

Attorney may provide advice to the Chief of Police and the Agency personnel on legal issues and provide training as needed.

Organizational Chart

The Stevensville Police Department organizational structure and functions are depicted graphically on an organizational chart. The Organizational Chart shall be updated annually, or as needed. The Stevensville Police Department Organizational Chart shall be disseminated to all Department personnel and copies maintained on file.

4.2 UNITY OF COMMAND, EMPLOYEE ACCOUNTABILITY, DIRECT COMMAND COMPONENT AND NOTIFICATION OF INCIDENT WITH LIABILITY

CALEA Standard: 11.2.1, 11.2.2, 11.4.5

The Stevensville Police Department employees shall be accountable to only one supervisor at any given time. Chapter 5, Section 5.1.3 of The Stevensville Police Department General Orders defines the procedure to be followed by employees who receive conflicting orders from different supervisors.

Each organizational component of the Stevensville Police Department shall be under the direct command of only one supervisor. When two supervisors of the agency are on duty and supervising the same area of responsibility, the chain of command shall be determined by grade.

Supervisory Span of Control

A supervisor's span of control (number of persons under their command) shall be determined by the Chief of Police.

Notifying Chief of Police of Significant Incidents/Liability Issues

The Chief of Police, or designee, shall be notified immediately by the commanding supervisor of any significant incident where a question as to the agency's liability may exist or may result in heightened community or media interest. These incidents include, but may not be limited to, the following:

- Suspected or Reported Excessive Use of Force
- Any Use of Force Resulting in Serious Bodily Injury
- Vehicle Pursuit Resulting in Serious Motor Vehicle Accident or Injury
- Arrests Involving Unusual Circumstances or High-Profile Individuals
- Possible Civil Rights Violations
- Violations of Criminal Law by Departmental Personnel
- Any Incident Involving Departmental Personnel that Resulted in Significant Property Damage
- Any Incident Involving a Departmental Employee's Failure to Act Resulting in a Serious Injury or Significant Loss of Property

- Domestic Situations involving Departmental Personnel

No departmental employee shall imply or accept financial liability for loss or damage on behalf of the Stevensville Police Department. Any inquiries concerning financial liability will be referred to the Stevensville Town Attorney.

4.3 AUTHORITY AND RESPONSIBILITY

CALEA Standard: 11.3.1, 11.3.2

Stevensville Police Department employees at every level within the agency shall have the authority to make the decisions required for the effective execution of their responsibilities. Each employee within the Stevensville Police Department shall be held accountable for the use of the employee's authority and for the use of delegated authority. Supervisors at each level in the Agency are accountable for the performance of employees under their immediate supervision.

4.4 GENERAL MANAGEMENT AND ADMINISTRATION

CALEA Standard: 11.4.1, 11.4.2, 11.4.3, 33.5.4

The Stevensville Police Department shall have a management information system and an administrative reporting program to provide reliable information for management decision-making. The management information system will provide information used to forecast workloads, prepare budgets, and determine personnel and other resource requirements. This information will be derived from data sources including, but not limited to:

Part I and Part II Criminal Offenses:

- Arrests
- Citations
- Crash Report Summaries
- Calls for Service Summaries
- Response Time Summaries
- Personnel Usage Summaries
- Vehicle Usage Summaries

The Police Records Clerk shall be responsible for preparing statistical and data summaries of Agency activities.

Administrative Reporting Program

The administrative reporting program includes the compilation of daily and annual reports.

Daily Reports (Patrol Activity Report)

The patrol activity reports are used to keep personnel informed of major crimes, traffic collisions, arrests, and other important activities. These reports are done via email and available for review to all agency personnel. These activity reports are completed by the agency personnel at the end of each tour of duty.

Annual Reports

The Stevensville Police Department Annual Report will be completed based on the calendar year end and will be due by **June 30th** of the following year. The report will provide comparative data and statistics and account for the activities of the Agency.

The Police Records Clerk will publish the annual report. Resources needed to complete the report will be determined and requested by Police Records Clerk. Resource information will include information from activities and progress concerning Agency goals and objectives and summary reports from within the Agency. After the annual report is printed, the Chief of Police will distribute copies to all staff and to other personnel upon request.

