

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 10.02 -		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 9
ORDER TITLE ROCKFORD POLICE DEPARTMENT ORGANIZATION	SERIES NO. 10	SERIES TITLE / SUBJECT ORGANIZATION, MANAGEMENT, AND ADMINISTRATION	
TOPICS / REFERENCE Departmental Organization, Organization, Rockford Police Department, Rockford Police Department Organization		APPENDICES A	
EFFECTIVE / ORIGINAL ISSUE DATE August 2, 2006	REISSUE/ EFFECTIVE DATE June 08, 2011	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5th Edition Standards) 11.1.1 • 11.2.1 • 11.2.2 • 11.3.1 • 11.3.2 • 11.4.3 • 12.1.2 • 22.2.3 • 22.2.4 • 33.5.4 • 46.1.1			

POLICY

It is the policy of the Rockford Police Department to be organized by function in order to make efficient use of all resources of the agency.

PURPOSE

The purpose of this General Order is to state the functions and define the organization of the Rockford Police Department. This Order will also state the primary duties and responsibilities of the bureaus, divisions, units, and sections of the Department.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. DEFINITIONS
- II. DEPARTMENTAL AUTHORITY
- III. ORGANIZATIONAL STRUCTURE
- IV. CHAIN OF COMMAND
- V. SPAN OF CONTROL
- VI. AUTHORITY AND RESPONSIBILITY
- VII. ORGANIZATIONAL RELATIONSHIPS
- VIII. EFFECTIVE DATE
- IX. REVIEWS, REVISIONS AND CANCELLATIONS

APPENDICES

- A. Organizational Chart

I. DEFINITIONS

- A. **Component:** A subdivision of the Department such as a bureau, division or unit this is established and staffed on a full-time basis.
- B. **Bureau:** The largest unit within the Department. A deputy chief will command a bureau.

- C. **Division:** The primary segment of a bureau. A lieutenant or civilian supervisor will command a division.
- D. **Unit:** A segment of a bureau, which performs a specialized task supportive of the bureau or division's responsibilities. A sergeant will supervise a unit.
- E. **Section:** A component within a bureau and is subordinate to the bureau responsible for a particular function. Command or supervision responsibility of a section may be directed to a deputy chief, lieutenant, sergeant or a civilian supervisor.

II. DEPARTMENTAL AUTHORITY

- A. The Police Department is created as an executive branch of the city government by City Ordinance (**Section 21-1**), using powers vested through Illinois Compiled Statutes (**65 ILCS 5/11-1**). It is assigned the following functions:
 - 1. The prevention and detection of criminal activity.
 - 2. The apprehension of offenders.
 - 3. The protection of life and property.
 - 4. The enforcement of laws and ordinances.
 - 5. Providing other services to the citizens of the City of Rockford that are deemed to be proper functions of the Police Department.

III. ORGANIZATIONAL STRUCTURE

- A. **Chief of Police:** The Department is commanded by the Chief of Police who is responsible for the direction and guidance of all components of the Department through use of written and oral orders, policies, and directives. In addition to all the various components of the Department, the following will report directly to the Chief of Police.
 - 1. **Chaplain Division:** Responsible to assist officers, other city personnel, and the public with assistance ranging from death and accident notifications to assisting those in need of food, shelter, transportation, counseling, as well as coordinating the duty chaplain program.
- B. **Office of Professional Standards:** Responsible to investigate all formal complaints and inquiries against sworn and non-sworn personnel, and to conduct staff inspections as assigned by the Chief of Police.
 - 1. **Administrative Review:** Responsible for reviewing an incident or event regarding Department policies, procedures, practices and training.
 - 2. **Training Unit:** Responsible for planning, executing, developing and managing the Department's training program. Duties include monitoring and maintaining the training records and supervising all Department instructors. This section serves as the Department's liaison with other agencies and educational institutions providing training to the Department.

- a. **Armament Section:** Responsible for performing inspections, maintenance, repairs, and alterations to all duty and off-duty Department authorized weapons, as well as all Department owned specialized weapons.
- b. **Field Training:** Responsible for probationary officer's transition from the academic setting to the performance of general law enforcement patrol duties of the Department. Although a probationary has successfully completed the minimum standards basic law enforcement training course as prescribed by the Illinois Law Enforcement Training Standards Board, that officer cannot be expected to immediately function as an experienced officer. The Field Training Program exposes a probationary officer to personnel, procedures, policies, and purpose of the Department as well as providing the initial formal and informal training specific to the day-to-day duties of its officers.

