

AD005.2	 Ridgewood Police Department Policies and Procedures
Department Organization: Command Structure	
Effective Date: September 1, 1995	
Attorney General / Bergen County Prosecutor:	
Issuing Authority:	
Accreditation Standards: 11.1.1, 11.2.1, 11.2.2, 11.3.1, 11.3.2, 12.1.1, 12.1.2, 12.1.4	
Last Updated: October 14, 2016	

To facilitate the orderly and efficient operation of the Ridgewood Police Department a written organizational chart will be maintained and updated periodically. The organizational structure will define the Departments components, each components functional responsibility, unity of command, span of control and command protocol.

The department shall work as a whole to encourage support, communication and cooperation among all divisions of the department to best serve the Village of Ridgewood.

LEGAL AUTHORIZATION

- A. The police department of the Village of Ridgewood is established and authorized to function under N.J.S. 40A: 14-118 and [Village Ordinance §3-43 \(2318\)](#) adopted by the governing body of the Village.
- B. [Village Ordinance §3-43 \(2318\)](#) establishes the position of Chief of Police as the head of the Ridgewood Police Department.
- C. The power of arrest is provided by N.J.S. 40A:14-152.1 for sworn permanently appointed full-time Municipal police officers.

ORGANIZATIONAL STRUCTURE

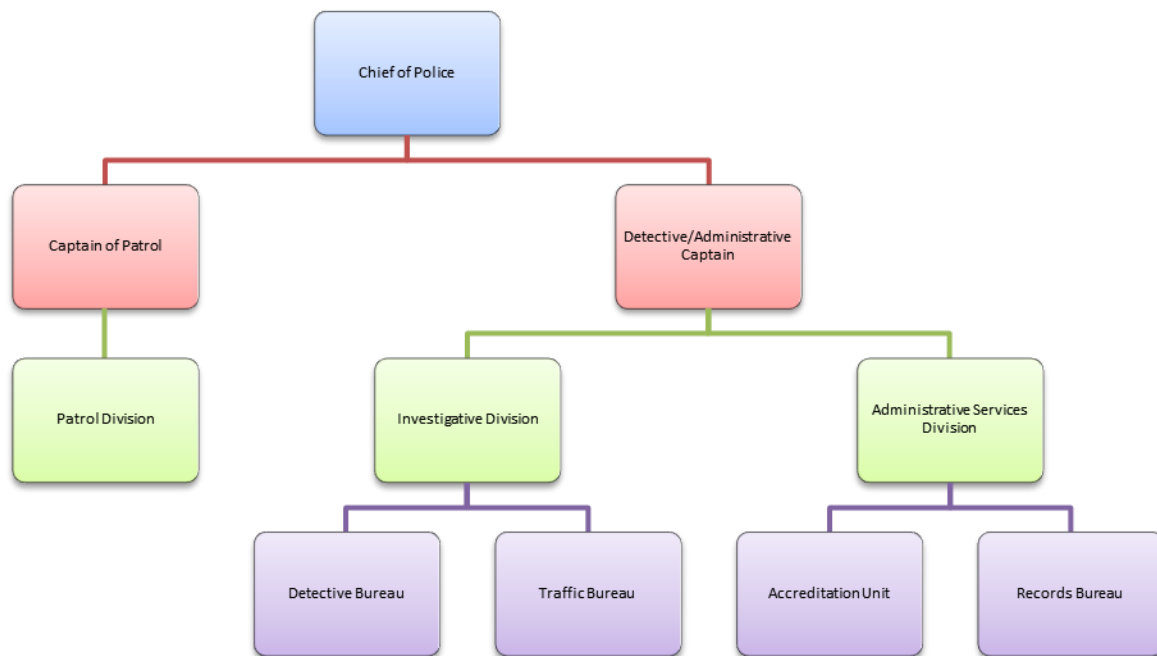
The organizational structure of the Ridgewood Police Department shall consist of the Office of the Chief of Police and such units of organization as the Chief of Police shall deem necessary.

There are three divisions within the Ridgewood Police Department. Each division is commanded by a Supervising Officer in Charge who reports directly to the Chief of Police.

These Divisions are as follows:

- Patrol Division
- Investigative Division
- Administrative Service Division

Below is a flowchart to better explain the organization structure of the Ridgewood Police Department, with general sub-divisions listed:



COMMAND STRUCTURE

Order of New Jersey Civil Service Rank

1. Chief Of Police
2. Captain Of Police
3. Lieutenant Of Police
4. Sergeant Of Police
5. Police Officer

Position of Detective¹

Officers holding the position of “Detective” are assigned to that position by the Chief of Police. “Detective” is a non-civil service position; however, “Detective” holds the New Jersey civil service rank of Police Officer.