SUMMARY OF ADMINISTRATIVE REPORTING ACTIVITIES REQUIRED BY POLICY

The administrative reporting system provides management information on the activities of the agency on a timely basis reflecting comparative data on activities and trends. This system provides information and communication throughout the Chain of Command. A listing of reports, inspections, reviews, and analysis to be submitted to the Chief of Police and staff members designated by the Chief of Police per policy is as follows. These reports are discussed in further detail in the appropriate chapters of the Stevensville Police Department General Orders.

Schedule of Reports / Inspections / Analysis			
Requirement	Chief of Police	Annually/January	11.4.3
Responsible Due Date			
Standard Review of Requirements Due			
All Hazard Plan/Emergency Operations Plan	Chief of Police	Annually/January	46.1.2
Specialized Assignments Review	Sergeant	Annually/January	16.2.1
Review of Recruitment Plan	Chief of Police	Annually/January	31.2.3
Organization Chart Update	Chief of Police	Annually/January	11.1.2
Motor Vehicle Pursuit Analysis	Chief of Police	Annually/January	41.2.2
Field Operations Assignments	Sergeant	Annually/January	41.11

Use of Force Report	Chief of Police	Annually/January	1.3.13
Juvenile Programs Evaluation	Sergeant	Annually/January	44.1.3
Budget Requests	Chief of Police	Annually/January	17.2.2
Weapons Qualification Program	Sergeant	Annually/January	1.3.11
Weapons Proficiency Trg. Report	Sergeant	Annually/January	1.3.11
Recruitment Plan Evaluation	Chief of Police	Triennially/January	31.2.2
Crime Prevention Evaluation	Chief of Police	Annually/February	45.1.1
Prop./Evid Procedure Inspection	Sergeant	1st Semi-Annual /Feb	84.1.6
Early Warning System Evaluation	Chief of Police	Annually/February	35.1.9
Analysis of Grievances	Chief of Police	Annually/March	25.1.3
Bias Based Policing Review	Chief of Police	Annually/March	1.2.9
Internal Affairs Summary	Chief of Police	Annually/March	52.1.5
Community Concerns Report	Chief of Police	1st Quarterly/March	45.2.2
Equipment Inspection Unusual Occurrences	Chief of Police	1st Quarterly/March	46.1.8
Financial Statements	All Personnel Handling Funds	1st Quarterly/March	17.4.2
Special Investigations Funds Independent Audit	Chief of Police	Annually/May	43.1.4
Prop./Evid. Audit	Sergeant	Annually/May	84.1.6
Traffic Enforcement Evaluation	Sergeant	Annually/May	61.1.1
Multi-Year Plan Review	Chief of Police	Annually/June	15.1.3
Annual Report	Chief of Police	Annually/June	11.4.1
Community Concerns Report	Chief of Police	2nd Quarterly/June	45.2.2
Equipment Inspection Unusual Occurrences	Sergeant	2nd Quarterly/June	46.1.8
Financial Statements	All Personnel Handling Funds	2nd Quarterly/June	17.4.2
Independent Audit	Town Attorney	Annually/July	17.4.3
Goals & Objectives	Chief of Police	Annually/July	15.2.1
Prop./Evid Procedure Inspection	Sergeant	2nd Semi-Annual/Aug.	84.1.6
Community Concerns Report	Chief of Police	3rd Quarterly/Sept.	45.2.2
Equipment Inspection Unusual Occurrences	Sergeant	3rd Quarterly/Sept.	46.1.8

