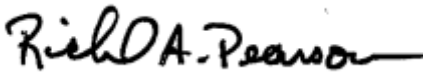
JOPLIN POLICE DEPARTMENT	1-02 STANDARD OPERATING GUIDELINE
SUBJECT: Organization and Authority	**REVIEW DATE: Annually – January**
EFFECTIVE DATE: February 14, 2017	**ACTION DATE:**
AMENDS/SUPERSEDES: 1-02 December 17, 2014	**AMEND DATE: January 29, 2025**
ACCREDITATION INDEX: 1.2.1, 2.1.1, 11.1.1, 11.1.2, 11.2.1, 11.2.2, 11.3.1 a, b, 11.3.2, 12.1.1, 12.1.2 a, b, c, d, 12.1.3, 12.1.4, 12.2.1 a, b, c, 16.1.1 a, b, c	**APPROVED:**  **Chief of Police**

I. POLICY

The Police Department is established by the Home Rule Charter of the City of Joplin Section 3.07, and consists of a Chief of Police and other full- and part-time officers and non-sworn employees as determined by the City Manager and City Council. The Chief Executive of the Police Department is the Chief of Police, appointed by and subordinate to the City Manager. The Chief of Police, in turn, appoints Police Officers who are charged with enforcing the laws of the State of Missouri and all the ordinances of the City of Joplin. The jurisdiction of the Police Department is limited to the established boundaries of the city, except when another law enforcement organization requests assistance. The organization of the Police Department shall support the effective and efficient accomplishment of departmental responsibilities and functions according to community-oriented policing principles. (12.1.1)

II. PURPOSE

The purpose of this order is to describe the organization of the Police Department, and outline its rank structure.

III. DEFINITIONS

A. Mission Statement (12.2.1 A)

Our mission is to provide professional service and protection through leadership and partnership with the community.

IV. PROCEDURES

A. Organization

1. The Chief of Police is responsible for the direction of all activities of the department. This direction is accomplished through written and oral orders as well as by personal leadership.

Written orders take the form of standard operating guidelines, and other directives as needed. (12.2.1 B)

2. The Department consists of supervisory personnel and as many Police Officers as the city council determines are required to protect and serve the community and otherwise support or carry out the Department's objectives.

3. The number and type of each position authorized and position status information, whether filled or vacant, for each position is located in the Naviline program maintained by the City Finance Department. (16.1.1 A, C)

B. Chain of command

1. The Chief of Police has full control over departmental activities. In the absence of the Chief of Police, the Assistant Chief shall take command and notify the Chief of all major decisions that are made. If the Chief and Assistant Chief are not available, then a Captain, designated by the Chief or Assistant Chief, shall take command until the Chief or Assistant Chief is available, and shall make any necessary reports to the Chief. (12.1.2 A, B)

2. Supervisors shall, without specific instructions, undertake the required details and assignments necessary to carry out the business of the department. The number of officers available for duty and the necessity to assign them where they will be most useful shall guide supervisors in the assignment of personnel.

3. All orders and other instructions shall be transmitted through the chain of command.

4. In situations involving personnel of different functions involved in a single operation, the Chief of Police will designate the officer in charge. In the absence of the Chief of Police, the highest ranking officer on scene will assume the role of scene commander, until relieved by the Chief of Police or a higher ranking officer. (12.1.2 C)

5. Under normal conditions, the chain of command shall be adhered to, and will not be circumvented. (12.1.2 D)

   a. Chief of Police
   b. Assistant Chief
   c. Bureau Commander / Captain
   d. Sergeant
   e. Corporal
   f. Police Officer / Detective

6. Employees shall promptly obey any lawful order of a supervisor, including any order relayed on behalf of a supervisor by an employee of the same or lesser rank. (12.1.3)

7. If an employee receives two apparently lawful but different orders that may conflict, the last order given shall be followed unless the order is retracted or modified. (12.1.3)

8. If an employee receives conflicting orders, the employee shall inform the person giving the last order of the conflict. The person giving the conflicting order shall then resolve the conflict by retracting, modifying, or requesting the employee to comply with the latest order. (12.1.3)

9. No employee of the department is required to obey any order, which is contrary to the laws of the United States, State of Missouri, or ordinances of the City of Joplin; however, a refusal to obey is the responsibility of the employee and he or she shall be required to justify the action. (12.1.3)

C. Span of control

For any major event in which all or most of departmental personnel will be on duty, plans for the event will clearly delineate the command structure and outline the span of control.

D. Unity of Command

1. Each employee is accountable to, and under the command of only one supervisor at any given time. The line of accountability may be assigned daily, as in patrol officer's assignments to a direct line supervisor, or may be permanently designated by the organizational chart. (11.2.1)

2. Each component in the Department will be under the direct command of only one Bureau Commander, outlined in the organizational chart by the Chief of Police. (11.2.2)

E. Authority and Responsibility

It is the policy of the Joplin Police Department to assign and delegate all authority necessary to meet the responsibilities of the various levels in the hierarchy. Authority is defined as the right to give orders and the power to exact obedience.

