

Durham Police Department

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POLICY #11.1.1

SUBJECT: Organizational Structure

NOTE: This written directive is for the internal governance of the Durham Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

Purpose

The purpose of this directive is to generally represent the organization of the Durham Police Department. Only through clearly defined lines of responsibility and accountability can the department's mission be accomplished.

Policy

It is the policy of the Durham Police Department to maintain an organizational structure that is appropriate, efficient, flexible, and dynamic. Efficiency and effectiveness are products of an organization where work units are grouped together by overall function.

Procedure

The Durham Police Department is a law enforcement agency organized similarly to private industry; with a Chief Executive Officer known as the Chief of Police, with subordinate middle managers known as Deputy Chief and Captain, and supervisory staff known as Sergeants.

The Chief of the Durham Police Department is vested with authority granted by New Hampshire RSA's 105:1 (Appointment), and 105:2-a (Police Chiefs; Powers; Dismissal).

DIVISIONS

The Durham Police Department is divided into two Divisions: Operations and Investigations (herein after called "Operations") and Personnel and Administration (herein after called "Administration"). The Operations Division is commanded by the Deputy Chief. The Administration Division is commanded by a Captain who is also subordinate to the Deputy Chief. The functions of these divisions are defined as:

Operations and Investigations

Patrol

- All patrol functions are designated to the Operations division. The Deputy Chief is responsible for the efficient application of management to direct the activities of the patrol sergeants, the patrol officers and the part time police officers. The Durham Police Department is based on the generalist system allowing and encouraging patrol officers to conduct criminal investigations under the supervision of the patrol supervisors.

Investigations

- The Deputy Chief is responsible for all aspects of the criminal investigations division. The department encourages patrol officers to bring criminal investigations to conclusion, if possible. The Detective shall be brought into those investigations that require out-of-town interviews or when the need for expediency is paramount. The combination of officer and detective jointly conducting an investigation will have positive benefits.
- Problem Oriented Patrol Officer
- The Deputy Chief is responsible for the overall guidance of the Problem Oriented Patrol Officer (POP) position. The POP Officer position is a component of the criminal investigations division. The officer will report on the status of all projects, past, current, and future. The officer will be further utilized to supplement the detective office at the discretion of the Deputy Chief, or his/her designee.

Prosecution

- The Deputy Chief is responsible for the review and prosecution of criminal cases that fall under the jurisdiction of the District Court.

Property and Evidence

- Access to the property and evidence room will be limited appointed evidence custodians. The Deputy Chief is responsible for the development of an audit that will be submitted to the Chief of Police semi-annually.

Juvenile Services

- Patrol officers are expected to investigate offenses with juvenile involvement. Document assistance, juvenile petitions and other facets peculiar to juvenile investigations shall be coordinated with the Deputy Chief.

Fleet Maintenance

- The proper, systematic and scheduled maintenance of all police vehicles is the responsibility of the Deputy Chief. A record system articulating repairs completed and cost impact will be reported each December to the Chief of Police.

Personnel and Administration

A cohesive and organized Personnel and Administration Division allows the entire organization to function effectively and efficiently. Those components that comprise this division consist of the following:

Training

- A Training Committee will be formed consisting of at least one patrol officer, one sergeant, and the Administration Captain to develop a training strategy that will benefit the agency as well as the career development of each officer. The Administrative Captain may choose to modify the number of sergeants and officers.
- The Captain will coordinate training assignments with the Deputy Chief for patrol officers and Sergeants. The Training Committee will develop an annual report each January that will review the training from the preceding year and outline the training goals and objectives for the coming year.
- Though a function of training, the Deputy Chief shall oversee the Field Training Officer Program.

Professional Standards

- Accreditation

The Administration Captain will be responsible for the required reviews and audits associated with the accreditation process. The development of accredited policies and procedures will be a continuous process.

- Internal Affairs

Citizen complaints will be thoroughly investigated with the report forwarded to the Chief of Police. Violations of Departmental policy will require authorization from the Chief of Police before the initiation of an investigation. A yearly review of all Internal Affairs complaints and the conclusions will be reported annually to the Chief of Police.

Community Programs

- UNH/Greek Relations

The Personnel and Administration Division is responsible to coordinate initiatives that involve the fraternity and sorority system at the University of New Hampshire. In addition, sanctions, complaints and/or disciplinary issues shall be coordinated with the Operations Captain but managed through Personnel and Administration.

Community Programs

- The development, planning, and implementation of programs designed to create partnerships with the community will be administered by this division. All members of the Durham Police are expected to become involved in the operation and delivery of these programs.

Support Staff

- Office Assistants

Members of this component coordinate, maintain, and distribute confidential police records. They are also responsible for the processing of court documents, requests of criminal records checks, greeting and responding to visitors, and telephone coordination. General office functions are also the responsibility of this section.

Due to the unique nature of the administrative assistant position in charge of processing court cases, the evaluation for that position will be written by the Deputy Chief with input from the Administrative Captain.

- Parking Enforcement

The Administration Captain is responsible for the efficient work schedule of the parking enforcement officer(s). The effective billing methods and accountability of paid and uncollected funds will be discussed with the Chief of Police.

Maintenance

- Facility

The proper maintenance of the police station is the responsibility of the Administration Captain. The Captain shall coordinate the effort with the Department of Public Works, as applicable.

Budget

11.1.1, Organizational Structure

Effective Date: 04-01-00
Revised 6-13-06, 9-25-12, 9-28-15

- Invoices will be reviewed and authorized by the Administration Captain for payment. Authority of expenses more than \$500.00 must be approved by the Chief of Police. See Policy 17.3.1: “Purchasing” for further guidance.