C. Administrative Services Bureau: The Administrative Services Bureau will serve as an extension of the Chief of Police managing the administrative functions of the Department. Administrative staff functions assigned to this bureau are as follows.

1. **Accreditation Section:** Responsible for the development of departmental general orders, policies and standard operating procedures, as well as maintaining the "proofs" for standards relating to the Commission on Accreditation for Law Enforcement Agencies (CALEA). Anyone assigned to the position of Accreditation Manager shall receive specialized accreditation manager training within one year of being assigned.
2. **Evidence and Property Unit:** Responsible for the custody, control, transportation, sale, and destruction of all evidence and property coming into the possession of the Department, as well as the distribution of operating supplies within the Department.
3. **Fiscal Services Section:** Responsible for purchases, accounts payable, accounts receivable, disbursement and replenishment of petty cash, and the issuance of uniforms and equipment. Fiscal Services also monitors the budget, researches various police and office products, prepares bid specifications and oversees contracts with vendors.
4. **Information Services Section:** Responsible for the installation, maintenance and repair of the Department's computer hardware and software and web site development. Duties include anticipating future computer needs of the Department and developing plans to meet those needs.
5. **Payroll Section:** Responsible to maintain the official record of all work schedules. Records the use, payment, and administration of overtime. Documents hours worked, and accumulation/usage of holiday, vacation, and sick-time.

6. **Records Center Division:** Responsible for acting as the central repository for incident, arrest, traffic records, and offense crime data, after reviewing such data for completeness and accuracy. Duties include entry of data into the records management system as well as dissemination of the data to Department personnel or any other person or entity having a lawful and legal right to the data.
 - a. **Crime Analysis Section:** Responsible for utilizing crime analysis data to assist operational and administrative personnel with planning and deployment of resources in order to prevent, reduce, and suppress criminal activities.
7. **Personnel and Recruiting Section:** The Personnel and Recruiting Section will serve as an extension of the Chief of Police managing the personnel and recruiting functions of the Department. Personnel and recruiting functions assigned to this unit include attracting, seeking out and recruiting prospective candidates for employment with the Department. Duties include advising candidates as they move through the application and employment process. This section also coordinates the application and testing process and acts as the Department's liaison with the Board of Fire and police Commissioners.

D. Investigative Services Bureau: The Investigative Services Bureau will serve as an extension of the Chief of Police managing the investigation and follow-up of criminal incidents. This Bureau serves as the Department's liaison with the State's Attorneys Office as well as with other federal, state and local investigative agencies in the detection, investigation and prosecution of criminal activity. Investigative functions assigned to this bureau are as follows.

1. **Burglary Unit:** Responsible for conducting investigations of all commercial, residential, and vehicle burglaries.
2. **Crimes against Person Unit:** Responsible to conduct investigations of crimes against persons including murder and armed robbery.
3. **Domestic Violence Unit:** Responsible for reviewing and investigating complaints of domestic battery, domestic violence, domestic trouble and order of protection violations. This unit serves as the Department's liaison with the State's Attorneys Office as well as all court and social service agencies dealing with domestic related crime issues.
4. **Gang Crimes Unit:** Responsible for conducting investigations related to gang involved crimes. Serves as the Department's liaison with the Bureau of Alcohol, Tobacco and Firearms (ATF) for the purpose of tracing every firearm recovered by the Department.
5. **General Case Unit:** Responsible for conducting investigations of a wide variety including property crimes, thefts, computer, and internet crimes, financial and stolen identity crimes.
6. **Hostage Negotiation Unit:** Responsible for dealing with potentially violent situations. These situations include, but are not limited to, barricaded subjects, hostage incidents, sniper fire incidents and, at times, situations where individuals are threatening suicide with or without a

weapon. Non-violent means can be used in an attempt to bring any such incident to a successful conclusion without the use of force.

7. **Identification Unit:** Responsible for the documentation and processing of physical evidence at crime scenes, as well as other forensic related tasks required by the Department.
8. **Rockford Narcotics Unit:** Responsible for narcotics related investigations of individuals and criminal enterprises. This unit also serves as a liaison with federal, state, and local law enforcement agencies conducting investigations of narcotics related crime.
9. **Youth/Sex Crimes Unit:** Responsible to conduct investigations of crimes involving victims or suspects under the age of seventeen (17) years, all sex offenses regardless of age, auto theft, and missing person incidents.