1. As each level of command in the Department has responsibilities associated with the command, those levels and members associated with those levels, shall also have the authority to make decisions necessary for the effective execution of their responsibilities. Authority shall be delegated commensurate with the responsibility of the position. (11.3.1 A)

2. Each employee shall be held accountable for the use of, or failure to use, delegated authority. Any employee with questions concerning his or her delegated authority shall refer the matter to the on-duty supervisor or the Chief of Police for prompt resolution. Legal questions may be referred to the City Attorney. (11.3.1 B)

a. For purposes of this order, "employee" refers to both sworn and non-sworn members of the department.

b. Employees shall exercise their authority within the parameters, which are designed to prevent the abuse of the authority, yet allow for the completion of the functions associated with the position.

c. The employee shall also be held fully accountable for the failure to use the authority in matters of Department rules, regulations and procedures.

d. All entry level personnel are given the authority to make necessary decisions for the effective performance of their responsibilities. Through community-oriented policing, the department is committed to fostering an organizational climate that rewards employees for initiative, innovation, citizen involvement, and problem solving.

e. Supervisors are held strictly accountable for the condition, preparedness, and activities of the personnel under their immediate control. (11.3.2)

F. Communication and Coordination of Agency Functions (12.1.4)

It is the policy of the Joplin Police Department to hold staff meetings and supervisory meetings as needed. Staff meetings are called by the Chief of Police and include members of the Command Staff. Supervisor meetings are called by the Assistant Chief of Police and include supervisory personnel. Both meetings establish lines of communication, coordination, and cooperation among all agency functions.

1. Meeting agendas will generally include:

a. Discussion on policies and procedures

b. Crime analysis and crime prevention

c. Traffic reports

d. Criminal investigation reports

e. Awards and commendations

f. General operational functions

2. Bureau Commanders and Supervisors are responsible for the dissemination to their employees, of the relevant information from the meetings.

3. Bureau Commanders conduct periodic staff meetings within their respective bureaus as needed.

G. Legal Mandated Authority (1.2.1)

It is the policy of the Joplin Police Department that all sworn members of the department follow the legally mandated authority given to them as stated, so they will exercise their authority in a fair and impartial manner, ever mindful of the needs of the community.

1. The authority afforded sworn members of the department, is found in the Missouri State Constitution, RSMo, and the Municipal Code of the City of Joplin.

   a. Missouri State Constitution, Article VI, section 19(a), states in part:"shall have all powers which the general assembly of the State of Missouri has authority to confer upon any city…Such city shall, in addition to its home rule powers, have all powers conferred by law."

   b. Revised Statutes of Missouri (RSMo) section 71.200, states: "All cities in this state shall have the power to appoint both men and women as members of the police force and to prescribe their duties and provide for their compensation."

   c. The Municipal Code of the City of Joplin, section 3.08 states in part: "There shall be a Police Department whose director shall be the Chief of Police."

2. The Department shall be headed by the Chief of Police who shall be appointed on the basis of his administrative abilities and his qualifications as a law enforcement officer. The Department shall have all of the powers conferred by ordinance and by law upon Police Officers of Constitutional or special charter cities, cities of the first, second, third or fourth class, or any population group.

H. Geographic Boundaries of Jurisdiction (2.1.1)

1. The Police Department has an official detailed map in CAD and on hard copy, which includes the boundaries of the City of Joplin.

2. Members of the department have written documentation, which specifies the City's geographical boundaries by listing the streets in alphabetical order, and by hundred blocks.

V. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

A. Organizational Structure

The Department is organized into four major Bureaus. (11.1.1)

1. Uniformed Operations Bureau – commanded by a Captain

2. Investigations Bureau – commanded by a Captain

3. Support Services Bureau – commanded by a Captain

4. Professional Standards Bureau—commanded by a Captain

Operations will be commanded by the Assistant Chief who oversees all Bureaus.

Bureau Commanders may issue rules, regulations, and guidelines for their respective Bureaus to implement the policies of the Chief of Police. (12.2.1 C)

B. Organizational Responsibilities (11.1.1)

1. The Training Sergeant is responsible for the following:

   a. Planning and Research

   b. Overall Training Evaluation

   c. Field Training Academy

   d. Professional Development

   e. Continuing Law Enforcement Education (CLEE)

   f. Field Training Evaluation Program

2. The Internal Affairs Sergeant is responsible for the following:

   a. Internal Affairs

   b. Disciplinary Review Board

   c. Use of Force Review Board

   d. Accident / Pursuit Review Board

3. The Uniformed Operations Bureau is responsible for the following:

   a. Patrol Division

      i. Patrol Teams

ii. K9 Unit
iii. Patrol Part-time officers

b. Traffic Division

i. Traffic Enforcement Unit
ii. DWI Unit
iii. Motorcycle(s)
iv. Special events

c. Court Bailiff Services

d. S.W.A.T. Team and Crisis Negotiators

e. Uniform/Equipment administration

f. Explorer Post

5. Support Services Bureau is responsible for the following:

a. Jail Operations

b. Communications

c. Community relations

d. Business relations

e. Bicycles

f. Citizens Police Academy

g. Sentinels

h. Neighborhood/Business Watch

i. Police Accreditation

j. Personnel Recruitment

k. SRO / Rise Above Unit

i. Rise Above instruction

ii. School Resource Officer duties

iii. School Crossing Guards

5. The Investigations Bureau is responsible for the following:

a. General Investigations

c. Crime Scene Technicians

d. Flex Platoon

e. Cyber Crimes Task Force

e. Gang Investigations

g. Task Force Officer (TFO) Assignments

i.	Ozarks Drug Enforcement Team	(ODET)
ii.	Federal Bureau of Investigation	(FBI)
iii.	Alcohol Tobacco and Firearms	(ATF)
iv.	United States Marshalls Service	(USMS)

g. Evidence/Property Management

6. The Professional Standards Bureau is responsible for the following:

a. Technical Services

1. Records

2. Information Services

3. GIS/EIS

4. Applications

5. Fleet administration

6. Facilities liaison

7. Pistol/Rifle Range

8. Inventory / Capital administration

9. Annual Reports

10. IBR reporting

b. Public Information Officer (PIO)

c. Training Division

d. Crime Analysis

e. Policy and Procedure

VI. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

VII. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.

Organizational Chart (11.1.2, 16.1.1 B)