

Glendale Heights Police Department

GENERAL ORDER # 410

SUBJECT: Accountability

ACTIVE DATE: 07-09-2019

RESCINDS: GO #410, issued 08-10-2018

AUTHORITY: Douglas R. Flint, Chief of Police

RELATED DOCUMENTS: Organizational Chart

.01 Purpose

The purpose of this order is to promote efficiency and responsibility within the Department and to establish accountability for the actions of members.

.02 CALEA Standards

11.2.1, 11.2.2, 11.3.1, 11.3.2, 11.4.1, 11.4.2

.03 Policy

Effective direction of the Glendale Heights Police Department requires adherence to and application of basic organizational principles, such as delegating authority, delineating responsibility, limiting the span of control, and ensuring unity of command, to prevent conflict, confusion, and inefficiency in its operations.

ORDER

.10 Unity of Command

A. It is important that each Department member is accountable to only one supervisor at any given time. However, several exceptions exist within the day-to-day operations of the Department:

1. During some patrol shifts, there may be a shift supervisor (sergeant) and a Watch Commander (senior sergeant of the two) on duty at the same time. The Watch Commander shall retain primary responsibility over shift operations. When only one sergeant is on duty, that sergeant is the Watch Commander and has primary responsibility over shift operations.
2. The Department's Community Oriented Policing philosophy deploys sergeants as Beat Coordinators, which may be a different sergeant than the member's shift supervisor or Watch Commander. Members are accountable to their respective Beat Coordinators for Community Oriented Policing tasks assigned to them by the Beat Coordinator.
3. During evening or nighttime hours, when a Records supervisor is not on duty, those unit members are accountable to the Watch Commander.

B. A relationship between each member and the Chief of Police is established in the Department's current organizational chart.

.15 Organizational Command

A. Each organizational component of the Department shall be under the direct command of only one supervisor.

B. While superiority of rank does not ordinarily allow supervisors to assume command or supervision over subordinate members outside the supervisor's organizational component, there are circumstances where this action is warranted:

1. In situations involving unsuitable or improper action on the part of a member of lesser rank.
2. In emergency situations, such as at the scene of a crime, major event, or catastrophe, where the superior may demand, and should receive, assistance in performing essential tasks from any member regardless of the organizational component to which he/she is regularly assigned. These

situations demand immediate action to maintain the police purpose and reputation of the Department.

3. When the regular supervisor is on leave or vacation, and designates an alternate supervisor to assume his/her responsibilities.

.20 Authority and Responsibility

A. A Department member cannot be held responsible for the accomplishment of an order unless the authority necessary for its accomplishment has been delegated. Therefore, at every level of the Department:

1. Responsibility shall be accompanied by commensurate authority.
2. Authority to execute required activities of a particular component within the Department is delegated by the Chief of Police through the Command Staff to individual members.
3. Every member will be held accountable for the use of, or failure to use, authority delegated or structured for the position.
4. The delegation of authority shall be consistent with the Department's organizational values and Mission Statement.

.25 Supervisory Accountability

A. To achieve effective direction, coordination, and control, supervisory personnel shall be accountable for the performance of members under their immediate control. Supervisors are responsible for providing guidance and assistance to their subordinates.

B. The number of members under the immediate control of a supervisor will not normally exceed eight (8).

1. Unforeseen or emergency circumstances may require the span of control to exceed the recommended limit.

C. Consistent with the chain of command, each member shall be accountable to any one supervisor at any given time.

.30 Administrative Reporting Program

A. The Glendale Heights Police Department uses a computerized Police Records Management System (RMS) to store and retrieve data. The Records Management System provides report writing, data storage, statistical and data summaries of Departmental activities, and an administrative reporting system.

B. Administrative reporting is accomplished through the completion and distribution of the following reports:

1. Daily Roll Call Logs
Roll Call Logs are a summary of incidents occurring during the previous shift. Notifications on significant and/or exceptional incidents will be made through the chain of command. On duty sergeants are responsible for generating Roll Call Logs and disseminating to members during roll call.
2. Monthly Reports.
Monthly reports provide supervisors with an opportunity to account for unit activities, discuss administrative matters, highlight achievements or problems, provide comparative data, and establish objectives for the next report period, etc.
3. Annual Reports.
Annual reports are prepared by the Deputy Chiefs for the Chief of Police. These reports may summarize events, issues and activities and may provide comparative data and statistics that, together, account for the activities of the Department and from which an overall Department report will be prepared.

.35 Forms Accountability

A. The Accreditation Coordinator is responsible for developing and implementing procedures to ensure the accountability of all Department forms, including the establishment of a written record of all forms and subsequent form revisions. The forms management function is designed to ensure that only necessary and essential forms are retained in use and that all others are eliminated.

1. The Records Section shall be responsible for the maintaining original copies of all forms used by the Department.
2. The review process for new or modified forms shall include personnel in the components who will use and process the forms.
3. All forms will be reviewed and evaluated as needed.
4. The final approval for all new or modified forms shall rest with the Chief of Police or designee.
5. The Accreditation Coordinator is responsible for maintaining a list of all Departmental forms and monitoring the need for a particular type of form.