



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

REVISION DATE: 12/2010
REVIEW DATE: 12/2012
I.D. NUMBER: 305

Chief of Police

DEPARTMENTAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES OF THE RANKS

PR 111 PLANNING AND RESEARCH

In keeping with the philosophy of community policing, the Planning and Research function has been decentralized. The Chief of Police may direct any command or supervisory officer within the agency to complete research into subject matter that may in any way impact the mission of the City or the Police Department. The task is typically delegated to the department function having the most intimate knowledge in the area to be researched and reported on. The employee that is assigned to complete a research project shall have access to all necessary information resources that are available through the Police Department. Research and analytical reports shall be distributed to the affected organizational units for review and action.

In addition, the managers and supervisors of the various functions are expected to stay abreast of current and emerging trends that impact their work units and the department. They are responsible for making recommendations to the Chief of Police regarding the development of programs, policies, operational plans, and other written directives to ensure that the department continues to meet its obligation of providing the best possible service to the department, the City and the community. Those individuals who are charged with developing the aforementioned directives shall have access to the Chief of Police through the proper chain of command.

PR 112 INSPECTIONS

The proper supervision and coordination of inspection procedures concerning all department personnel, equipment, and facilities is necessary to ensure the department's level of performance and service to the community. The purpose of inspections is to assure uniformity throughout the department and to avoid confusion and duplication, in order that the maximum of efficiency and effectiveness may be maintained in accomplishment of the police purpose.

PR 113 PURPOSE AND OBJECTIVES OF THE DEPARTMENT

The purpose of the Police Department is to protect life and property; prevent crime; repress unlawful activities; apprehend violators of federal, state, and municipal laws; secure and present evidence for prosecution of offenders; recover lost and stolen property; control conduct which may invoke criminal action; to maintain the public peace and restore it when there has been a breach; and to foster the development of community partnerships through Concord policing.

PR 114 DIVISIONS OF RESPONSIBILITY

To assure the most effective and efficient accomplishment of the department's objectives, divisions of duty and responsibility are delegated by the Chief of Police to the various employees and officers within the department. The primary functions and purpose of each division have been described in these rules and regulations. Although more than one function may be assigned to one person, each shall be defined

as a separate unit, so as to enable flexibility in assignment, dependent upon the needs of the department and the particular talents of the individuals concerned. Each departmental function shall be under the direct supervision of only one supervisor or manager. Several bureaus, each directed by a staff officer or officers, may be designated as part of a division, the bureau commanders thereby under the direct supervision of a division commander.

PR 115 AUTHORITY AND RESPONSIBILITY

Responsibility and authority is commensurate with each rank and position within the department. Each employee is given the authority to make decisions necessary for the effective execution of their responsibilities, and each employee is accountable for the use of the authority delegated to them.

PR 116 THE CHIEF OF POLICE

The Chief of Police is the chief executive officer and leader of the department, directly responsible for the efficient performance and effective accomplishment of the objectives for which the department exists. He has the authority to exercise such powers delegated to his office for the general management of the department, as provided by statute, subject to the general administrative direction of the City Manager.

PR 117 DIVISION COMMANDERS

Division commanders are directly responsible to the Chief of Police for the leadership of their respective divisions and constitute the Chief's command staff.

PR 118 COMMAND STAFF

The division commanders shall be members of the command staff. It is their responsibility to maintain direct communication with the Chief of Police. Their duties include advising and assisting the Chief of Police in the overall planning, administration, and leadership of the department.

PR 119 IMMEDIATE STAFF

The immediate Staff shall be composed of the Chief of Police, the Division Commanders, all lieutenants, and any other member of the organization designated by the Chief of Police.

PR 120 GENERAL STAFF

The general staff shall be composed of all captains, lieutenants, sergeants, and any other member of the organization designated by the Chief of Police. Members are directly responsible to the Chief of Police through their respective division commanders, except as otherwise provided by proper authority. They shall attend conferences with the Chief and his immediate staff, as often as practicable, to advise and assist in the administration of the department through the formulation and changes in departmental policies and procedures.

PR 121 PLANNING STAFF

The planning staff shall be composed of the members of the immediate and general staff. Members are responsible for the review and decision making on issues of policy and other matters related to the operations of the department.

PR 122 SUCCESSION OF COMMAND

In lieu of a specific designation by the Chief of Police, the succession, with respect to Acting Chief in the Chief's temporary absence or disability, shall be the Captain of the Field Operations Division, or in

his absence, the Captain of the Investigations and Administrative Division. In the absence of these three people, it shall be the senior lieutenant on duty. In the absence of a captain or lieutenant, it shall be the senior sergeant on duty.

PR 123 COMMAND PROTOCOL

In the absence of a Division Commander, and in lieu of a specific designation by the Division Commander, the commander of the affected division shall be the senior command officer of that division currently on duty.

During emergency situations, or other major event, the commanding officer shall be the designated Incident Commander, typically the most senior officer at the scene of the emergency or the event.

When an event involves different functions of the department or City, or if outside law enforcement agencies are assisting in a mutual aid capacity, the commanding officer shall be the designated Incident Commander, typically the most senior officer at the scene of the event.

PR 124 WATCH COMMANDER

The Watch Commander oversees the day-to-day operations of Field Operations personnel in respect to the handling of calls for service, addressing personnel matters, scheduling, deployment of resources, and other matters related to the direct delivery of police services. In the absence of the Chief of Police and the higher-ranking or senior officers, in the succession of command as provided in PR-122, the Watch Commander shall assume the office of Chief of Police.