E. Field Services Bureau: The Field Services Bureau will serve as an extension of the Chief of Police managing the patrol and crime prevention functions of the Department. Functions assigned to this bureau are as follows.

1. **Community Services Unit:** Responsible for support of the patrol function by working closely with citizens, businesses, and neighborhood groups in reducing or eliminating recurring crime and/or quality of life issues affecting neighborhoods and the community. The supervisor of the Community Services Unit shall act as the coordinator for the Citizens Assisting Police CAPS program.
2. **Patrol Shift:** Responsible for providing timely emergency and non-emergency police services within the City of Rockford. The Department utilizes four shifts: Day Shift (daytime hours), Cover Shift (late morning to evening hours), Afternoon Shift (late afternoon to late evening hours) and Night Shift (late evening to early morning hours) to provide 24 hour coverage. Services may include investigations of criminal complaints, non-criminal calls for service and community care-taking functions.
 - a. **K-9 Unit:** Responsible for providing the Department with the unique capabilities specially trained dogs and dog handlers offer in the areas of building, vehicle and article searches, and the tracking of individuals as well as supplementing the three patrol shifts.
 - b. **M3 Streets Team Unit:** Responsible for supporting the patrol and detective functions in unmarked vehicles by targeting high crime areas within the city with an emphasis on areas of repeated citizen complaints of criminal activity. Duties also include responding to and backing up uniformed officers of the three patrol shifts.

F. Support Services Bureau: The Support Services Bureau will serve as an extension of the Chief of Police providing assistance when and where increased numbers of personnel and/or specially trained and equipped personnel are required to handle events or incidents outside of the normal day-to-day operations of the Department. Functions assigned to this bureau are as follows.

1. **Administrative Lieutenant:** The Administrative Lieutenant will serve as an extension of the Support Services Bureau. The Administrative Lieutenant functions assigned to this division are as follows:
 - a. **Traffic Unit:** Responsible for the investigation and enforcement of traffic related incidents within the City of Rockford including traffic crash investigations and reconstruction, DUI enforcement, directed enforcement efforts, and other traffic related enforcement and service responses.
 - b. **Central Reporting Unit:** Responsible for *Front Desk and Deferred Police Response* (DPR) functions. Front Desk duties include providing information or referrals to citizens calling or visiting the Public Safety Building (PSB) and controlling visitor access to the second and third floors of the PSB. DPR duties include completing walk-in traffic crash reports as well as investigating and completing reports of non-emergency criminal complaints and other calls for service, via telephone. Supervision of this unit will require scheduling staff, reviewing and approving police reports, reviewing calls for service to identify patterns and trends and prioritize responses to these calls.
2. **School Liaison Unit:** Responsible for assigning and staffing officers for initial and follow-up investigations of criminal incidents occurring on Rockford School District property with an emphasis on fostering the flow of information between the two organizations. Duties include security, conflict resolution, mediation, education and community policing.
3. **Support Services Unit:** Responsible for supporting the patrol function with inspection, maintenance, repairs and supplying of vehicles, radios and equipment, as well as scheduling for special events requiring hireback of officers.
 - a. **Special Events Section:** Responsible for planning and providing police services, particularly security and traffic control for special events occurring in the City of Rockford (e.g. 4th of July Event, On the Waterfront Festival).
4. **ATV Unit:** Responsible for enhancing the patrol functions, whenever feasible and appropriate. This includes, but is not limited to, tactical patrol in problem areas where access of patrol squad cars are prohibited or are not designed for. The ATV may be used during special events to provide efficient transportation of officers when incidents require. Incidents involving large expanses of land, such as searches and remote crime scenes, may also require the use of the ATV.
5. **Bomb Unit:** Responsible for providing detection, evaluation and rendering safe procedures for suspect improvised explosive devices (I.E.D.), incendiary devices, explosives, hazardous materials, pyrotechnics, military ordinance and weapons of mass destruction.
6. **Dignitary Protection Section:** Responsible for planning and providing security details for dignitaries visiting the City of Rockford.