Financial Statements	All Personnel Handling Funds	3 rd Quarterly/Sept.	17.4.2
Uniforms/Equipment Inspection	Sergeant	Annually/October	53.1.1
Financial Statements	All Personnel Handling Funds	4 th Quarterly/Dec.	17.4.2
Community Concerns Report	Chief of Police	4 th Quarterly/ Dec.	45.2.2
Equipment Inspection Unusual Occurrences	Sergeant	4 th Quarterly/Dec.	46.1.8
PERIODIC			
Training Records (In-Service)	Chief of Police	On-Going	33.1.7, 33.5.1, 46.1.9, 71.2.1
Daily Activity Report	All Supervisors	Daily/Per Shift	n/a
Pool/Assigned Vehicle Inspect.	All Supervisors	Weekly/Monthly	53.1.1
Facility Inspection Report	All Supervisors	Weekly	53.1.1
Fiscal Budget Reports	Chief of Police	Monthly	17.4.2
Annual Vehicle Inspection		Annually/3 rd Quarter	53.1.1
Prop./Evid. Unannounced Inspection	As Directed by the Chief of Police	Annually 4 th Quarter	84.1.6
Staff Inspections	Sergeant	Triennially/Anniversary	53.2.1
Job Task Analysis	H.R. Department	Periodically	21.1.1
Workload Assessment	All Supervisors	Triennially	16.1.2
Prop ./Evid. Assignment Change	As Directed by the Chief of Police	As Needed	84.1.6
Citizen Survey	Chief of Police	Triennially	45.2.4

REVIEW OF GENERAL MANAGEMENT ACTIVITIES

Accreditation Management

The Chief of Police and Police Records Clerk shall facilitate the dissemination of information as required by general management/administrative activities and reporting systems. As such, the Chief of Police and Police Records Clerk shall:

- Monitor the accreditation/reaccreditation process, conferring with the staff on matters relating to the accreditation process or status of the Agency.
- Evaluate policies and procedures to ensure their compliance with accreditation standards.
- Review and determine the impact of new or revised accreditation standards on the Agency; evaluate all directives, special orders, or similar documents of the Agency to determine compliance with accreditation standards.
- Assist in the writing of new or revised Agency directives, policies, and procedures, as necessary.
- Coordinate the printing and distribution of new or revised directives or accreditation related material as needed.

- Maintain files and records required by the accreditation process.
- Maintain a listing of all administrative reports to include their purpose; persons, or positions responsible for the formulation of the report; frequency of the report, and distribution of the reports.

Staff Inspections

To ensure that periodic reports, reviews, and other mandated activities required by policy are accomplished, the Stevensville Police Department shall conduct staff inspections as outlined in Chapter 26 of the General Orders.

Command Staff

The Stevensville Police Department Chief of Police and Sergeant will hold periodic staff meetings in order to exchange information and ideas, discuss policies and procedures, identify, analyze, and solve problems, and communicate information to employees of the Agency.

MEETINGS SCHEDULES

Staff meetings will be held as periodically as needed. Specific days and times may vary according to schedules.

Attendance is mandatory for all Staff members unless otherwise approved by the Chief of Police.

Suggestion Management

Input toward general management shall also be gathered through the utilization of employee suggestions and recommendations for improvements from all levels within the Agency.

ACCOUNTABILITY FOR DEPARTMENT FORMS

The Stevensville Police Department uses numerous forms in its day-to-day operations. The Agency shall adhere to a forms control system in order to meet two goals; to ensure accountability of forms, and to facilitate the development, approval, review, and deletion of Agency forms. The Chief of Police has authority over the forms control system. Department forms are divided into two classes; those requiring strict accountability, and those requiring general accountability.

STRICT ACCOUNTABILITY: Accountability is required for both unused and completed forms and is subject to audit.

GENERAL ACCOUNTABILITY: Accountability is required for completed forms only.

Forms become records upon completion. Unused forms shall be kept available for use by Agency personnel.

The Chief of Police shall assign a form control number to all approved Agency forms. The form control number shall be an alphanumeric identifier indicating:

- Stevensville Police Department
- Form Number
- Month and year in which the form was approved.

An example of the format is: SPD: 1:11:21.

Personnel wishing to design and implement new forms, or revise an existing form, will submit a copy of the proposed form through the chain of command to the Chief of Police who will ensure that the format is consistent with the requirements of the Agency and will oversee the review process for new or modified forms. Once designed or revised, all forms will be reviewed at a Staff meeting for final approval before implementation. Upon approval, the form will be assigned an Agency form control number authorizing use of the form.

The forms control system does not apply to forms supplied or controlled by other departments, agencies, or levels of government, i.e., state-supplied forms, warrants, forms supplied by the courts, and uniform traffic citations.