
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. [See attachment: New PD Org Chart.pdf](#)

200.2 POLICY

The Grafton Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 DIVISIONS

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

- Administration Division
- Field Operations Division
- Support Services Division

200.3.1 ADMINISTRATION DIVISION

The Administration Division is commanded by the Chief of Police, whose primary responsibility is to provide general management direction and control for the Administration Division, including management of the department budget, department owned property and the designation of the custodian of records. The Administration Division consists of Records and the Assistant to the Chief of Police.

200.3.2 FIELD OPERATIONS DIVISION

The Field Operations Division is commanded by the Assistant Chief of Police, whose primary responsibility is to provide general management direction and control for the Field Operations Division. The Field Operations Division consists of Patrol and Special Operations.

200.3.3 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by the Assistant Chief of Police, whose primary responsibility is to provide general management direction and control for the Support Services Division. The Support Services Division consists of Criminal Investigations, Crime Prevention and School Resource Officer (SRO).Property and Evidence Section

200.4 COMMAND PROTOCOL

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200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Assistant Chief of Police will 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 of Police
- (b) Detective Sergeant
- (c) Platoon Sergeant

200.4.2 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.

200.4.3 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.

200.4.4 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.

Grafton Police Department

Policy Manual

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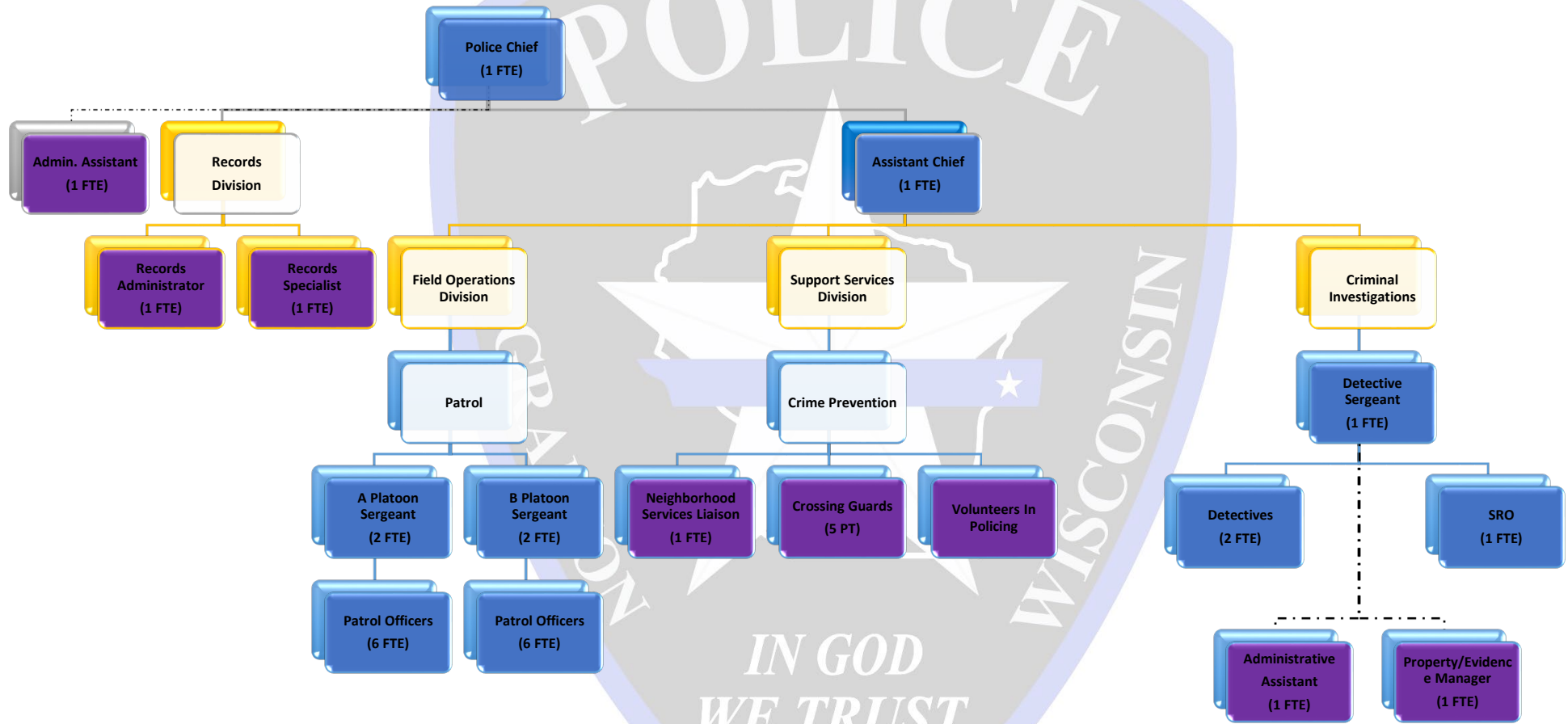
200.5 AUTHORITY AND RESPONSIBILITY

Each member will be assigned duties and responsibilities and is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

Attachments

New PD Org Chart.pdf

Grafton Police Department Organizational Chart



Sworn Personnel

22 FTE

- 1 CHIEF
- 1 ASSISTANT CHIEF
- 5 SERGEANTS
- 2 DETECTIVES
- 1 SRO
- 12 OFFICERS

Non-Sworn Personnel

6 FTE

- 1 ADMINISTRATIVE ASSISTANT TO CHIEF/ASST CHIEF
- 1 RECORDS ADMINISTRATOR (SUPERVISORY)
- 1 RECORDS CLERK
- 1 NEIGHBORHOOD SERVICES LIAISON
- 1 PROPERTY/EVIDENCE MANAGER
- 1 ADMINISTRATIVE ASSISTANT INVESTIGATIONS

5 P/T

- 5 CROSSING GUARDS