



**Little Compton Police Department  
60 Simmons Road  
Little Compton, RI 02837**

ORDER	EFFECTIVE DATE	NUMBER	ISSUING DATE
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ORGANIZATIONAL STRUCTURE & COMMAND		ADMINISTRATION	
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**ORGANIZATIONAL STRUCTURE AND COMMAND**

**I. PURPOSE**

The purpose of this policy is to establish the organizational structure of the Little Compton Police Department and the functional responsibility of each component within the department. Additionally, it provides organizational direction under which the department can operate.

**II. POLICY**

The Little Compton Police Department is committed to protecting the rights of persons and property, prevention of crime and preservation of Public Peace. We will serve the community with professionalism at all times and conduct the enforcement of Criminal and Traffic Laws without prejudice or bias.

The Little Compton Police Department is designed to provide the most effective police service practical. The department makes a commitment to allocate adequate staff positions in order to provide both efficient and effective delivery of police services. The structure of the department is not rigid and is subject to alteration based on the changing needs of the department and the community it serves.

### III. PROCEDURES

A. **Organizational Structure-** The department is committed to a structured chain of command with commensurate authority and responsibility in providing continuity and unity of command (see attachment organization chart).

#### 1. Authority and Responsibility

- a. The success of the department requires that responsibility be accompanied by the necessary authority. Authority to execute the required activity of the organizational component is delegated by the Chief of Police through the chain of command to the individual personnel. At every level of the organization, personnel will be given the authority to make decisions necessary for the execution of their responsibilities.

#### 2. Delegation of Authority

- a. The Chief of Police is responsible for the performance of the organization. To assist the Chief in accomplishing the goals and objectives of the department, personnel are delegated authority to perform the duties of the assignments.

#### 3. Accountability

- a. Supervisory personnel, by virtue of their position in the department, will be held accountable for the overall performance and the performance of the employees under their immediate supervision.
- b. Supervisory personnel are accountable for compliance with the exercise of functional authority.
- c. All employees are responsible for the use of delegated authority. The accountability includes the use or failure to use delegated authority in accomplishing the responsibilities of their position.
- d. All employees will be organizationally accountable to only one (1) supervisor at any given time. Each organizational component will be under the direct command of only one (1) supervisor at any given time.

#### 4. Chain of Command

- a. The police department has only one category of sworn personnel which utilizes the following rank structure:
  - (1) Chief
  - (2) Deputy Chief/Lieutenant
  - (3) Detective Sergeant
  - (4) Patrol Sergeant
  - (5) Senior Patrol Officer
  - (6) Junior Patrol Officer

(7) Junior Probationary Patrol Officer

- b. Rank structure within a rank will be determined by seniority.
- c. If the Chief of Police is incapacitated, off-duty, out of town, or otherwise unavailable or unable to command, the following chain of command will be adhered to:

- (1) Deputy Chief/Lieutenant
- (2) Detective Sergeant
- (3) Patrol Sergeant

5. Command Protocol

- a. Command protocol in single incidents involving officers of different divisions or sections will be determined by rank. A ranking officer's appearance on the scene doesn't automatically place him/her in charge of that scene, unless he/she announces that they are taking control.
- b. When personnel from separate units are engaged in an operation, the highest-ranking supervisor present will be in command. When the highest ranking supervisors are of equal rank, the most senior supervisor in rank will assume command.
- c. The Detective Sergeant, or his designee, may assume command of a crime scene from a Patrol Supervisor for the purpose of investigating the crime.
- d. In the event an outside agency has jurisdiction over the Little Compton Police Department, orders given from that agency will be transmitted through the Little Compton Police OIC who is on scene.

**B. Organizational Structure and Functions**

- 1. Office of the Chief of Police - The Chief of Police will be responsible for the administration of the entire department. The Chief has authority over all offices, bureaus, and all other units of the department and all persons assigned to these units.
- 2. Deputy Chief/Lieutenant – Under the supervision of the Police Chief, the Deputy Police Chief is responsible for the supervision, control effectiveness, and efficiency of all Department employees. The Deputy Police Chief performs various functions relating to the administration and operation of the Department, including grant administration, budget, planning & research, and technical services as directed by the Police Chief.

3. Detective Sergeant- The Detective Sergeant is responsible for the proficiency, conduct, appearance, discipline and strict attention to duty of officers under his supervision. He/she must also assist in performing various functions related to the investigation of crime as they relate to Prosecution, Juvenile, Property/Evidence Management, and case assignment/management. He/she has primary authority on major crimes, vice and narcotic offenses. Further, the Detective Sergeant is responsible for the overview of preparing and presenting criminal and non-criminal matters before the Rhode Island Traffic Tribunal.
4. Sergeants- Patrol Sergeants occupy the first level of supervision in the Department, and are responsible for the overall supervision and control of all sworn and non-sworn Department members under their command. They are responsible for the proficiency, conduct, appearance, discipline and strict attention to duty of officers under their supervision. They shall also perform various functions relating to the administration and operation of the Department, as determined by the Police Chief and or Deputy Chief/Lieutenant.
5. Patrol Division- Conducts preliminary criminal investigations, investigates motor vehicle accidents, enforces laws and town ordinances, provides continuous preventative patrol, performs a variety of community services, and acts as a first response to all incidents and emergencies.

### **C. Inter-departmental Communication**

1. All Divisions and units within the department are encouraged to exchange information and intelligence in an effort to coordinate department efforts and optimize efficiency. This may be accomplished in several ways.
  - a. Memoranda
  - b. Attendance of Detectives at shift briefings, when applicable
  - c. Staff Meetings - as scheduled by the Chief
  - d. Use of E-mail and/or voice mail systems
  - e. Bulletin Board in the dispatch area
2. All personnel are responsible for checking their interdepartmental and internet e-mail and voice mail at least once per tour of duty.

### **D. Provisions**

The Department's organizational structure shall be graphically depicted on an organizational chart, which shall be accessible to all personnel and updated, as needed.

**By Order of:**

A handwritten signature in black ink, appearing to read "S. N. Raynes". The signature is fluid and cursive, with the first letter of each name being capitalized and prominent.

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**Scott N. Raynes**  
**Chief of Police**

## Little Compton Police Department Organizational Chart

