

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 ORGANIZATIONAL STRUCTURE

200.3 DIVISIONS

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

- (a) Office of the Chief
- (b) Operations Division
- (c) Investigations Division
- (d) Support Services Division

200.3.1 OFFICE OF THE CHIEF

The Office of the Chief is commanded by the Chief of Police whose primary responsibility is to provide general management direction and control for the Administrative Services Division.

The Administrative Services Division consists of:

- (a) Executive Services Unit
- (b) Media and Community Engagement Unit
- (c) Professional Standards Bureau
 - 1. Internal Affairs Unit
 - 2. Training Unit
- (d) Budget and Financial Services Unit

200.3.2 OPERATIONS DIVISION

The Operations Division is commanded by a Captain whose primary responsibility is to provide general management direction and control for that Division.

The Operations Division consists of:

- (a) Field Services Bureau
- (b) Special Operations

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200.3.3 INVESTIGATIONS DIVISION

The Investigations Division is commanded by a Captain whose primary responsibility is to provide general management direction and control for the Investigative Services Division.

The Investigations Division consists of:

- (a) Investigations Bureau
 - 1. Family Services Unit
 - 2. Person Crimes Unit
 - 3. Property & Financial Crimes Unit
 - 4. Special Investigations Unit
 - 5. Forensics Unit
- (b) Community Resources Bureau
 - 1. POP Unit
 - 2. Traffic Unit
 - 3. Volunteer Unit (VIPS)
 - 4. Explorers

200.3.4 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by a Captain whose primary responsibility is to provide general management direction and control for the Support Services Division.

The Support Services Division consists of:

- (a) Communications Bureau
 - 1. Dispatch Center
 - 2. Real Time Information Center (RTIC)
- (b) Records Bureau
- (c) Property/Evidence Bureau
- (d) Animal Services

200.4 COMMAND PROTOCOL

200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate the Assistant Chief or 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) Assistant Chief of Police

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- (b) Operations Division Commander
- (c) Investigations Division Commander
- (d) Support Services Division Commander
- (e) Watch Commander

200.4.2 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.

200.4.3 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.