

# Organizational Structure and Responsibility

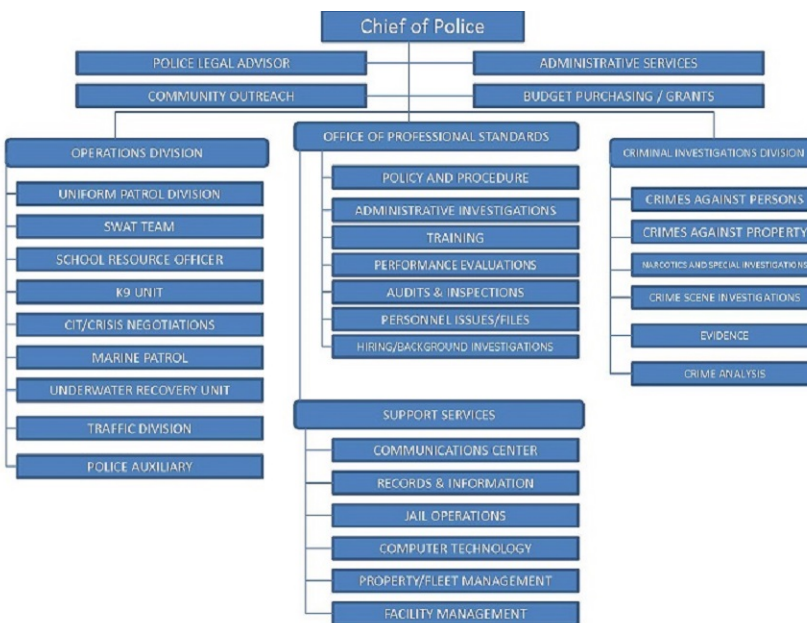
## 200.1 PURPOSE AND SCOPE

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 Lorain Police Department. There are three divisions in the Police Department:

- Operations Division
- Criminal Investigations Division
- Office of Professional Standards



### 200.2.1 CHIEF'S OFFICE

The Chief of Police manages, directs, and supervises all operations and administrative units of the Lorain Police Department, maintains operational readiness of all units and provides leadership and discipline to personnel. The Administrative Manager operates under the direction of the Chief's Office and is responsible for grant applications, budgetary issues, and other administrative duties as directed. The Public Information Officer serves as the spokesperson for the department and acts at the direction of the Chief of Police. The Community Outreach Liaison will be responsible for social media community outreach initiatives at the discretion of the Chief of Police.

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#### **200.2.2 OPERATIONS DIVISION**

The Operations Division is commanded by the assigned Captain, whose primary responsibility is to provide general management direction and control for the Operations Division. Under the Chief's supervision, the Operations Commander plans, coordinates, and directs all activities of the Operations Division, which involve a wide range of administrative functions and programs or general policing. Duties performed to protect life and property, enforce laws and ordinances and preservations or order within the community. The Operations Commander oversees the patrol, SWAT, School Resource Officer, Crisis Negotiations/CIT, Underwater Recovery Unit/ Marine Patrol, K9 Unit, and Traffic.

#### **200.2.3 CRIMINAL INVESTIGATIONS**

The Criminal Investigations Division is commanded by the assigned Captain, whose primary responsibility is to provide general management direction and control for the Criminal Investigations Division. Under the Chief's supervision, the Criminal Investigations Commander plans the daily operations of the Criminal Investigation Division, Narcotics Division, Crime Analysis, Evidence Room and Forensic Services to include case assignment, case management, strategic planning of the bureau, training assignments, time tracking/payroll, on-call assignments, evidence management, equipment issuance, and the daily supervision of subordinate supervisors and investigators assigned to the CID.