7. **Homeland Security Section:** Responsible for Department policies on the prevention of, and emergency response to, terrorist attacks in the City of Rockford and neighboring communities. Duties include pre-planning and training of personnel in the Department's response, and cooperation with other emergency services, in the event of an attack on infrastructure, police and fire department facilities, hospitals and other likely terrorist targets (e.g. Rockford Airport, Byron Nuclear Plant).
8. **Mobile Command Unit:** Responsible for deploying the Department's Mobile Command Vehicle and establishing a temporary command and communications center at major crime scenes, major traffic crash scenes, special events and/or any other incident when requested by an officer and authorized by the Deputy Chief of the Support Services Bureau or his/her designee.
9. **SWAT Unit:** Responsible for providing protection, support, security, firepower and rescue during police operations in high risk situations where specialized weapons and tactics are necessary to minimize casualties.

IV. CHAIN OF COMMAND

- A. The chain of command, descending from the Chief of Police to the lowest rank shall be as follows.
 1. Chief of Police
 2. Deputy Chief of Police
 3. Lieutenant
 4. Sergeant
 5. Police Officer
- B. The Chief of Police when anticipating an extended absence from office may appoint an Acting Chief of Police from the ranks of Deputy Chief's of Police. The Acting Chief of Police shall have the full authority to act in the capacity of the Chief of Police
- C. In the event the Chief of Police becomes incapacitated or otherwise unable to perform the duties of the office the following order of precedence is designated:
 1. Deputy Chief of Administrative Services Bureau
 2. Deputy Chief of Field Services Bureau
 3. Deputy Chief of Support Services Bureau
 4. Deputy Chief of Investigative Services Bureau
- D. Each employee or component is generally accountable to only one supervisor at any given time. Personnel may still receive commands, orders, or directions from a supervisor outside of their chain of command when immediate action is appropriate or required.
- E. In the absence of a supervisor, personnel may also receive commands, orders, or directions from officers of equal rank if the officer of equal rank has more seniority on the Department. Officers assigned as investigators are also considered senior to uniformed officers at the scene of a crime or other incident in

the absence of a supervisor. When a supervisor is present at a scene, investigators and uniformed officers are considered of equal rank.

- F. Supervisory personnel are accountable for the performance of employees under their immediate control.

V. SPAN OF CONTROL

- A. Span of control is dependent upon the complexity and nature of a duty assignment as well as the competency, reliability, and experience of immediate subordinates. It also may be affected by unforeseen or emergency circumstances that may require an expanded span of control beyond recommended limits.
- B. In general, the number of personnel under the immediate control of a supervisor will not normally exceed ten (10).

VI. AUTHORITY AND RESPONSIBILITY

- A. Authority to perform the required activities of a particular component of the Department is delegated by the Chief of Police through the chain of command structure to individual employees.
- B. At every level of the Department, personnel are therefore given the authority to make decisions necessary to effectively accomplish their duties and responsibilities of their position.
- C. At every level of the Department, personnel will be held fully accountable for the proper use of their delegated authority in accomplishing their duties and responsibilities of their position.
- D. Personnel who have questions concerning their delegated authority should bring such questions to the attention of their supervisor or the Chief of Police for prompt answers and resolutions.
- E. Officers who are given an otherwise proper order, which is in conflict with a previous order, rule, regulation or other directive, shall respectfully inform the supervisor who issued the conflicting order of the conflict. If the supervisor does not alter or retract the conflicting order, then the order shall stand.
 - 1. Under these circumstances the responsibility for the conflict shall be upon the supervisor.
 - 2. Officers shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.
 - 3. Officers shall not obey any order that they know, or should know, would require them to commit an illegal act. If in doubt as to the legality of an order, Officers shall either request clarification of the order or confer, as soon as possible, with higher authority in an acceptable, professional manner.

VII. ORGANIZATIONAL RELATIONSHIPS

- A. All supervisory personnel shall attend periodic staff meetings. The staff meetings are intended to enhance cooperation, communication, and to coordinate the goals of the Department. Additional formal and informal meetings are held as needed.
- B. The exchange of information with all Department personnel and functions is also accomplished through the following methods:
 - 1. Squeal Sheet information
 - 2. Daily Activity Logs
 - 3. Attendance by investigators at roll calls
 - 4. Distribution of Crime Analysis Bulletins
 - 5. General Orders, Memorandums and Bulletins
 - 6. Email and voice mail

VIII. EFFECTIVE DATE

- A. The Department's Policy on Department Organization became effective on August 2, 2006.

