

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 BUREAUS

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

- Administration Bureau
- Patrol Bureau
- Detective Bureau

200.2.1 ADMINISTRATION BUREAU

The Administration Bureau is commanded by the Chief of Police, whose primary responsibility is to provide general management direction and control for the Administration Bureau, including management of the department budget and the designation of the custodian of records. The Administration Bureau consists of Technical Services and Administrative Services.

Annually, the Chief of Police shall develop 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.

200.2.2 PATROL BUREAU

The Patrol Bureau is commanded by the assigned Captain, whose primary responsibility is to provide general management direction and control for the Patrol Bureau. The Patrol Bureau consists of Uniformed Patrol, Traffic, and the the Dispatch Center.

200.2.3 DETECTIVE BUREAU

The Detective Bureau is commanded by the assigned Captain, whose primary responsibility is to provide general management direction and control for the Detective Bureau. The Detective Bureau consists of the Detective Bureau, Special Operation (SPEAR), Narcotics, Evidence Room and Forensic Services.

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 Captain 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:

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- (a) Patrol Captain
- (b) Detective Captain
- (c) Officer in Charge

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.

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.

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 directive, 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.