
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.

200.1.1 DEFINITION OF TERMS

There is terminology commonly used in police work, and a few relating to the administration of the Police Department are defined here.

200.1.2 STAFF RESPONSIBILITY AND FUNCTIONAL SUPERVISION

All supervisors and managers are responsible for units and personnel they have been assigned. Additionally, any on-duty supervisor is responsible to provide functional supervision for those members of the Department who are without the direct supervision of their own unit supervisor or manager.

Line personnel may be assigned duties that are of a staff nature. Such work is then referred to as staff responsibility of the line officer. Furthermore, all managers and supervisors are responsible for developing policies and procedures affecting those functions coming from within their purview and then providing the Chief of Police with completed recommendation regarding those needs.

200.1.3 LINE

A unit or operation of the Police Department that serves its principal mission and derives its authority directly from the Chief of Police down through the organization.

200.1.4 DIVISION COMMANDER

A Division Commander has line command and authority over the employees assigned to his/her division. Division Commanders are responsible for the attainment of the Mission of the Department. In addition, a Division Commander has staff responsibility over all matters relating to, or concerned with, the fulfillment of the functions of his/her division. He/she is responsible for keeping the Chief of Police informed as to the activities, accomplishments, goals, and needs of his/her division.

200.1.5 WATCH COMMANDER

A Watch Commander has functional supervision of and responsibility for all on-duty Department personnel. The Watch Commander, in the absence of a superior officer who assumes command, is responsible for all activities and functions of the Department.

200.1.6 SUPERVISOR

A Supervisor has direct supervision over the employees assigned to his/her unit and is responsible to insure that the activities of personnel assigned to the unit are consistent with the Mission of the Department, the goals of the Department, Division and Unit, and with the rules and regulations of this manual.

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200.2 DIVISIONS

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

- Administration Division
- Operations Division
- Support Services Division

200.2.1 ADMINISTRATION DIVISION

The Administration Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Administration Division. The Administration Division consists of Technical Services and Administrative Services.

200.2.2 OPERATIONS DIVISION

The Operations Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Operations Division. The Operations Division consists of Uniformed Patrol and Special Operations, which includes Traffic, and some Police Aides/Assistants.

200.2.3 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by lieutenant whose primary responsibility is to provide general management direction and control for the Investigation Unit and Records Units. The Support Services Division consists of Investigations, Records, Fleet, and Property and Evidence.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate a Division Commander 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) Operations Division Commander
- (b) Support Services Division Commander
- (c) Watch Commander

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

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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.

200.3.4 COMMITTEES

Committees are a number of employees gathered together that act as a unit to complete a specific task or assignment. Committee Members are assigned by the Chief of Police and one member is designated as the chairperson.

200.3.5 TASK FORCES

Task Forces are temporary or permanent in nature. They are established on a multi-disciplinary level to address regional concerns. Employees may be assigned to a task force subject to the functional supervision of an outside agency employee.

200.3.6 ANCILLARY ASSIGNMENTS

Ancillary assignments are additional areas of responsibility for command, supervisory and line personnel. Assignments are made by the Chief of Police with terms based upon the needs of the organization. Some ancillary assignments include:

- Traffic Unit Supervisor
- Explorer Coordinator
- Volunteer Services Coordinator
- K9 Coordinator
- Rangemaster
- Body Worn Camera Coordinator
- Bicycle Patrol Coordinator
- Scheduling Coordinator
- Temporary Holding Facility Coordinator
- Training Coordinator