Supervising Officer

Supervising Officers are sworn officers in the rank of Chief of Police, Captain of Police, Lieutenant of Police, and Sergeant of Police.

Unity of Command

- In order to establish accountability, each organizational component will be under the direct command of only one supervisor, thus each employee shall only be accountable to one supervisory officer at any given time.
- *Span of Control*: The employee-supervisor ratio shall be no more than 10 full-time employees under the immediate control of one supervisor.
- *Command protocol* shall prevail when the two or more divisions are engaged in a single police operation or investigation.
- When Patrol and Detective personnel are present at the scene of an incident: Command shall pass from Patrol to the Investigative Division when:
 - Patrol has completed the preliminary investigation and follow-up is needed by detectives.
 - A supervisor determines detectives need to handle the investigation.
 - When an investigation is of a highly technical or multi-jurisdictional nature.
 - The investigation involves a crime of a serious nature and immediate follow-up is required.
- Command shall be exercised by virtue of rank, and in cases of equal rank, by length of service in such rank, and where equal, by length of service in the next preceding rank, unless ordered by the Chief of Police.
- During the temporary absence (or unavailability) of a higher ranking officer, the command automatically devolves upon the Duty Officer next in rank, or seniority. If of equal rank, by length of service in the next preceding rank, until otherwise ordered by the Chief of Police.
- Members of the Department who may be placed temporarily in the position of a member of higher rank by the proper authority, shall exercise the duties of such higher position, and shall be held responsible in like manner, as if regularly appointed to such higher office.

¹ Non-Civil Service Rank

- Employees shall obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank.
- Upon all occasions, when a body of members of the Police Department is assembled, the ranking officer present shall take command, and will be responsible for the official conduct of those entrusted to his charge. The Officer shall be familiar with all that concerns the command, and shall exact, from the subordinates, efficient performance of duty.
- When two or more Police Officers are assigned to a particular detail, and no ranking officer accompanies them, the Officer senior in point of service will have command, unless specified by a Supervising Officer.

Delegation of Authority

- Authority will be delegated, within reason, at every level within the Department. Personnel shall be given the authority to make decisions necessary for the effective execution of their responsibilities.
- Each employee is accountable for the use of delegated authority, as well as for the failure to use it.

ORGANIZATIONAL STRUCTURE BY COMMAND

Office of the Chief of Police

The Chief of Police is responsible for the general control, supervision and day-to-day operation of the Department.

- The following positions have the authority to report directly to the Chief of Police²:
 - Captains of Police;
 - Chief's Assistant;
 - Officers in Charge of Investigative & Services Divisions;
 - Internal Affairs Officer(s);
 - Public Information Officer;
 - Accreditation Manager; and,
 - Officer in Charge of Community Policing.
- In the event that the Chief of Police is incapacitated, off duty, out of town, or unavailable for any reason: the Senior Captain of Police shall assume command of the Ridgewood Police Department. The Senior Captain shall assume all

² Officers holding a position of leadership in the Collective Bargaining Unit of the Ridgewood Police Department shall have the authority to access the Chief of Police, as needed, to facilitate, and maintain, a positive relationship between the Ridgewood Police Department and Ridgewood P.B.A./S.O.A..

responsibilities and duties of the office of Chief of Police until such time as he is relieved by the Chief or an appropriate authority.

- If for any reason the Chief of Police and the Senior Captain are off duty or unavailable, command shall pass to the Junior Captain, then the most senior Police Lieutenant, determined by length of police service within the rank, and if equal in time, then their ranking on the N.J. civil service list for that rank.

The Patrol Division

The Patrol Division is comprised of uniformed sworn police officers providing police coverage for the Village on a 24 hour basis, seven days a week. The Patrol Division is broken down into two platoons, each maintaining two operational "Squads." The Division is commanded by the Captain of Patrol who is responsible for the supervision, control and assignments of officers.

	Day Shifts	
Squad A		
Squad B		0650hrs – 1850hrs
	Night Shifts	
Squad C		
Squad D		1850hrs-0650hrs

'Early Car'

Two "early cars" will be assigned to each of the patrol squads each day and will be assigned by the individual tour commander. The assigned early car officers shall report for duty as follows:

Day Shift Early Car Reporting Time	0550hrs
Night Shift Early Car Reporting Time	1750hrs

Chain of Command – Patrol Division

Chief of Police	Department Officer in Charge
Patrol Captain of Police	Patrol Division Commander
Lieutenant of Police	Tour Commander – Squad Officer in Charge
Sergeant of Police	Patrol Supervisor
Patrol Officer	

- Each Squad is commanded by a Lieutenant of Police known as the “Tour Commander” and reports to the Patrol Captain.
- Each Squad shall also have a Sergeant of Police known as the “Patrol Supervisor” and shall report to his/her Tour Commander. The Patrol Supervisor shall assume the duties of “Tour Commander” when the Lieutenant is off duty, on Vacation, Holiday, or incapacitated.
- Each Patrol Officer shall report to the Patrol Supervisor on the Squad to which that officer is assigned to work.
- Officers assigned to “school talks” shall report to the Patrol Captain.
- Officers assigned to community policing duties shall report to the officer in charge of community policing.
- Parking Enforcement Officers shall report to the Patrol Supervisor for school post assignments.

