
	<b>ITHACA POLICE DEPARTMENT</b>  <b>POLICY AND PROCEDURE GENERAL ORDER</b>	Distribution	General Order Number
		ALL PERSONNEL	<b>2.01</b>
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		06/09/21	MM/DD/YY
Order Title:  <b>ORGANIZATIONAL STRUCTURE</b>	Accreditation Standard: NY 2.1; 2.2; 2.7; 6.1; 8.5; 8.7; 14.1; 25.1; 28.1; 32.5; 40.1; 40.2; 40.3; 50.1; 55.1		Section  2
	Section Title <b>ORGANIZATION AND MANAGEMENT</b>		
Rescinds:	  <b>John Joly, Acting Chief of Police</b>		

*This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting*

## I. PURPOSE

The purpose of this General Order is to establish a written directive, which describes the organizational structure, functions, and staffing of the Ithaca Police Department.

## II. POLICY

It is the policy of the Ithaca Police Department (“Department”) to organize the agency’s personnel and functional responsibilities into a structure that reflects individual, unit, division, and department responsibilities. This directive will describe the Department’s organization and major functions and include an organizational chart that reflects the formal lines of authority within the agency. Both of these will be made accessible to all employees and shall be reviewed and updated as necessary.

## III. PROCEDURES

### A. Organizational Structure and Functions

#### 1. Introduction

- a. The Ithaca Police Department is organized to accomplish mandated responsibilities and to ensure efficient, effective delivery of services. Subdivisions of the Department are grouped by function to enhance performance, accountability and communication.
- b. Some functions are assigned as they relate directly to the primary

duties of the specific Division or Unit, and some are assigned due to specific skills, knowledge, abilities, and expertise of their Commanders or members. The organizational structure and functional responsibilities are periodically reviewed and reorganized if necessary to improve the efficiency and/or effectiveness of the overall operation of the department. Components are interrelated with each other, and operations may be coordinated in combination with other components. Each component may be further subdivided into units and/or functions as best meets operational needs.

- c. Positions that do not require sworn personnel are specified as civilian positions and staffed accordingly.
- d. The Chief of Police or his designee will coordinate with the City of Ithaca Human Resources Director to review and update job task analysis documents for each position on a three-year schedule.
- e. The Chief of Police or his designee will coordinate with the City of Ithaca Human Resources Director to maintain a classification plan for agency personnel that includes:
  - 1) Categorization of every job class with similar duties;
  - 2) Responsibilities and qualification requirements;
  - 3) Class specifications for each job within the class;
  - 4) Provisions for relating compensation to classes; and
  - 5) Provisions for reclassification.
- f. The Department will maintain a list of specialized assignments. On an annual basis the Command Staff will conduct a review of each assignment to determine whether the position should be continued. The report to the Chief will include, but not be limited to, a statement outlining the reason the position was created and an evaluation of the initial problem to determine the program's effectiveness.

## 2. Organizational Structure

The Department's structure is organized as follows:

- a. **OFFICE OF THE CHIEF:** The Office of the Chief is under the direction of the Chief of Police who is the Chief Executive Officer of the Police Department. The Chief exercises authority and responsibility for the administration of the entire Department. The Chief of Police reports directly to the Mayor.
- b. **DIVISION:** The primary subdivisions of the Department. All Divisions report to the Office of the Chief.

- c. UNITS: Units are smaller subdivisions of Divisions with responsibility for specialized functions. The number of Units varies as per the needs of the Department.

3. Office of the Chief

The Office of the Chief of Police consists of:

- a. Chief of Police
- b. Executive Staff
- c. Executive Assistant
- d. Administrative Coordinator

4. Operations Division – Deputy Chief

The Operations Division Commander reports directly to the Chief of Police and serves as the Executive Officer and second in command of the Department. This unit includes the following functions and components:

- a. Patrol Division
- b. Communications
- c. K-9 Unit
- d. Specialized Response Team
- e. Crisis Negotiations Team
- f. Records
- g. Traffic
- h. NIBRS/UCR

5. Professional Standards Division – Deputy Chief

The Professional Standards Division Commander reports directly to the Chief of Police and serves as Executive Staff. This unit includes the following functions and components:

- a. Internal Affairs
- b. Accreditation
- c. Training
- d. Investigative Division
- e. Fleet Management
- f. Weapons/Armory
- g. Field Training Officer Program

B. Organizational Chart

The organizational structure of the Ithaca Police Department is depicted on a chart that is reviewed and updated as needed or on an annual basis, whichever occurs first. This chart reflects the formal lines of authority and communication within the agency, and the authorized and actual strength of the department at the time of publication. The chart is available to all personnel through the electronic directive system; and is posted at various locations in the police building. (Click link to view the Ithaca Organizational Chart: )

C. Temporary Assignments

1. In order to maintain job growth and development and increase job satisfaction and performance, the Ithaca Police Department maintains the following temporary or rotational assignments:
  - a. Temporary Investigator
  - b. Ithaca Commons Officer
  - c. Traffic Officer
2. Prior to selecting employees for a temporary or rotational assignment the Chief of Police will advertise the position opening to include the criteria for selection and the selection process.
3. The following information will be retained and advertised for each temporary or rotational position:
  - a. The duration of the assignment.
  - b. The criteria for selection of personnel; and
  - c. A description of the selection procedures.

D. Job Task Analysis, Employee Classification and Assignment

1. The Ithaca Police Department will coordinate procedures with the City's Personnel Department to maintain a Job Task Analysis for every classification of employee in the agency and review the documents every three years and make revisions when necessary.
2. Personnel will be allocated and distributed to organizational components in accordance with documented periodic workload assessments.
3. In those cases where it is determined that the responsibilities of a position

maybe handled by civilian personnel the position will be specified as a civilian position and staffed accordingly.

4. The Department will coordinate with the Ithaca City Personnel Department to maintain a classification plan for all personnel. The plan will include the following information:
  - a. Categorization of every job by class based on similarities in duties;
  - b. Responsibilities and qualification requirements;
  - c. Class specifications for every job within a class
  - d. Provisions for relating compensation to classes; and
  - e. Provisions for reclassification.

E. Specialized Duties

1. A Specialized Duties are often characterized by increased levels of responsibilities and specialized training, but within a given position classification; a specialized duties may involve higher pay or additional benefits. The following positions are considered “Specialized Duties” within the Ithaca Police Department:
  - a. Crime Scene Unit
  - b. Motor Vehicle Crash Reconstruction Team
  - c. Specialized Response Team (SRT)
  - d. Crisis Negotiations Team (CNT)
  - e. Honor Guard
  - f. Bike Patrol Officer
  - g. Arson Investigator
  - h. K9 Officer
2. Prior to selecting employees for a Specialized Duty, the Chief of Police will advertise and post the position opening to include the criteria for selection and the selection process.
3. The following information will be retained and advertised for each position:
  - a. The criteria for the specialized position;
  - b. Details concerning the selection process; and
  - c. Selection criteria is made available when the process is posted
4. The Operations Sergeant is responsible for completing an annual report concerning Specialized Assignments that will be forwarded to the Chief of Police in February of each year for the past calendar year. The report will contain, at a minimum:

- a. A statement of purpose for each of the listed assignments; and
- b. The evaluation of the initial problem or condition that required the implementation of the Specialized Assignment.