
Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISION

The Chief of Police is responsible for administering and managing the Police Department. There are three divisions in the Police Department as follows:

- Administration Division
- Operations Division
- Criminal Investigation Division

200.2.1 ADMINISTRATION DIVISION

The Administration Division is commanded by the Administrative Services Manager whose primary responsibility is to provide general management direction and control for the Administration Division. The Administration Division consists of Administrative Services, Records Section, Property and Evidence Section and Court Liaison .

200.2.2 OPERATIONS DIVISION

The Operations Division is commanded by a Police Commander whose primary responsibility is to provide general management direction and control for that Division. The Operations Division consists of Uniformed Patrol, the Community Policing Section, and Traffic Unit.

200.2.3 CRIMINAL INVESTIGATION DIVISION

The Investigation Division is commanded by a Police Commander whose primary responsibility is to provide general management direction and control for the Investigation Division. The Investigation Division consists of Detectives, Narcotics Task Force, Crime Analysis, Parking and Traffic Control, and School Resource Officer (SRO).

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. In the absence or unavailability of the Chief of Police the succession of command is:

- (a) Commander of Operations Division or Investigations Division
- (b)
- (c) Watch Commander
- (d) Administration Sergeant

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200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee 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 (e.g., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.