Records Room

The Administrative Services Supervisor is responsible for the overall operation of the Records Room. The functions of the Records Room are explained in detail in the Departmental Policy: “Records,” (RE002.1).

- Officers and civilians assigned to the Records Room shall report directly to the Administrative Services Supervisor.

The Investigative Division

The Investigative Division is comprised of plain clothes officers designated as “Detectives.” The Officer in Charge of the Investigative Division is responsible for the general control, supervision and day to day operation of the Division. The Officer in Charge shall report to the Chief of Police.

Chain Of Command – Investigative Division

Detective Captain	<i>Division Office in Charge</i>
Detective Sergeant	<i>Detective Supervisory Officer</i>
Detective / School Resource Officer	

- The Detective Sergeant of the Investigative Division shall report directly to the Detective Captain and shall assume command of the Division when the Detective Captain is off duty, on vacation/holiday, or incapacitated.
- Detectives and the School Resource Officer shall report to the Detective Sergeant.

The Administrative Services Division

The Administrative Services Division shall be commanded by the Officer in Charge of Administrative Services. The Officer in Charge of Administrative Services Division shall report as directed by the Chief of Police.

Chain of Command – Administrative Services Division

Chief of Police	<i>Department Officer in Charge</i>
Captain of Police ³	<i>Commander of Administrative Services</i>
Administrative Services Supervisor	<i>Officer in Charge of Administrative Services</i>
Police Officers	<i>Accreditation Manager⁴, Records Officer, etc.</i>
Civilian Personnel	<i>Records Clerk, Administrative Assistants, Interns, Etc.</i>

- Police Officers assigned to the Administrative Service Division shall report to the Officer in Charge of Administrative Services.

FUNCTION OF EACH DIVISION*Office of the Chief of Police*

- The Chief of Police is responsible for the general control, supervision and day to day operation of the Department.
- The exact duties, responsibilities, authority and job description for the Office of the Chief of Police is described in Departmental Policy RA005.1.

The Patrol Division

The Patrol Division is responsible for the performance of the following functions:

- Preventative patrol activities.
- Protection of life and property, preservation of peace, enforcement of laws and suppression of crime.
- Investigation of police incidents and minor crimes, and preliminary investigation of serious crimes.
- Traffic law enforcement, traffic control, and traffic accident investigation.
- Furnish day to day law enforcement services to the Village.
- Supervision of School Guards.

³ The Chief of Police may assign this division to either the Patrol Captain or the Detective Captain based on his/her discretion.

⁴ The Accreditation Manager has the authority to report directly to the Chief of Police in matters related to policy and accreditation.

- Prevention and control of juvenile delinquency
- Other functions as directed by the Chief of Police

The Investigative Division

In addition to the responsibilities listed under the patrol division, the Investigative Division is responsible for the investigation of serious crimes, vice crimes, and fatal motor vehicle accidents.

- Follow-up investigations of serious crimes, vice crimes, and fatal motor vehicle accidents.
- Preparation of cases for prosecution.
- Recovery of stolen property.
- Performance of identification functions.
- Processing of juvenile offenders.
- Maintaining liaison with the juvenile courts.
- Internal affairs investigations.
- Criminal intelligence.
- Maintaining evidence.
- School liaison through the School Resource Officer
- All other functions as directed by the Chief of Police.

The Traffic Bureau is further responsible for:

- Maintenance of Patrol Vehicles and Equipment.
- Traffic Studies.
- Selective Traffic Enforcement.
- School Crossing Guards.
- Accident Investigation.
- Fatal Accident Investigation.

The Records Room Unit

The Records Room is responsible for the following functions:

- Processing, indexing, and filing of all reports and case files, and for miscellaneous record services to the public and department.
- Disseminating information for Departmental monthly report and U.C.R. index. State and County computer data entry.
- Registering and maintaining alarm and store/business files.
- Processing of permits and licenses and fingerprinting.
- Maintaining the "Lost and Found."

The Administrative Services Division

The Administrative Services Division is responsible for Records Room, and the Accreditation Process; overseeing grants and the RMS System as well as assisting with computer equipment.