

PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

ORDER NO: 11-03		
SUBJECT: Responsibility/Authority/Administration		
EFFECTIVE DATE: March 2, 1996	DISTRIBUTION: C	REVIEWED: 12/16/19 REVISED:
REQUIREMENTS: NONE		
ISSUED BY: Chief Joseph A. Platzer	FORMS: NONE	

I. PURPOSE

This order states the responsibilities of the Chief and Captain. It also establishes command authority in the absence of the Chief.

A. Chief of Police

1. The Chief of Police has the overall responsibility for the direction and control of the Department as delineated in the classification description. As the Chief Administrative Officer of the Department, he/she is responsible for the efficient management and operation of the Department and the direction and control of its members for the purpose of the effective and efficient enforcement of all laws, ordinances and regulations which the police have authority to execute for the protection of life and property and the preservation of peace within the City.
2. The Chief of Police shall keep the City Manager informed of important events, criminal conditions and unusual occurrences and shall furnish such statistics and suggestions as he may deem advisable for the improvement of the police service.
3. The Chief of Police shall maintain membership in the International Association of Police Chiefs, Michigan Association of Police Chiefs, and the St. Clair County Criminal Justice Association or other similar organizations in order to deal with matters of common concern within the law enforcement community. The St. Clair County Criminal Justice Association membership includes the Prosecutor, F.B.I., state and federal authorities, corrections, local adult and juvenile courts and all law enforcement agencies in St. Clair County.

B. Captain -

1. The Captain is the administrative officer charged with the coordination and management of the activities and personnel of the police department if necessary, on a 24 hour basis, as well as any other duties and work examples delineated in his/her job classification.
2. The Captain is charged with the enforcement of laws, prevention of crime, apprehension of criminals, protection of life and property, assistance to the public and other duties as may be required.
3. Responsibilities include:
 - a. Formulating, determining and effectuating police department procedures.
 - b. Coordinates the development of the police budget. Is also responsible to insure police department expenses remain within budgeted amounts.
 - c. Determining, with approval of the Chief, the allocation of police department personnel and equipment.
 - d. Disciplining police department employees.
 - e. Sets police department goals and develop police department programs with input from personnel within the police department.
 - f. Assists with the formulation of collective bargaining proposals related to the police department for consideration by the City's labor relations section and may represent the Department in contract negotiations.
 - g. On a regular basis meets with the Chief to establish Department goals and objectives, evaluate Department performance and consider organizational effectiveness.
4. The Captain has broad discretion in the performance of these duties, functions and responsibilities and exercises a substantial degree of autonomy.
5. The Captain reports to the Chief.
6. In the absence of the Chief, the Captain, when designated by the Chief, may be in charge of the Department, act as his/her representative, assuming the duties of the Chief and, if necessary, have direct access to the City Manager.
7. The Captain is responsible for the direction and control of the investigation

of citizen complaints and the handling of Department internal affairs within his/her bureau.

8. The Captain is in charge of and responsible for the overall management of the Administrative Services Bureau including the following functions:
 - a. Accreditation Manager.
 - b. Policy Formulation and Recommendations.
 - c. Animal Control.
 - d. Research and Planning.
 - e. Budget.
 - f. Community and Media Relations.
 - g. Selection and Training.
 - h. Records/Data Management.
 - i. Property.
 - j. Traffic Law Enforcement.
 - k. Report Processing.
 - l. School Liaison.
 - m. Crossing Guards.
 - n. Building Operations.
 - o. Public Information Officer.
 - p. Community Law Enforcement (Patrol Division).
 - q. Criminal Investigations.
 - r. Drug/Vice Enforcement Operations.
 - s. Juvenile Investigations.
 - t. Cadet and Explorers Programs.
 - u. Special Response Team/Crisis Negotiation Unit.
 - v. Calls for Service.

- w. Complaint Desk.
 - x. Preliminary Investigations.
 - y. Special Events Scheduling.
9. Responsibilities related to the Administrative Services Bureau include:
- a. Formulating, determining and effectuating Bureau procedures.
 - b. Developing the Department budget for presentation and recommendation to the Chief with input from affected areas. He/she is also responsible to insure expenses remain within budgeted amounts and keep the Chief apprised of any potential budget problem areas.
 - c. Determining with approval of the Chief the allocation of Bureau personnel and equipment.
 - d. Disciplining Bureau employees.
 - e. Sets Bureau goals and develops Bureau Programs with input from personnel within the Bureau.
 - f. Assists with the formulation of collective bargaining proposals for consideration by the City's labor relations section and may represent the Department in contract negotiations.
 - g. On a regular basis meets with the Chief to establish Department goals and objectives, evaluate Department performance and consider organization effectiveness.

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