

GENERAL ORDER 11.1.1

Organizational Structure/Function

GENERAL ORDER CROSS-REFERENCE: 14.1.1, Chapter 23, 41.1.1, 42.1.1, Chapter 45, Chapter 48, Chapter 52, 61.1.1, 72.1.1, 81.1.1, 82.1.1, 83.1.1

SUMMARY

Describes the Department's organizational structure.

DISCUSSION

None.

POLICY

I

The Springfield Police Department is divided into 4 major units: Office of the Chief, Patrol Division, Investigations and Records Division, and the Detention Division. The Office of the Chief is headed by the Chief of Police, who reports to the City Manager. The Patrol, Investigations and Records, and Detention divisions are each directed by a lieutenant who report to the Chief of Police.

II

The Office of the Chief consists of the Chief of Police, the Professional Standards & Training Sergeant, the Office Supervisor, the Management Analyst, the Community Outreach Coordinator, , and the custodians. . The Office of the Chief provides direction for the police department through planning, organizing, analysis, staffing, directing, coordinating, reporting, and budgeting activities of the department. The main goal is to provide leadership necessary to direct the efficient and effective administration of the department in a manner that is consistent with the department mission, values and goals. Primary objectives are responsiveness to citizen concerns, accountability, positive community relations, and positive employee relations.

The Professional Standards and Training unit is a part of the Office of the Chief and is staffed by a police sergeant who reports directly to the Chief of Police when dealing with the coordination of citizen complaints, commendations or inquiries. Its function is to coordinate all training for department employees, development of statewide training and career development,

coordination of personnel conduct reporting procedures, and, as directed by the Chief of Police, investigate allegations of police misconduct. This unit is also responsible for the coordination of recruitment and selection processes.

The Community Services unit is responsible for providing information and education to citizens, private businesses and other public agencies on personal safety and property protection and to provide assistance to neighborhoods and businesses who desire to organize a neighborhood or business watch program.

III

The Patrol Division is headed by a police lieutenant. Six sergeants serve as watch commanders for the three established watches and are responsible for the deployment and direction of all available resources assigned to their watch, including the activities of personnel not directly assigned to the Patrol Division. These sergeants report to the lieutenant. One sergeant serves as the Administrative Sergeant and is responsible for the oversight of school resource officers and animal control. The Patrol Division consists of: Patrol, Traffic Enforcement, Communications, Patrol Community Service Officer Program, K-9, School Resource Officers, Animal Control and the Reserve Officer Program.

Patrol is the uniformed component of the police department. It provides 24 hour, 7 day response to calls for service. Services include traffic law enforcement, report taking, preliminary investigation, selected follow-up investigations, accident investigation, responding to and handling public disorder complaints. Calls for service are prioritized based upon seriousness and immediacy of threat to life and property of the reported incident.

The Communications section is staffed by communications officers who report to their respective watch commanders for general supervision and managed by the Patrol Lieutenant. The Communications section provides 24 hour, 7 day public information, radio, computer and telephone communications in support of the delivery of all police services. It provides the only 24 hour, 7 day public access to city services.

The Traffic Enforcement team is staffed with a contingent of police officers who report to the watch commander. The team is responsible for providing for the safe, efficient, and orderly flow of motor vehicle, bicycle, and pedestrian traffic. Enforcement is focused in areas experiencing traffic problems, DUII enforcement, citizen complaints and or/or frequent accidents. Traffic team officers are also responsible for providing traffic control at special events, parades, road runs, etc.

The K-9 unit is supervised by a sergeant who reports to the Patrol Lieutenant. The function of the K-9 unit is to provide dogs for tracking, trailing, wind-scenting, building searches, and narcotics detection to locate evidence or suspects of crime.

The School Resource Officer program is staffed by two police officers. Police officers are assigned to each of the high schools, as designated by the school district. This program is designed to provide educational and enforcement services to the school district. These officers report to the Administrative Sergeant.

The Animal Control Unit is staffed with an Animal Control Officer. The Animal Control Officer reports to the Administrative Sergeant. The unit's function is to provide services related to licensing and regulation of dogs and enforcement of animal regulations.

The Reserve Officer Program is supervised by a police sergeant who reports to the Patrol Lieutenant. The function of the Reserve program is to provide eligible volunteers an opportunity to provide services to the community and to augment regular employees with a viable volunteer resource.

IV

The Investigations and Records Division is headed by a lieutenant. The Investigations and Records Division consists of the Investigations, Records and Property Control programs. The Investigations section is supervised by a sergeant, the Records unit is supervised by a civilian supervisor and the Property section is supervised by the Investigations Sergeant. These positions report to the lieutenant.

The Investigations section is staffed by a contingent of police officers who report to the supervising sergeant. Its function is to provide follow-up investigation of all homicides, serious assaults, rapes and robberies. Other felony and Class A misdemeanor cases are assigned follow-up if there is sufficient evidence and/or information available to ensure reasonable probability the case may be solved. Additionally, Investigations provides for participation in interagency efforts, i.e. the Lane County multi disciplinary team.

The Property Section is staffed by two Property Control Officers. Its function is to provide for the proper reception, accounting, storage, chain of custody and disposal of all property/evidence received by the police department.

The SWAT/Hostage Negotiations unit is supervised by a police sergeant who reports to a police lieutenant. It is staffed as an ad hoc unit drawing resources department-wide. Its function is to conduct crises operations which may not otherwise be safely conducted. Its primary mission is resolving barricaded suspect situations, high risk search warrant execution, crowd control, dignitary security, crises rescue operations, deploying chemical agents, providing advice and assistance to watch commanders in the conduct of tactical operations and the deployment of special weapons.

The Records unit is supervised by the Police Office Supervisor who reports directly to a police lieutenant and is staffed by a contingent of calltakers/records clerks. Its function is to receive, maintain and route records generated by the department. The unit also handles the public reception counter dealing with requests for service, answers non-emergency phone calls, takes telephone reports and manages the department's computerized records management systems.

V

The Municipal Jail is supervised by the Jail Operations Lieutenant and 4 Detention Sergeants. The Detention Sergeants report to the Jail Operations Lieutenant. The Jail Operations Lieutenant reports to the Chief of Police. The Municipal Jail is responsible for inmate booking, inmate housing, coordination of inmate movement, court support, records management, ensuring a clean and healthful environment for inmates and staff, as well as the management of security systems, security cameras, and facility access for the jail facility.

VI

The Department's organizational chart and service statements shall be updated annually during budget development. The results shall be made available to all personnel.

VII

The Management Analyst supporting the Office of the Chief shall maintain a listing of the number and type of each position in the Department, the location of each authorized position with the Department's organizational structure, and information on whether each authorized position is filled or vacant.

Richard Lewis
Chief of Police