#### **200.2.4 OFFICE OF PROFESSIONAL STANDARDS**

Under the Chief's supervision, the Executive Officer plans, coordinates and directs all activities of the Office of Professional Standards, to include oversight of the internal administrative investigations, policy and procedure development and review, document entry and distribution using the Document Management System (DMS), data entry for; use of force, disciplinary and merit documentation and Department involved vehicles crash documents and departmental training. Support Services shall fall under the direction of the Executive Officer. Support Services is responsible for administrative and supervisory functions of the Lorain City Jail, Records Bureau, Communications Center, Fleet management, facilities management, and equipment management.

### **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 a Division Commander to act in the place of the 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) Executive Captain
- (b) Operations Division Commander
- (c) Criminal Investigations Division Commander

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- (d) Office of Professional standards Commander
- (e) Watch Commander

Only one person shall be in command of and responsible for any specific incident or operation in which the Department may become involved.

- (a) In general, command of any specific incident, operation, or exercise involving Department personnel from two or more divisions, etc., shall rest with the on-scene senior ranking person from the division or section bearing primary responsibility for the event. In the absence of a supervisor, the senior officer present shall be in charge and responsible for the handling of the incident.
- (b) Criminal Investigations Division (CID) assumes command when present at any crime scene, surveillance, execution of warrants, or any special operations originating from within the CID.
- (c) The Patrol Division assumes command at disturbances, special events, and crowd control situations, etc., in which personnel from other sections are utilized.
- (d) Command protocol in single operations involving personnel of different sections or units normally will be determined by rank, but a command officer's appearance on the scene does not automatically place him in charge of that scene unless he assumes control and announces he is taking control.
- (e) According to the command structure of the Department, an officer of superior rank may relieve any other officer of duties being performed, or of command of a situation, when it becomes evident to the superior officer, that the relief of the subordinate officer will be in the best interest of the Department and the City. If it becomes necessary to relieve an officer of command, the superior officer assuming command will forward a memorandum to the Chief of Police explaining the reasons for relieving the subordinate officer.
- (f) Officers assuming command shall exercise the authority of their positions under all conditions which require that they use such authority in the best interests of the department and in accordance with the departmental mission statement and core values. Command officers shall not unnecessarily countermand orders of officers below their rank or needlessly interfere with the specific duties of lower-ranking members. The supervisor or senior officer shall remain at the scene until such time as the incident is under control, or is being properly handled.
- (g) Employees will be held accountable for the successful execution of their duties.
- (h) Supervisory personnel will be held accountable for the activities of their employees under their immediate control.

#### FIRST-LINE SUPERVISORS

First-line supervisors are member's first line of authority. Supervisors are responsible for providing proper guidance regarding work assignments. They teach and encourage members to achieve their best, recognize member's work as well as help members with work problems.

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Should a member need help or have questions, complaints, problems or suggestions the member should contact her/his First-line supervisor for assistance.

In the event this is not feasible due to extenuating circumstances (e.g., the supervisor is not reasonably available, strong personality conflicts exist, harassment is reasonably feared), the member should report them to any supervisor of the member's choosing. All such matters will be treated as confidentially as practicable, subject to law.

#### 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., Canine, 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 the lawful order of superior officers and other proper authority.

Any member who willfully disobeys or disregards a lawful and reasonable order from a supervisor is guilty of insubordination and subject to severe disciplinary action up to and including termination.

#### 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. 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. It will not be a justified excuse for disobeying a lawful and/or safe order based on a member's mistaken beliefs.

Unless it would jeopardize the safety of any individual, members who are presented with an order that is in conflict with a previous order, department policy or other directives, shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the order is intended to countermand the previous order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting order after having given the issuing supervisor the opportunity to correct the conflict are not held accountable for disobedience of the order or directive that was initially issued.

The person issuing the countermanded order shall be notified in writing by the person issuing the second command of the action taken and the reason therefore.

#### 200.3.5 SUPERVISOR RESPONSIBILITY

Supervisors are accountable for issuing only lawful orders to their subordinates. A lawful order is one that a reasonable officer in the same or similar position can be expected to competently

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perform. Any supervisor who knowingly issues an unlawful order is guilty of abuse of authority and subject to severe disciplinary action up to and including termination.