POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 116-A

REFERENCE STANDARDS: 11.1.1 11.1.2 11.2.2 12.1.4

SUBJECT: Organizational Structure

<u>PURPOSE:</u> To establish the organizational structure of the department and the responsibilities of the

various units which comprise functional elements. It is the policy of this department that

only only one supervisor commands each organizational unit. (11.2.2)

I. PROCEDURE

- A. STRUCTURE Effective January 2000, the Hanover Park Police Department shall consist of three divisions. They shall be: (11.1.1)
 - 1. Operations Division
 - a. Patrol Bureau
 - b. Investigative Bureau
 - 2. Support Services Division
 - a. Staff Services Bureau
 - b. Community Services Bureau
 - c. Code Enforcement Bureau
 - 3. Administrative Division

B. RANK STRUCTURE

- 1. SWORN Rank structures of the sworn police officers will be as follows:
 - a. Chief
 - b. Deputy Chief
 - c. Lieutenant
 - d. Sergeant
 - e. Patrol Officer
- 2. NON-SWORN Rank structures of the non-sworn employees shall be as follows:
 - a. Supervisors of the Code Enforcement and Records Units
 - b. General employees

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C. ORGANIZATION

The organizational structure of the Hanover Park Police Department shall be divided into three divisions comprised of smaller bureaus and units. The Deputy Chiefs, who are directly responsible to the Chief of Police, will administer the divisions of Operations and Support Services. The smaller bureaus responsibilities and supervision will be as follows:

1. Operations Division

- a. Patrol Bureau A Lieutenant commands the Patrol Bureau.
 - 1) The Patrol Bureau is responsible for responding to calls for service, maintaining order, enforcing the laws and Village ordinances, providing security and providing traffic control. The Patrol Bureau maintains 24-hour coverage, seven days a week.
 - a) Line supervisors hold the rank of Sergeant and are assigned to a shift.
 - b) Patrol officers are assigned to a shift.
 - c) Community Service Officers.
 - d) General employees.
- b. Investigative Bureau A Lieutenant commands the Investigative Bureau.
 - 1) The Investigative Bureau is responsible for follow-up investigations of reported crimes, apprehension of criminals, preparation of case reports for the prosecutor, conducting crime-scene investigations and initiating investigations on illegal activities.
 - a) Patrol officers are assigned to the bureau.
 - b) A general employee holding the title of Investigative Aide is assigned to the bureau.
- 2. Support Services Division A Lieutenant supervises the personnel assigned to the Staff Services Bureau and Community Services Bureau under the Support Services Division.
 - a. The Staff Services Bureau is responsible for record keeping, court services, data entry, and general office functions.
 - b. Staff Services Bureau is staffed by general employees in either a full or part-time capacity.
 - c. The Community Services Bureau is responsible for administering community policing projects, crime prevention, and public information. Community Services also provides Social Services.
 - d. Community Services personnel consist of patrol officers assigned in varying capacities and general employees holding clerical positions.
 - e. Code Enforcement Unit Code Enforcement Supervisor commands this unit. Code Enforcement personnel are responsible for enforcement of building code violations, International Code Council (ICC), regulations, rental licensing regulations, etc.
 - 1) General employees holding the title of Community Service Officer/Code Enforcement Officers are assigned to the unit.

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2). Code Enforcement unit is staffed by general employees in either full or part time capacity.

3. Administrative Division

- a. The Administrative Division consists of the offices of the Chief of Police, the Deputy Chiefs who have command authority over their respective Divisions, the Accreditation and Grants Manager, and the Administrative Secretary.
- b. The Administrative Division is responsible for fiscal management, research and development, formal management of the department, accreditation policy and grant development.
- c. The Chief of Police retains the broad functional responsibilities associated with Emergency Services, ESDA, unless otherwise designated.

D. ORGANIZATIONAL CHART

The organizational chart and manpower distribution of the department defines the department's chain of command. This chart and functional allocations shall be reviewed and revised annually. (11.1.2) (Appendix 1)

E. COMMAND

Unless otherwise designated by the Chief of Police, in the absence of the Chief of Police, command precedence shall be by order of rank, and seniority within the rank, if two or more are present.

F. STAFF MEETINGS

Command Staff meetings shall be held on a regular basis. The Chief of Police shall chair the meetings. Policies, procedures and other administrative issues shall be discussed.

G. COMMUNICATIONS AND COORDINATION WITHIN THE DEPARTMENT(12.1.4)

- 1. All divisions, bureaus and units shall coordinate their activities and maintain open lines of communication.
- 2. Procedural updates and revisions will be forwarded to all affected personnel of the Police Department.
- 3. Staff meetings are used to facilitate coordination within the organization.
- 4. The Staff Services Bureau will publish the Daily Bulletin to detail daily patrol activity, calls for services, and other timely information important to operational personnel.
- 5. Voice-Mail systems are installed allowing each employee 24 hours day/7 days a week access to department wide information and communication.
- 6. First line supervisors assigned to the Patrol Bureau will conduct daily roll call with personnel under their supervision.

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