
Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Alsip Police Department. There are three divisions in the Police Department as follows:

- Administration Division
- Patrol Division
- Criminal Investigations Division

200.2.1 ADMINISTRATION DIVISION

The Administration Division is commanded by a Deputy Chief, whose primary responsibility is to provide general management direction and control for the Administration Division. The Administration Division consists of Technical Services and Administrative Services.

200.2.2 PATROL DIVISION

The Patrol Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Patrol Division. The Patrol Division consists of Uniformed Patrol and Special Operations, which includes Traffic, and Police Aides/Assistants.

200.2.3 CRIMINAL INVESTIGATIONS DIVISION

The Criminal Investigations Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Criminal Investigations Division. The Criminal Investigations Division consists of the Investigations Bureau, Crime Analysis Unit,

200.3 COMMAND PROTOCOL

Command protocol in operations involving personnel of different units will normally be determined by rank. The following will apply during joint Patrol/Investigations cases:

- (a) The officer assigned the call will be in charge unless relieved by an investigator called to the scene, or relieved by a supervisor.
- (b) The investigator assigned to the case will be in charge of the crime scene unless relieved by a supervisor.
- (c) In all instances where a supervisor relieves the officer or investigator at the scene, that supervisor will then assume control of the situation.

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate the Deputy Chief to serve as the acting Chief of Police.

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Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- (a) Deputy Chief
- (b) Patrol Lieutenant
- (c) Criminal Investigations Lieutenant
- (d) Services Lieutenant
- (e) Patrol Sergeant In Order of Seniority
- (f) Officers In Order of Seniority

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.