

information given or disclosed by him or her in good faith in the course of making a report of misconduct under section 2.

4. Willful failure to report such conduct may serve as just cause for disciplinary action, including but not limited to suspension or revocation of the officer's certification through Police Standards and Training.

ORGANIZATION OF THE BERLIN POLICE DEPARTMENT

In Effect: 11/04/2008

Review Date: 09/01/2025

10.3 ORGANIZATION OF THE BERLIN POLICE DEPARTMENT

I. POLICY:

- A. The organizational structure of the Berlin Police Department shall consist of the Office of the Chief of Police and is subdivided into Administrations/Patrol/Detectives/Support Staff.
- B. Authority shall be delegated by a commanding officer to subordinates by written directive or verbal order, where responsibilities are assigned to members beyond their regular duties.
- C. Employees are responsible for tasks as defined in this order, their job description, procedural manuals specific to their division, and as delegated by departmental authority.
- D. The existence of specialized units does not relieve any employee from the responsibility for the enforcement of laws and the investigation of incidents brought to their attention.

II. GENERAL ORGANIZATION:

- A. The Berlin Police Department is organized into five major areas of responsibility:
 1. The Office of the Chief of Police.
 2. The Administrations Division.
 3. The Patrol Division.
 4. The Detective Division.
 5. The Support Services Division.

III. DEFINITIONS:

- A. Department: The Berlin Police Department.
- B. Office: The Chief of Police and certain staff/line functions of his subordinates.
- C. Administration: The subdivision of command directly responsible to the Chief of Police.
- D. Patrol Division: The subdivision of command responsible to Administration.
- E. Detective Division: The subdivision of command responsible to Administration.
- F. Support Services Division: A subdivision of a section which performs a specialized task supportive of the section's responsibilities.
- G. Team: A group of expertise-oriented personnel called to convene under certain special circumstances.

IV. CLASSIFICATION AND POSITION DESCRIPTIONS:

The Berlin Police Department has the following classification and job descriptions that serve to identify the duties and responsibilities of full time positions within the department.

A. SWORN POSITIONS:

- CLASSIFICATION: Patrol Officer.
Assignment: Patrol Officer.
- CLASSIFICATION: Corporal.
Assignment: Shift Supervisor.
- CLASSIFICATION: Sergeant.
Assignment: Shift Supervisor.
- CLASSIFICATION: Patrol Lieutenant.
Assignment: Patrol Supervisor.
- CLASSIFICATION: Detective Captain
Assignment: Administrative Services.
Assignment: Detective Supervisor.
- CLASSIFICATION: Prosecutor.
Assignment: Administrative Services.
Assignment: Prosecution.
- CLASSIFICATION: Deputy Chief.
Assignment: Administrative Services.
Assignment: Operations.
- CLASSIFICATION: Chief of Police.
Assignment: Administrative Services.
Assignment: Chief Law Enforcement Officer for the City of Berlin.

B. CIVILIAN POSITIONS:

- Administrative Assistant.
- Telecommunications Manager.
- Legal Bureau Secretary.
- Dispatcher.
- Custodian.
- School Crossing Guard.

Job Descriptions are listed in the addendum portion of this manual and are available in the Administrative Assistants Office.

C. SWORN RANK STRUCTURE / CHAIN OF COMMAND:

- Chief of Police.
- Deputy Chief.
- Captain.
- Lieutenant.
- Sergeant.
- Corporal.
- Patrol Officer.

V. OFFICE OF THE CHIEF OF POLICE:

The Chief of Police is responsible for the overall management of the department. As a department head, the Chief of Police reports directly to the Berlin Police Commission. The Office of the Chief of Police consists of the Chief of Police, and the Administrative Assistant.

VI. OPERATIONS:

Commanded by the Deputy Chief, and under the command of the Chief of Police, the Operations Division is responsible for the Internal Affairs Section and for providing direct police services to the public. These services include the protection of life and property, protection of the constitutional guarantees of all people, reduction of opportunities for the commission of crime, identification of criminal offenders and criminal activity, and apprehension of offenders.

The Internal Affairs Section is responsible for investigating complaints of police actions or misconduct issued from any source and is responsible for the maintenance of the department's disciplinary records.

