personnel are accountable for the activities of employees under their immediate control. Because of the nature of the Department's organization, some supervisors have collateral duty responsibilities for more than a single unit or functional area.
- c. Supervisors shall ensure that all subordinates perform their duties in a professional, efficient, and effective manner and act in compliance with all Department policies, rules, procedures, and directives.
- d. Under normal conditions, first-line supervisors should not have more than ten (10) employees reporting directly to them at a given time.
- e. Exceptions may be made in emergencies or when geographical conditions or the nature of the work requires specialized situations of units (e.g. tactical operations or investigations) where the ratio may be greater.

#### **RI 1.4(b)**

- 7. Exceptional Circumstances (detective scenes / BCI Scenes etc.)
  - a. In those exceptional situations, such as civil disorder and disturbances, hostage situations, and other critical incidents, the Incident Commander under ICS protocol, as described in the Woonsocket Emergency Operations Plan, shall assume command. This may or may not be the highest-ranking officer on the scene, but command protocol shall flow from that level.

### **B. Organizational Structure and Functions**

- 1. Office of the Chief of Police - The Chief of Police will be responsible for the administration of the entire Department. The Chief has authority over all offices, platoons, and all other units of the department and all persons assigned to these units.
- 2. Deputy Chief - The Deputy Chief is the second in command of the Department. Under the direction and control of the Chief, a Deputy Chief is responsible for the overall supervision, control, effectiveness, and efficiency of the Department's officers under his/her command.
- 3. Captain - The Captains are 3<sup>rd</sup> in the organizational command protocol of the department. Under the direction and control of the Chief and the Deputy Chief, the Captains are responsible for operating the Uniform, Operations, and Detective Divisions. Under delegation by the Chief or Deputy Chief, the Captains are also responsible for the overall supervision, control, effectiveness, and efficiency of the Department's officers under their command.
- 4. Lieutenants - Serve as a Superior Officer at the operational level in the Uniform Division, Traffic Division, Detective Division, Bureau of Criminal Identification (BCI), Vice Unit, Office of Professional Standards and Training Division. They are all responsible for the overall supervision and control of all sworn and non-sworn department members under their command. They are responsible for proficiency, conduct, appearance, discipline, and strict attention to the duty of officers under their supervision. They shall also perform various functions relating

to the administration and operation of the Department, as determined by the Chief of Police and or the Deputy Chief.

5. Sergeants - Patrol Sergeants occupy the first level of supervision in the Department and are responsible for the overall supervision and control of all sworn and non-sworn department members under their command. They are responsible for the proficiency, conduct, appearance, discipline, and strict attention to the duty of officers under their supervision. They shall also perform various functions relating to the administration and operation of the department, as determined by the Chief of Police and or Captain.
6. Detective Sergeants - The Detective Sergeant occupies the first level of supervision in the Detective Division and is responsible for the overall supervision and control of all detectives under their command. They are responsible for the proficiency, conduct, appearance, discipline, and strict attention to the duty of officers under their supervision. They must also assist in performing various functions related to the investigation of crime as they relate to prosecution, juvenile, property/evidence management, and case assignment/management.
  - a. Detectives- Responsible for conducting follow-up investigations on criminal offenses. They have primary authority on major crimes, vice and narcotics offenses.
  - b. The Juvenile Detective- Conducts follow-up investigations and prosecutes cases involving juveniles.
  - c. School Resource Officers- Assigned to the Middle and High Schools. Build working relationships with the school department, students, and the community. (Officers may be assigned full-time to the schools).
  - d. Records - Maintenance of records room, UCR reporting, records requests.
7. Uniform Division- Conducts preliminary criminal investigations, investigates motor vehicle accidents, enforces laws and city ordinances, provides continuous preventative patrol, performs a variety of community services, and acts as a first response to all incidents and emergencies.
  - a. Telecommunications - Dispatching calls for service, license and criminal records checks, answering emergency and non-emergency calls, victim/witness referrals, initial incident recording, and monitoring communications.
  - b. Animal Control - Investigate all complaints which pertain to animals both domestic and wild.
8. Operations Division
  - a. Professional Standards - The Office of Professional Standards relies on multidisciplinary teamwork, with each member maintaining proficiency in all functions of the unit. This collaborative approach allows the unit to maximize

expertise and experience to the fullest potential in service to the department. Each member can/will perform any function of the unit; however, members shall have ultimate responsibility for specific functions as follows:

- 1) Internal Affairs – The administrative investigation of all complaints of employee misconduct whether generated internally or externally.
  - 2) Training – The training of all department personnel
  - 3) Accreditation – Accreditation compliance and reporting
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- b. Evidence – The storage and maintenance of all property seized as evidence or held for safekeeping.
  - c. IT Services - Maintenance of computer networking, software, and hardware.
  - d. Maintenance - Building and vehicle maintenance.

#### **C. Inter-departmental Communication**

1. All divisions and units within the department are encouraged to exchange information and intelligence to coordinate Department efforts and optimize efficiency. This may be accomplished in several ways:
  - a. Memoranda;
  - b. Attendance of detectives at shift briefings, when applicable;
  - c. Staff Meetings - as scheduled by the Chief or Deputy Chief
  - d. Use of E-mail and/or voice mail systems. All personnel are responsible for checking their interdepartmental e-mail and voice mail at least once per day, per tour of duty;
  - e. Bulletin board in the roll call room.

#### **D. Provisions**

- RI 1.1(a)(b)** The Department's organizational structure shall be graphically depicted on an organizational chart, which shall be accessible to all personnel and updated, as needed.

Per order,

*Thomas F. Oates, III*

Chief of Police

*Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police*