

# WOLFEBORO POLICE DEPARTMENT

## SOP 1.2

**Date Issued: 12/27/2019**

**Review: 02/24/2021**

[Note: This written directive is for the internal governance of the Wolfeboro 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.]

**By Order of:**  
**Dean J. Rondeau, Chief of Police**

### ORGANIZATION

**Policy** To maintain an organizational structure that is efficient, flexible and dynamic  
To make all members aware of the organizational structure and chain of command.

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**Purpose** The purpose of this directive is to cover the following:

- Organization Forms
- Chain of Command Supervision

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**Chief** Is vested with authority granted by NH RSA's 105:1 (appointment) and 105:2-a (Police Chief; Powers; Dismissal)  
Oversee normal day-to day operations.

The Chief of Police is the chief executive officer of the Department. She/he has the authority and responsibility to manage, direct, and control the operations and administration of the Department.

The Captain/Executive Officer serves in absence of the Chief of Police to ensure the ongoing function of the department. In lieu of the Chief of Police, the Captain assumes authority and responsibility of managing, directing, and controlling the operations and administration of the department.

**SOP 1.2**  
**Organization**

- Organization**     Wolfeboro Police Department is divided into eight components:
- Administrative
  - Operational
  - Services
  - Patrol
  - Investigative
  - Prosecution
  - Communications
  - Animal Control

**Organization Chart – Page 5**

**Chain of Command**     When the Chief is scheduled to be unavailable for duty: Acting Chief will be Captain/Executive Officer.

Acting Chief will have the authority to oversee the daily operation and working of the department in the Chief's absence

In absence of the Chief and Captain/Executive Officer (day to day operations) The Staff Sgt. will assume responsibility of the Department until the Chief and/or Captain returns.

It is the responsibility of each employee to maintain the chain of command and adhere to this directive. It is the responsibility of all employees to be familiar with their chain of command and the department policy regarding the chain of command.

Employees will observe the chain of command in the organizational chart.

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**Supervision**     Each employee is accountable to only one supervisor at any given time. Under circumstances when more than one supervisor is present for a shift, members shall answer to the supervisor designated for that shift. In the absence of any supervisors or an emergency, the senior patrol officer shall assume supervisory responsibility, until relieved.

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**Joint Operations**     Supervision of multi-jurisdictional personnel shall be by the Chief or his designee. Unless by agreement this agency will be the lead agency in the operation.

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**SOP 1.2  
Organization**

**Supervisors & Delegated Authority** Are responsible for the activities of members under their immediate control. Supervisors and members are held accountable for the use of delegated authority.

Supervisors and members will be given the authority to make decisions necessary for the effective execution of their responsibilities.

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**Span of Control**

In order to coordinate and provide adequate Supervision.

No Supervisor shall have more than 10 employees under their immediate control.

Special events will dictate change in the organization, based on the number of outside personnel who are brought in to assist.

**Lawful Orders**

Members are required to follow the lawful orders of a supervisor:

- Including those relayed from a superior by an employee, regardless of that members rank.
- If no supervisor is present, the most senior officers will assume command.

No member shall knowingly issue an unlawful order that violates Departmental regulations or any law.

- Unlawful orders shall not be obeyed.
  - Members shall notify supervisor of the unlawful order and explanation.
  - Members who refuse orders based on unlawfulness, are responsible to justify their actions.
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**Conflicting Orders**

The order given by the most superior officer are to be obeyed, in an emergency.

If time permits, the member shall advise supervisor of the conflict with previously given orders.

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**Coordination**

A monthly staff meeting will be scheduled when events permits  
Semi-annual meetings will be held of all employees if the budget allows.  
The use of e-mails, routing slips, memos are encouraged to foster better communication – when personal contact cannot be made.

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**SOP 1.2  
Organization**

**Multi-Task**

The Wolfeboro Police Department, due to its size, recognizes the need that employees are multi-task.

Members assigned to a specific assignment by SOP (i.e.: Firearms Officer, SRO, Fleet Maintenance) are required to perform that function, assume responsibility and receive authority to carry out the assignment.

