

## CHAPTER 11 ORGANIZATION

DISCUSSION: This chapter relates to the organization of the department and the application of basic organizational principals. The department's organizational structure is designed to ensure that every member understands their role, position and responsibilities. The Chief of Police is the Chief Executive Officer (CEO) of the department and the final department authority on all matters of policy, operations and discipline; as such, has the authority and responsibility to establish a formal organizational structure. The department has established a formal structure through which organizational components are arranged, defined, directed and coordinated.

### 11.1 ORGANIZATION AND STRUCTURE

#### 11.1.1 Organizational Structure of the Hattiesburg Police Department

- A. The Hattiesburg Police Department, under the direction of the Chief of Police, shall be organized into three (3) Bureaus:
  - 1. Operations Bureau
  - 2. Direct Support Bureau
  - 3. Administrative Bureau
- B. The Department shall make available to all personnel a formal organizational chart that graphically displays the organization of the department's functions and chain of command.
- C. The organizational chart shall be updated as necessary for structure changes.
- D. The Accreditation Manager shall be responsible for distribution of the organizational chart.
- E. The organizational chart shall be displayed on bulletin boards throughout the Department.

#### 11.1.2 Office of the Chief of Police

- A. The Chief of Police is the CEO of the Department and is ultimately responsible for the successful accomplishment of the Department's mission. The Chief of Police is appointed by the mayor and reports to him.
- B. The Assistant Chief of Police is second in command, reports directly to the Chief of Police and is considered his designee in all matters.

C. The components of the Office of Chief of Police include:

1. Internal Affairs
2. Public Information
3. Budget/Purchasing
4. Accounting
5. Assistant Chief
6. Operations Bureau
7. Direct Support Bureau
8. Administrative Bureau
9. Administrative Assistant(s)

#### 11.1.3 Operations Bureau

A. The Operations Bureau is commanded by an assigned superior officer, normally a Major. The Operations Bureau Commander is responsible to the Chief of Police, reporting to the Assistant Chief and is responsible for the duties, by rank and assignment, of Operational Bureau Commander.

B. Components of the Operations Bureau are:

1. Detective Division
  - a. Crimes Against Property
  - b. Crimes Against Persons
  - c. Crime Scene Unit
  - d. Property/Evidence
  - e. Crime Analysis
2. Patrol Division
  - a. Platoon 1

- b. Platoon 2
  - c. Platoon 3
  - d. Platoon 4
  - e. Traffic
    - 1) Motor
    - 2) DUI Enforcement
    - 3) Interstate K-9
5. Special Operations
- a. Neighborhood Enhancement Team (NET)
  - b. Strike Team
  - c. Metro
  - d. Star Team
  - e. Community Relations
    - 1) DARE
    - 2) GREAT
    - 3) Youth Liaison

#### 11.1.4 Support Bureau

- A. The Support Bureau is commanded by an assigned superior officer, normally a major. The Support Bureau Commander responsible to the Chief of Police, reporting to the Assistant Chief and is responsible for the duties by rank and assignment of the Support Bureau Commander.
- B. Components of the Direct Support Bureau are:
  - 1. Accreditation
  - 2. Homeland Security

3. Training Academy
4. Animal Control
5. Maintenance
  - a. Building
  - b. Fleet Maintenance

#### 11.1.5 Administrative Bureau

- A. The Administrative Bureau is commanded by an assigned civilian. The Administrative Bureau Commander is responsible to the Chief of Police, reporting to the Assistant Chief and is responsible for the duties, by assignment, of the Administrative Bureau Commander.
- B. Components of the Administrative Bureau are:
  1. Information Systems
  2. Records
  3. Municipal Court
    - a. Warrants

### 11.2 UNITY OF COMMAND

#### 11.2.1 Unity of Command

- A. Each employee shall be accountable to only one (1) supervisor at any given time.
- B. Each organizational component shall be under the direct command of only one (1) supervisor.
- C. At the scene of any crime, accident or other police incident where supervisory responsibility is not clearly delegated by department policy, the highest ranking supervisor present shall assume command and direction of police personnel so as to provide the most orderly and efficient accomplishment of the department mission. In the event that no supervisor is present the first officer on the scene shall assume responsibility until relieved by a supervisor.
- D. The Chief of Police, Assistant Chief or a Bureau Commander may designate a person to be in charge of a particular police task or operation.

## 11.3 SPAN OF CONTROL

### 11.3.1 Span of Control

- A. In order to achieve effective direction, coordination and control, the number of employees under the immediate control of a supervisor shall not be excessive.
- B. At no time shall the span of control exceed the following limits without the approval of the Chief of Police.
  - 1. The span of control of superior officers shall not exceed five (5) persons reporting directly to that officer.
  - 2. The span of control of command officers shall not exceed seven (7) persons reporting directly to that officer.
  - 3. The span of control of Lieutenants and sergeants assigned to patrol shifts shall not exceed 15 units (exclusive of officers assigned to overtime details)
  - 4. The span of control of lieutenants, sergeants and civilian managers in a supporting section shall not exceed fifteen (15) subordinates.

## 11.4 AUTHORITY AND RESPONSIBILITY

### 11.4.1 Authority and Responsibility

All Department personnel shall be given the authority to effectively complete all police functions. Personnel may not be given responsibility for a function without the commensurate authority. Superior officers shall delegate the necessary authority to lower ranking personnel to allow all members to fulfill their responsibilities.

### 11.4.2 Accountability and Delegation of Authority

- A. All Department members shall be accountable for the use of authority delegated to them as well as the failure to use delegated authority while executing their assigned duties and responsibilities.
- B. A Supervisory officer may delegate responsibility and authority to a subordinate for a specific task or duty. However, he is accountable for the performance of employees under his control and may not delegate the ultimate responsibility he has for proper accomplishment of required task or objectives.