The Field Operations Bureau is divided into sections:

- A. The Field Operations Division includes special operations,
 1. Berlin Police Officers assigned to the Emergency Response Team, under the supervision of a team leader, responds to unusual occurrences, emergency incidents, and special investigations in the member cities and towns. (See BPD General Order 40.6, Unusual Occurrences and E.R.T. Operations Manual).
- B. The Patrol Division is responsible for providing general police services throughout the City, as well as certain special services.
 1. The Patrol Division is commanded by the Deputy Chief and consists of four (4) shifts, supervised by Lieutenants, Sergeants, and Corporals. Each Supervisor is responsible for their shift.
 2. Dispatch is responsible for the front lobby and the garage door; receiving telephone calls and visitors to the station; interpreting incoming calls and dispatching appropriate officers for emergency and non-emergency situations. This division is responsible for conducting radio communications, monitoring recording equipment, Teletype equipment, scanner and multi-bay console.
- C. The Detective Division is commanded by a Captain, and includes the Criminal Investigation/Major Crime Section, and the Juvenile Officer.
 1. The Criminal Investigation/Major Crime Section is responsible for providing evidence gathering and analysis services to the department. This Section has the primary responsibility for:
 - a. Crime scene processing.
 - b. Interviewing crime scene victims and suspects.
 - c. Maintenance/storage of evidence and property.
 2. The Juvenile Section is responsible for:
 - a. Investigations, arrests and/or diversions involving juvenile suspects.
 - b. Assisting Officers from other shifts (as directed by the commanding Detective/Lieutenant) with juvenile arrests, diversions, child abuse/exploitation and other investigations.
 - c. Coordinating cross jurisdictional investigations with other police juvenile divisions and maintaining a liaison with Juvenile Court and other social agencies.
 - d. Collecting, maintaining, and disseminating information on juvenile records and suspected child abusers/exploiters.
- D. The Legal Division is responsible for:
 1. The prosecution of violations and misdemeanor cases in district court.
 2. Maintaining a liaison with the courts and notifying police officers and witnesses to appear in court.

VII. TELECOMMUNICATIONS:

Under the Telecommunications Manager, he/she manages the in-house computer system, and provides training to personnel in the use of the computer. The Telecommunications Manager is in charge of all dispatchers.

- A. The Telecommunications Manager maintains and administers the department's in-house computer system and its peripheral devices, monitors the quality of information in the department's computer data base, coordinates office automation services and manages information technology for the department.

VIII. SUPPORT SERVICES:

The Deputy Chief under the command of the Chief of Police, is responsible for providing the support services necessary for the effective operation of the police department through training, recruitment and selection of sworn personnel, community policing and crime prevention. Support services oversees the maintenance of the police facility and the grant process as it relates to support services functions.

- A. The Training Section is responsible for the coordination of probationary officers' field training and performance evaluation, certification of police personnel assigned to the Patrol Division as Field Training Officers (FTO's), preparation of reports regarding the progress of probationary officers. This Section is responsible for the coordination of training for all sworn personnel as specified by NH Police Standards and Training Council training standards.
- B. The Recruitment/Selection Section conducts a comprehensive campaign to solicit and encourage prospective police officer candidates to seek employment with the department, conducts research into the reliability of statements on pre-employment applications and coordinates the background checks for all candidates for sworn positions. This section is responsible for coordinating the testing process for new applicants.
- C. The maintenance section is responsible for ensuring that maintenance and preventative maintenance is performed for the fleet of marked and unmarked vehicles and for coordinating necessary maintenance of the police facility.
- D. The grant section is responsible for policy development and program coordination as it relates to the support services.
- E. Community policing, coordinates and implements department programs to involve businesses, schools, residents, agencies and organizations whereby they could assist the Berlin Police in making the community safer.
- F. Crime Prevention is responsible for planning, developing and implementing programs within the community aimed at reducing crimes against persons and property. If possible, the programs shall be aimed at areas and topics identified by the community and crimes analysis as having a particular need.

IX. ADMINISTRATION:

Administration is under the command of the Chief of Police. The Administration is responsible for Administrative Services as assigned by the Chief of Police.

- A. The assignment of civilian crossing guards who are responsible for directing traffic at assigned posts to protect school children and to provide orderly movement of traffic. Their authority is limited to pedestrian

and motor vehicle traffic direction and control at their assigned locations. A Lieutenant is responsible for the training and supervision of the crossing guards.