The Captain/Executive Officer is to be notified by the employee for clarification.

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**Form Manual**

The reporting system is outlined in each SOP and the Wolfeboro Police Report Manual that covers:

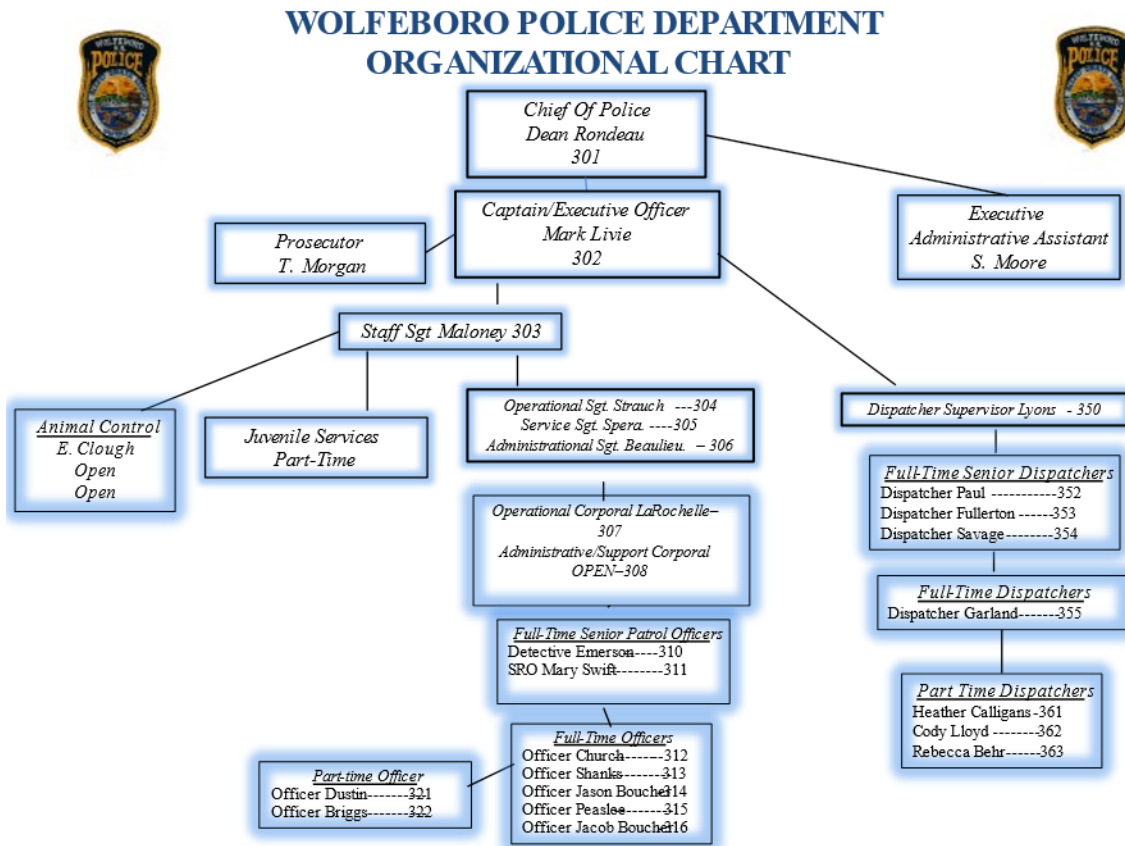
- All Administrative Reports.
- Positions responsible for formulation of the reports.
- Purpose of the report.
- Frequency of the report.
- Distribution of the report.

Reports are to be revised as needed based on each SOP and are required to be reviewed based on the SOP review date.

**Personnel**

Daily roster	Logged into IMC System Covers 24-hour police day – officers working Special details Members sick & vacation Changes in personnel shall be noted by the dispatcher on duty
Call Back Supervisor	The Chief, Captain/Executive Officer shall be contacted in an emergency.

# WOLFEBORO POLICE ORGANIZATIONAL CHART



As of 02/24/2021