
Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 POLICY

The Franklin Community Schools Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 FUNCTIONS

The Chief of Police is responsible for administering and managing the Franklin Community Schools Police Department. The Department is organized to carry out administrative, operational, and investigative functions as assigned by the Chief of Police.

200.3.1 ORGANIZATIONAL CHART

The Chief of Police is responsible for developing and updating a chart showing the organizational components and functions. The chart should be reviewed at least annually. The chart may be attached to this Policy Manual for distribution or may be posted in appropriate locations throughout the Department.

200.3.2 ADMINISTRATION FUNCTION

Administrative functions of the Department shall be under the direction of the Chief of Police or authorized designee. These functions may include training, records, recruitment and selection, budgeting, policy implementation, and other technical or administrative services.

200.3.3 OPERATIONS FUNCTION

Operational functions of the Department shall be under the direction of the Chief of Police or authorized designee. These functions may include uniformed patrol, daily police operations, school safety response, and other duties as assigned.

200.3.4 INVESTIGATION FUNCTION

The Investigation Division is commanded by the Chief of Police, whose primary responsibility is to provide general management, direction and control for the Investigation Division. The Investigation Division consists of the Detective Bureau.

200.4 COMMAND PROTOCOL

Franklin Community Schools Police Department

General Order

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Investigative functions of the Department shall be under the direction of the Chief of Police or authorized designee. These functions may include criminal investigations, administrative investigations, evidence coordination, and related investigative responsibilities as assigned.

200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Franklin Community Schools Police Department. During planned absences, the Chief of Police may designate a Chief of Police to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- (a) Lieutenant
- (b) Sergeant
- (c) Any officer, regardless of seniority, who is designated by the Chief of Police, at the Chief's discretion, to assume command authority

200.4.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment, any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.4.3 GOALS AND OBJECTIVES

The Chief of Police or the authorized designee is responsible for establishing goals and objectives for the Franklin Community Schools Police Department using a strategic planning process, and shall ensure the goals and objectives are reviewed and updated annually. The strategic plan should specify a time period and should include, but is not limited to:

- Long-range goals and objectives.
- Anticipated workload and staffing needs.
- Capital improvement, equipment and supply needs.
- Provisions for implementation, measuring achievement and revision as needed.
- Annual evaluation of progress.
- Annual update of all goals and objectives.

200.5 AUTHORITY AND RESPONSIBILITIES

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.