PR 125 DISTRICT COMMANDER

District Commanders shall have command responsibility for a designated geographical area. They are responsible for coordinating and facilitating the department's efforts in Concord Policing within their district.

PR 126 DISTRICT STAFF

The district staff is composed of the District Commanders, the Field Operations Division Commander, the Chief of Police, and the Sergeants assigned to the respective district commanders. The members are responsible for reviewing community policing issues and deciding on courses of action that are congruent with the Concord policing philosophy.

PR 127 DIVISION STAFF

The Department has within it three separate divisions, the Office of the Chief of Police, Investigations and Administrative Services Division, and the Field Operations Division. The Investigations and Administrative Services and Field Operations Divisions are composed of the Commanders, managers and supervisors of the various functions within the divisions. Members of the division staff are responsible for working with the Chief of Police to develop policies and procedures, review operations and make decisions on matters specifically relevant to the division.

PR 128 GENERAL RESPONSIBILITIES OF EMPLOYEES

It shall be the duty and responsibility of each employee to fulfill, to the greatest extent possible, the functions of the Police Department and the division, bureau, or unit to which they are assigned, and to perform any duty assigned by a superior officer, supervisor or manager.

Each employee will be under the direct supervision of only one supervisor or manager at any given time. All department employees are required to obey any lawful order of a superior, including any order

relayed from a superior by an employee of same or lesser rank. Should an employee receive conflicting orders from one or more superiors, the employee should ask for clarification of the orders, when practical. If the conflict in orders cannot be resolved, the employee shall obey the lawful order of the individual with the higher level of authority. Employees receiving orders they know, or suspect, to be unlawful should consult with a superior having greater authority than the one who issued the order before carrying out the command.

PR 129 INDIVIDUAL RESPONSIBILITIES OF OFFICERS

Each officer of the department is individually responsible for the proper execution of assigned duties; the prevention of crime; the suppression of crime; the enforcement of laws; the arrest of offenders, depending upon the nature of their specific assignment; the maintenance of proper public relations; the maintenance of discipline; adherence to rules, regulations, orders, and departmental procedures; enforcement of rules, regulations, orders, and procedures among subordinates; reporting promptly through channels, development that may unusually affect public or official relations; initiating police action when necessary; the proper care and use of departmental equipment, supplies, and facilities; and fostering the department's philosophy of Concord policing.

PR 130 RESPONSIBILITIES OF SUPERVISORY OFFICERS

Each supervisory officer, in addition to the general and individual responsibilities for each officer and employee, shall be responsible for the detailed inspection of all activities of employees under their supervision and intimate knowledge of the duties and responsibilities of their subordinates; the proper performance of duties and adherence to policies and procedures by each member of their unit; the enforcement of rules and regulations among members of their unit; working as closely with their subordinates as time and area will permit; providing leadership and carrying out police activities; coordination of effort when more than one employee is involved in the assignment of duties; functional supervision of employees not directly supervised; detailed training on the job, as necessary, to ensure efficient operations by subordinates; the effective operation of their unit; providing command to members of their division, as necessary, in the absence of divisional command or a ranking officer; the routine determination of the condition of sick and injured personnel of his unit; and facilitating the department's efforts in Concord policing.

PR 131 RESPONSIBILITIES OF COMMANDING OFFICERS

Each commanding officer, in addition to the general and individual responsibilities for each officer and employee, shall be responsible for the direction and control of personnel under their command; the maintenance of discipline among members of their command; the proper performance of duties and adherence to policies and procedures by each member of their command; the enforcement of rules and regulations among members of their command; providing supervision and command to members of other divisions, as necessary, in the absence of divisional commanders; the discharge of detailed divisional responsibilities; the proper condition and maintenance of quarters assigned to their division; the proper maintenance, use and operation of equipment, supplies, and material assigned for division use; the prompt initiation of employee, supervisory, or administrative action, when necessary, to fulfill a functional responsibility of the department or division when such action is not otherwise being taken; the effective operation of their division or unit; providing continuation of command and/or supervision in their absence; and the preparation of correspondence pertaining to the activities of the division; and fostering of the department's efforts in Concord policing.

PR 132 SPAN OF CONTROL

During the course of normal operation, the number of employees under the direct control of any one supervisor or manager should be limited in scope in order to provide for adequate supervision, guidance and coordination for personnel in the delivery of services. The assigned responsibilities of the work unit and the proximity of the supervisor should guide the appropriate supervisor/subordinate ratio during the normal course of operation.

COMMUNICATION, COORDINATION AND COOPERATION

Members of all functions of the agency are expected to cooperate and coordinate their efforts in carrying out the department's mission. This can best be accomplished through open communication. Several methods are available to employees in order to share information and suggestions. These include use of the department e-mail system, attending inter-division meetings and distribution of meeting minutes. Examples of this communication, coordination and cooperation include, but are not limited to:

When personnel from different assignments are involved in a planned operation, one individual is designated as the Incident Commander. The Incident Commander or his/her designee should involve representatives from each of the assigned units in the planning, preparation and execution of the mission. At the conclusion of the mission, there should be a debriefing to allow all participants an opportunity to critique the mission. By doing this, the organization can identify successful tactics, areas of concern, that will assist in enhancing future operations.

Personnel from Investigations and Administration Services and Field Operations are encouraged to periodically attend each other's briefings. This will facilitate the exchange of information and lead to a more cohesive working relationship.

The district partnership meetings present an opportunity for department employees from various work groups, as well as other City employees, to come together and share information about common concerns. These meetings are the venue in which cooperative problem solving efforts, using the SARA model, are facilitated.