X. UNITY OF COMMAND:

- A. Each employee shall be accountable to only one supervisor at any given time.
 - B. Each organizational component shall be under the direct command of only one supervisor.
-

XI. SPAN OF CONTROL:

- A. In order to achieve effective direction, coordination, and control, the organization of the department shall be such that the number of employees under the immediate control of a supervisor shall not be excessive. The proper span of control will be determined by factors such as:
 - 1. The ability of the subordinates.
 - 2. The complexity of the tasks to be performed by the subordinates.
 - 3. Separation by time or place of the supervisor and immediate subordinates.
 - 4. Time required by the supervisor's schedule for administrative and management tasks and duties.
 - B. At no time shall the span of control for superior officers of the department exceed the limits without the express approval of the Chief of Police.
-

XII. AUTHORITY AND RESPONSIBILITY:

- A. All department personnel shall be given the authority to effectively complete all police functions. Personnel may not be given responsibility for a function without the commensurate authority to carry it out. Superior officers shall delegate the necessary authority to lower ranking personnel to allow all members to fulfill their responsibilities.
 - B. All department members shall be accountable for the use of authority delegated to them as well as the failure to use delegated authority while executing their assigned duties and responsibilities.
 - C. Supervisory officers may delegate the authority to a subordinate for a specific task or duty. However, they are accountable for the performance of employees under their control, and they may not delegate the ultimate responsibility they have for proper accomplishment of required tasks or objectives.
-

XIII. SPECIALIZED ASSIGNMENTS/JOB ROTATIONS:

Specialized assignments are those positions that often are characterized by increased levels of responsibility and specialized training, but within a given classification (rank).

- A. Specialized assignments may include, but are not limited to:
 - 1. Juvenile Officer.
 - 2. Evidence Officer
 - 3. Narcotics Investigator (New Hampshire Drug Task Force).
 - 4. Mountain Bike Officer.
- B. Generally, specialized assignments or job rotations will last from a few months during a particular season (Mountain Bike) or several years (Juvenile Officer/NHDTF).
- C. The assignments will be made at the discretion of the Chief of Police.
- D. Generally, anticipated openings for specialized assignments or job rotation specialized assignments will be

posted on the departmental bulletin board. Interested employees who meet the criteria may submit a detailed letter of interest to the Chief of Police. Selection for assignment will be based upon:

1. Supervisors recommendations.
2. Review of performance evaluations.
3. Employees educational level.
4. Employees overall job knowledge, experience, and performance.

Consideration will be given to all of the above, however the final decision of the selection of an employee for a given assignment rests with the Chief of Police.

F. The Chief of Police has the authority to list certain positions that will be filled on a rotating basis. The following positions are currently filled on a rotating basis:

1. Detective/Juvenile Officer.
2. Drug Task Force Officer.

The Chief of Police has the right to reduce or extend the length of the job rotation depending upon the needs of the assignment or department.

ADMINISTRATIVE REPORTS

In Effect: 11/04/2008

Review Date: 09/01/2022

10.7 ADMINISTRATIVE REPORTS

I. PURPOSE:

The purpose of this General Order is to establish guidelines for an administrative reports program to be utilized by the department to assist in the management of the department.

II. POLICY:

It is the policy of the Berlin Police Department to require that administrative reports be filed with the Chief of Police or his/her designee, in a format that he/she directs, on a daily, monthly or annual basis. These reports will be used to assist the department in attainment of goals, identify trends in crime, traffic enforcement needs, service needs to the community and assist in remaining current with CALEA Accreditation Reports. Nothing in this directive shall limit the Chief of Police from requiring additional administrative reports to ensure the efficient management of the police department.

III. PROCEDURE:

1. **CALLS FOR SERVICE LOG** - Should be reviewed by the shift supervisor at the beginning of his/her shift.
2. **REVIEW/DISTRIBUTION:**
 - a. The CFS Logs shall be used by the shift supervisors when conducting roll call to advise the officers about major incidents, wanted subjects, crime trends or other important matters.

A. MONTHLY POLICE COMMISSION REPORTS:

1. The Berlin Police Monthly Report shall be prepared by the Chief, Administrative Assistant or his/her designee each month. All shift supervisors shall be responsible for submitting appropriate reports/information regarding the areas under their command if requested by the Chief.
2. The monthly report shall be used by the Chief of Police and Department Administrators to identify