
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 assigned Assistant Chief, 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 Technical Services and Administrative Services.

Annually, the Administration Division Assistant Chief shall develop and submit to the Chief of Police a budget and an inventory of capital property, equipment and assets. Property, equipment and assets with a beginning value of more than \$5,000, and other items specifically identified for inclusion regardless of value, are capital property, equipment and assets.

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 the Criminal Investigations Division.

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

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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

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.

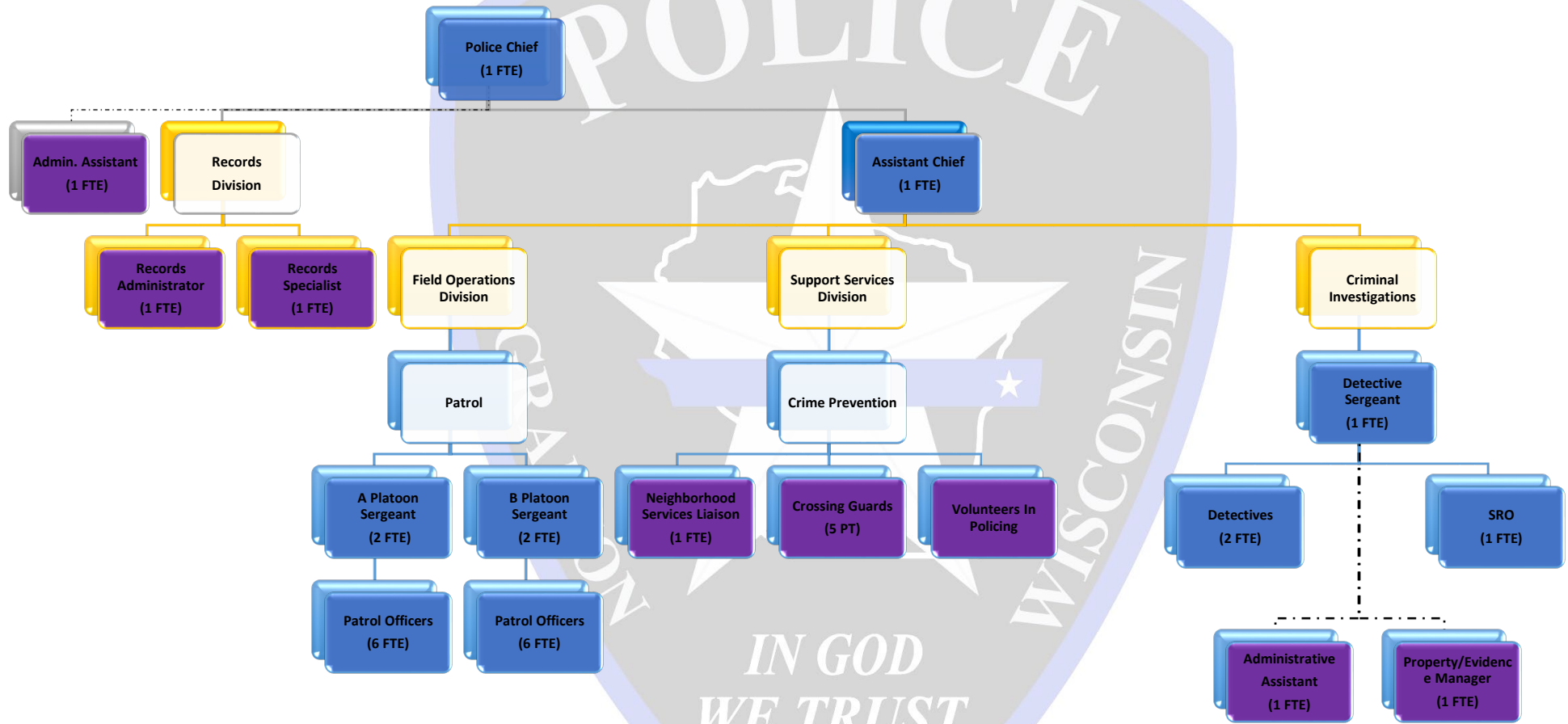
200.5 ACCOUNTABILITY FOR AUTHORITY

Each member may be delegated authority and is delegated the authority necessary to effectively execute responsibilities. Each member will be 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