



# BELOIT POLICE DEPARTMENT POLICY MANUAL

PD-200

## ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY

Newest Revision Date	Original Issue Date	Prior Revision Date(s)	Pages
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Special Instructions/Attachments/Sources			

### 200.1 PURPOSE

The purpose of this policy is to delineate the rank structure of the Beloit Police Department and communicate the general process by which responsibility of command is passed from one rank to another. In keeping with the principles of a hierarchical organizational structure, department members shall operate within their established chain of command unless exigent circumstances dictate otherwise. This structure is designed to create an efficient means to accomplish the mission and goals and to provide for the best service to the public.

### 200.2 RANK IN POSITION

The relative rank in position of police members shall be as designated and their duties enumerated as follows:

- **Chief of Police**  
The Chief of Police shall be responsible and accountable for the governance, leadership, performance, efficiency, and general good conduct of the department. The Chief of Police shall be duly appointed and have full authority and responsibility for the management, direction, and control of the operations and administration of the police department.
- **Assistant Chief of Police**  
The assistant chief of police shall be responsible and accountable for the efficient and effective operation of the department, providing executive management, leadership, and direction to all divisions.
- **Captain of Police**  
A captain of police shall provide executive management and leadership to personnel under his or her command within a division and shall be responsible for the efficient and effective delivery of services. Captains of police shall be responsible and accountable for the operations and administration of their respective commands and shall implement policies and procedures as directed by the Chief of Police.
- **Police Lieutenant**  
A police lieutenant shall manage and provide leadership to subordinate personnel under the direction of their respective captain or higher-ranking officer. Police lieutenants shall be responsible and accountable for the training, discipline, conduct, and efficiency of all personnel under their command in addition to serving as acting captain from time to time under the instructions of a captain or officer of higher rank.
- **Police Sergeant**  
A police sergeant shall be responsible and accountable for the supervision, discipline, training, and development of members under his or her authority. Unless otherwise assigned by the Chief of Police, police sergeants shall provide frontline supervision, leadership, and guidance in operational and administrative functions, and shall ensure that the strategies and directives of their commanding

officers are translated accurately and faithfully to the personnel under their authority.

- **Detective**

Detectives shall be responsible for conducting criminal and sometimes noncriminal investigations as directed by their respective commanding officer, including but not limited to such tasks as scene investigations, custodial interrogations, case follow up, case management, and case presentation to prosecutors and/or the courts. From time-to-time detectives may be called upon to lead other police and civilian members in performing investigations. A detective has the authority to coordinate investigative efforts and is responsible for guiding and directing officers during investigations. In doing so, detectives will work cooperatively with supervisors to ensure the interests of justice are served. In exercising such authority, a detective shall not unnecessarily countermand the orders of supervisory officers and supervisors will in turn comply with the requests of detectives, absent other emergency priorities.

- **Other Members**

Police and civilian members not enumerated above will be called upon in certain circumstances to exercise leadership and authority over other department members, but shall not unnecessarily countermand the orders of supervisory officers. All department members shall be given the authority to make decisions necessary to perform the functions of their assignment or to complete a task assigned by a supervisory officer. Department members shall be held accountable for the use of delegated authority as well as for the failure to use it properly. However, the ultimate responsibility remains with the supervisory officer delegating the authority to the department member.

- **Director of Support Services**

The director of support service shall provide executive management and leadership to personnel under his or her command and shall be responsible for the efficient and effective delivery of services. He or she shall be responsible and accountable for the operations and administration of the Support Services Division and shall implement policies and procedures as directed by the Chief of Police.

- **Records Supervisor**

The Records Supervisor shall provide leadership and be responsible for the efficiency and effectiveness of the Records Division and shall exercise authority within their area of responsibility.

## **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 Assistant Chief 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) Assistant Chief
- b) Captain of Police
- c) Lieutenant of Police
- d) Sergeant of Police

### **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., Tactical Operations Unit), 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 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.