IX. REVIEWS, REVISIONS AND CANCELLATIONS

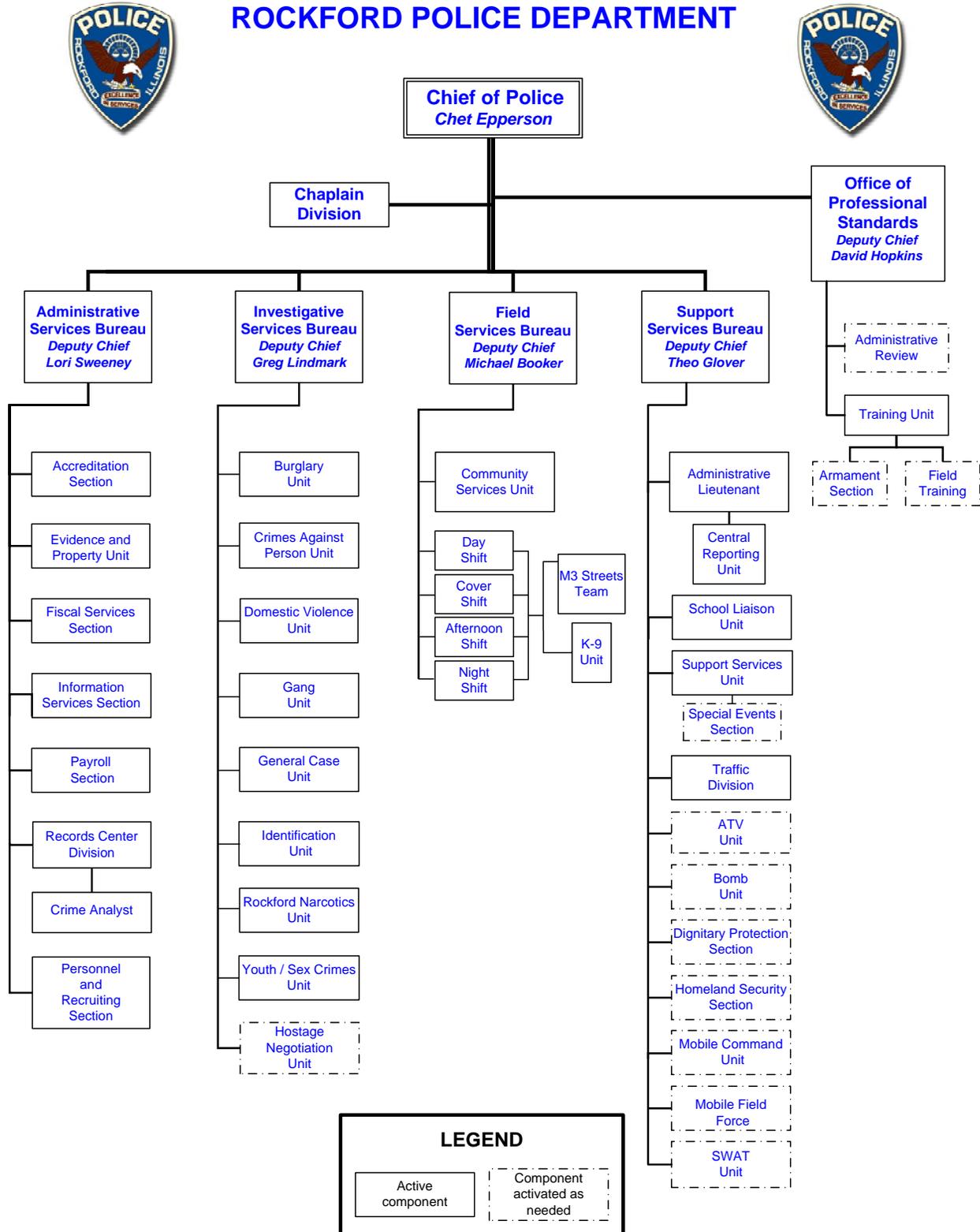
- A. This General Order will be reviewed each **June** by the **Accreditation Section** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – *Written Directives***.
- B. This Order is a revision of General Order **10.02 – *Rockford Police Department Organization*** issued August 2, 2006. This Order also supercedes Memorandum **2007-001 – *Department Policies, Procedures, Rules and Regulations***.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

Chet Epperson
Chief of Police

APPENDIX A

ROCKFORD POLICE DEPARTMENT



LEGEND

