

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of the Department is designed to create an efficient means to accomplish the mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

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

- Administration Division
- Patrol Division
- Special Operations Division
- Support Services Division

200.2.1 ADMINISTRATION DIVISION

The Administration Division is commanded by the assigned Inspector, whose primary responsibility is to provide general management direction and control for the other division commanders, including management of the department budget and the designation of the custodian of records. The Administration Division Inspector or designee is responsible for oversight of all internal investigations, budget and grant preparation, fleet and maintenance, training, and policy review and implementation department wide.

Annually, the Administration Division Inspector or designee shall develop and submit to the Chief of Police a budget and an inventory of capital property, equipment and assets. Property, equipment and assets with a beginning value of more than \$1,000, and other items specifically identified for inclusion regardless of value, are capital property, equipment and assets.

200.2.2 PATROL DIVISION

The Patrol Division is commanded by the assigned Captain, 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, such as Specialized Weapons and Tactics (SWAT), School Resource Officers (SRO), Traffic, and Honor Guard.

200.2.3 SPECIAL OPERATIONS DIVISION

The Special Operations Division is commanded by the assigned Captain, whose primary responsibility is to provide general management direction and control for the Detective Bureau. The Special Operations Division consists of the Detective Bureau, Crime Analysis Unit, Violent Crimes Interdiction Team (VCIT), Property Bureau and Forensic Services.

Beloit Police Department

WI LE Policy Manual

Organizational Structure and Responsibility

200.2.4 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by an appointed Director, whose primary responsibility is to provide general management direction and control for the Records Bureau, as well as serve as the custodian of records. The Support Services Division consists of the Records Bureau, Open Records and Training Records.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate the Inspector or in their absence, a Captain, 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) Inspector of Police
- (b) Patrol Captain
- (c) Special Operations Division Captain
- (d) Shift Commander

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee 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., SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with lawful orders of superior officers and other proper authority.

200.3.4 UNLAWFUL AND CONFLICTING ORDERS

No member is required to obey any order that outwardly appears to be in direct conflict with any federal law, state law or local ordinance. Following an unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or confer with a higher authority. Responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive, shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the

Beloit Police Department

WI LE Policy Manual

Organizational Structure and Responsibility

previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict are not held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.