

DEPARTMENT GENERAL ORDER 07-59

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 05-11

DATE: February 23, 2007

DEPARTMENT ORGANIZATIONAL STRUCTURE

I. PURPOSE.

A formal organizational structure is necessary to define the various departmental components comprising the agency as a whole, facilitate clear lines of command and control, and to delineate the responsibilities of the various departmental components contained therein.

II. DEFINITIONS.

Organizational Component - A sub-division of the department, such as a bureau, division, section, or unit that is established and staffed to provide a specific function.

III. GENERAL.

The police department is organized into the Office of the Chief of Police and two bureaus: The Field Operations Bureau and the Investigations and Support Bureau.

Various bureaus, divisions and other sub-components of the department are listed as follows:

- 1). Office of the Chief of Police
 1. Command Function
 2. Budgeting Function
 3. Planning Function
 2. Emergency Management Function
 3. Accreditation Function

2). Field Operations Bureau

A. Patrol Division

1. Armory Function
2. Firearms Training Function
3. Vehicle Maintenance Function
4. Building Maintenance Function
5. Radar Oversight Function

B. Parking Control Unit

C. Community Services Unit

1. DARE Function
2. Crime Prevention Function

3). Investigations and Support Bureau

A. Criminal Investigations Division

B. Administrative Division

1. Information Systems Function
2. Alarm System Oversight/Management Function
3. Telephone System Function
4. Payroll Function
5. Personnel Function
6. Purchasing Function
7. Inventory Function
8. Training Function
9. Records Function

C. School Resource Unit

IV. OFFICE OF CHIEF OF POLICE.

The Chief of Police functions as the chief executive officer of the Police Department and has ultimate authority over all components and personnel within the agency. Responsible to execute policies established by the City, and enforce local and state laws, the Chief of Police maintains operational and financial control over the department in accordance with guidelines codified in the City charter. Civilian staff attached to the Office of the Chief of Police include an Accreditation Manager and an administrative secretary. Both report directly to the Chief of Police.

Integrated within the Office of the Chief of Police are the planning, emergency management, grant management and accreditation functional task areas. These areas are the primary

responsibility of the Accreditation Manager, with the Chief of Police maintaining routine executive oversight of each function.

The Chief of Police reports directly to the City Manager.

V. FIELD OPERATIONS BUREAU.

Commanded by a Captain of Police, the Field Operations Bureau is responsible for patrol, traffic and parking enforcement, community services, crime prevention activities, and handling calls-for-service. Its organizational structure is broken down into four separate components and seven functional task areas.

The Patrol Division, which comprises the largest sub-unit of the Field Operations Bureau is structured into two platoons, both of which are composed of two squads containing a designated number of officers. Each platoon is commanded by a lieutenant who reports to the Field Operations Bureau commander, and each squad is headed by a sergeant who reports to their individual platoon commander.

The Parking Control Unit is staffed by a designated number of civilian employees. The supervisor of the Parking Control Unit also has the responsibility to manage parking enforcement in an adjoining community and reports directly to the Commander of the Field Operations Bureau.

The Community Services Unit is a small one officer component of the Field Operations Bureau which is responsible for various school, DARE, and crime prevention programs. The officer assigned to this unit operates under the broad direction of the Bureau Commander and report to same.

Integrated within the Patrol Division are the firearms training, armory, building maintenance, vehicle maintenance, and radar oversight functions. Designated command and line officers are given planning and operational responsibility for these areas in addition to fulfilling their primary responsibilities.

The Commander of the Field Operations Bureau reports directly to the Chief of Police.

VI. INVESTIGATIONS AND SUPPORT BUREAU.

Commanded by a Captain of Police, the Investigations and Support Bureau is responsible for criminal investigations, intelligence, juvenile matters, school resource activities, forensic activities, evidence and property control, communications, records, crime analysis, data processing, personnel administration, purchasing, inventory, and general administrative and training management. Its organizational structure is broken down into two primary components and nine functional task areas.

The Criminal Investigations Division is commanded by a lieutenant and consists of a sergeant and a designated number of detectives and school resource officers. The lieutenant reports directly to the bureau commander.

The Administrative Division consists of a number of civilian employees assigned to a records unit. The employees of the Administrative Division are supervised by a lieutenant who reports directly to the bureau commander.

Integrated within the Administrative Division are the alarm systems, telephone, payroll, personnel, purchasing, inventory, training, crime analysis, and information systems functions. Designated command, supervisory, and civilian personnel are responsible for each of the specific task areas.

The Commander of the Investigations and Support Bureau reports directly to the Chief of Police.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 11.1.1