

1.03
CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order

Date Issued: January 15, 1997
Subject: Organizational Structure
To: All Personnel

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Reference: CACP STD.40.1 - 40.4

I. Policy

The Chief of Police is the chief executive and administrative officer of the Craig Police Department. The chief has the power to promulgate such orders to the officers and civilian employees of the department as he/she may deem proper and it is the duty of the members of the department to render to those orders implicit obedience, but such orders shall be in conformity to the law and the rules and regulations of the department.

The department maintains structural components to coordinate functional efforts by its members, and is organized into two divisions, Operations and Support Services. The structure is designed to assure the effective performance of functions and tasks that are necessary to achieve the department mission.

The Chief of Police must necessarily limit the number of departmental members who report directly to that office. Therefore, to ensure unity of command, clearly defined lines of authority must be set. The establishment of these lines of authority makes up the structural relationship between each department member and the Chief of Police, as indicated in the department organizational chart.

A. Organizational policy of the department will be guided by the following principles:

1. Tasks which are similar or related in purpose, process or method shall be grouped together in one or more units under the control of one person.
2. Specialized units shall be created only when overall departmental capability is increased by the presence of the unit.
3. Unit responsibility shall be clearly defined and the duties of the unit made known to all to ensure accurate understanding of expectations and to facilitate assignment of responsibility.
4. Channels of authority and communication shall be established to ensure upward, downward and lateral flow of information and proper delegation of authority.
5. Each individual, unit and situation shall be under the immediate control of one person, thus achieving the principle of unity of command and avoiding the friction that results from duplication of direction and supervision.

6. The span of control of a supervisor shall be large enough to provide economical supervision, but no more units or persons shall be placed under the direct control of one person than they are able to manage.
7. Supervision shall be provided for every member of the organization and for every function or activity.
8. Each assignment or duty shall carry the authority with it that is necessary to fulfill the responsibilities.
9. Persons to whom authority is delegated shall be held accountable for the use or lack of use of that authority.
10. Every employee will follow the chain of command as established within the department.

II. Procedure

In a routine absence or illness of the Chief of Police, the senior ranking Division Commander will assume the duties and responsibilities of the Chief of Police. If both the Chief of Police and the senior ranking Division Commander are absent, the next ranking Division Commander will assume the duties and responsibilities of the Chief of Police. In the event that all of the above command staff is unavailable the senior ranking Sergeant that is available shall be in command.

In the event the Chief of Police is temporarily incapacitated, the duties and responsibilities of being the acting Chief of Police will be assumed in the following order:

Senior Ranking Division Commander

Next Ranking Division Commander

A. Operations Division

1. The Operations Division is under the direction of a Division Commander, who is responsible for the Patrol Section and its components, Community Service – Code Enforcement, D.A.R.E., School Resource Officers(s), and Volunteers assigned to Operations.
2. The Patrol Section includes all field components of the Department, of which the major element is the patrol function. Each patrol shift is managed by a Sergeant. These shifts handle all line functions of the department, including calls for service, preliminary criminal investigations, patrol, crime prevention and community policing. Shift Sergeants are also responsible for supervision of the Bicycle, Reserve and Explorer programs.
3. The Community Service Section is responsible for enforcement of all animal ordinances and operation of the animal shelter, as well as parking enforcement and code enforcement activities.

B. Support Services Division

1. The Support Services Division is under the direction of a Division Commander, who is responsible for the Investigations Section and its components, Task Force Operations, Records Division, Administrative Services and Volunteers assigned to the Division. The Commander also serves as the liaison between other criminal justice agencies and the Department.

2. Investigations Section:

a. While the primary responsibility of the investigation of most crimes falls on the officer in whose area the crime occurred, officers seldom have time to become involved in long, extended investigations. It is the responsibility of the investigators within the Investigations Section to handle the investigation of complicated or serious cases, and to continue follow-up on cases submitted by patrol officers.

b. The Support Services Division Commander or the Investigations Section will investigate narcotic related crime and conduct undercover operations, applications for liquor licenses and monitor conformance of liquor establishments with city and state law. The Operations Division may also be involved in compliance enforcement operations.

3. The Support Services Division Commander also acts as the department's Public Information Officer. (Refer to General Order [5.09](#) for further information on news releases.)

C. Records Section

The records section is the source of all non-operational support to the police department, and provides most of the ancillary products and services necessary to keep line units operating. Records stores and manages all of the operational records of the Department including all accident and criminal reports. This section contributes to the effective management of the Department's resources. The records section is functionally supervised by the Support Services Division Commander; however administrative supervision is also performed by both Division Commanders and the Chief of Police.

D. Organizational Chart

The agency's structure is depicted on an organizational chart which is updated and made available to all personnel as needed.

Approved By:



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Chief of Police