



<b>Peoria Police Department Policy and Procedure Manual</b>	
<b>Policy 2.01</b>	<b>Organizational Structure</b>



## I. POLICY

It is the policy of the Peoria Police Department to have organized components that best promote and further the community oriented policing philosophy, provide exceptional customer service to our citizens and employees, and promote the efficient and effective allocation of resources that will assist in successful accomplishment of the Peoria Police Department's mission.

## II. CHAIN OF COMMAND PROCEDURE

- A. The Peoria Police Department will utilize a chain of command for communication, command, and direction of agency personnel. The following chain of command has been established to facilitate the decision-making processes within the Peoria Police Department:
1. Deputy City Manager, Public Safety and Administrative Services.
  2. Chief of Police.
  3. Deputy Police Chief.
  4. Commander.
  5. Lieutenant/Bureau Manager.
  6. Sergeant/Supervisor.
  7. Officer/Non-Sworn Employee.
- B. Commensurate Authority. Each level of responsibility will be accompanied by commensurate authority. Commensurate authority is the authority given to an individual in a particular position or assignment enabling them to make decisions necessary for the effective execution of their responsibilities. (11.3.1.a)
- C. Delegation. Employees shall be accountable for the use of delegated authority, as well as for the failure to use delegated authority. (11.3.1.b)
- D. Each organizational component is under the direct command of only one supervisor. (11.2.2)
- E. Each employee is responsible to one (1) supervisor as outlined in the Peoria Police Department's organization chart. (11.2.1)
- F. Span of Control. Generally supervisors, both sworn and civilian, normally should not directly perform day to day supervision of more than nine (9) employees, except if unusual circumstances exist.
1. Deputy Police Chiefs and Commanders are not considered as having day to day supervisory responsibility to all personnel assigned to the Division, but delegate authority to their subordinate supervisors.
  2. Deputy Police Chiefs and Commanders will ensure that adequate and proper supervision is provided to all personnel assigned to their Division.
- G. Superior ranking officers shall not assume command outside of their own area of the organization structure except when failure to do so would seriously endanger the community or the Peoria Police Department.

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- H. In situations involving two or more organizational components, the highest ranking supervisor of the component actively involved in the event will assume command responsibility until such time as that component's participation has been completed or turned over to a specialty unit, i.e., Criminal Investigations Bureau (CIB), Traffic Services Section (TSS), etc. (12.1.2.c) The Chief of Police shall have final authority to designate command authority.
- I. In the absence of the Chief of Police, the designated Deputy Police Chief will assume executive command of the Peoria Police Department, unless otherwise designated. (12.1.2.a)
- J. In the absence of the Chief of Police and all Deputy Police Chiefs, a Commander will assume executive command of the Peoria Police Department, unless otherwise designated.

### **III. PEORIA POLICE DEPARTMENT ORGANIZATION (11.1.1)**

- A. The Peoria Police Department is under the direction of the Chief of Police who reports directly to the Deputy City Manager, Public Safety and Administrative Services.
- B. Executive Authority. The Chief's executive authority for the Peoria Police Department is established in Section 4-1-3 of the Peoria City Ordinance and in Section 41-1822 of the Arizona Revised Statutes (ARS).
  - 1. The Chief of Police will have the ultimate responsibility for:
    - a. The protection of life and property,
    - b. Preservation of law and order,
    - c. Investigation and suppression of all crimes (including organized crime and vice), and
    - d. The enforcement of State laws and City ordinances.
  - 2. In addition, the Chief of Police is responsible for direction and/or management of all Peoria Police Department personnel, equipment, and resources. (12.1.1)
- C. The functional units within the Peoria Police Department are described as follows:
  - 1. Division: The largest organized unit within the Peoria Police Department. Each Division is led by a Deputy Police Chief or Commander and contains multiple Bureaus.
  - 2. Bureau: A primary component of a Division. A Bureau has a department wide function either for general police service or for specialized activity. A Bureau is led by a lieutenant or manager, i.e., Patrol Services Bureau (PSB), Technical Services Bureau (TSB), etc.
  - 3. Section: A functional unit within a Bureau. The duties of some Bureaus call for additional specialization and therefore personnel must be further classified according to their duties, i.e., the Traffic Services Section of the Patrol Services Bureau, the Records Section of the Technical Services Bureau, etc. A Section is led by the sergeant/supervisor rank.
  - 4. Unit: When further specialization is needed, a section can be divided into units. The term "unit" can also be used as a synonym for any organizational subdivision, however, units are used to describe an organizational subdivision which is too small in size to be given any other status and generally applies to subdivisions which carry out specialized duties, i.e., Property Crimes Unit (PCU), Neighborhood Response Unit (NRU), etc. A Unit is generally led by the sergeant/supervisor rank.

### **IV. PEORIA POLICE DEPARTMENT ADMINISTRATION (11.1.1)**

- A. The Peoria Police Department is organized into three (3) major components: the Operations Division, Support Services Division, and Planning and Research. The Operations Division and Planning and Research are managed by Deputy Police Chiefs who report directly to the Chief of Police. The Support Services Division is managed by a Commander who also reports directly to the Chief of Police. Also reporting directly to the Chief of Police are the:
  - 1. Executive Assistant – This position is responsible for clerical supervision and duties as delegated by the Chief of Police.

2. Professional Standards Lieutenant – This position is responsible for the security and maintenance of all disciplinary files, for conducting administrative investigations as assigned, and for providing quarterly statistical reports dealing with grievances and administrative investigations.
  3. Public Information Officer (PIO) – The PIO serves as a point of contact for all media personnel and their inquiries. The PIO is responsible for meeting at least once a week with interested print media, providing them with weekly newsworthy information. The PIO is responsible for serving as the Peoria Police Department’s spokesperson at all incidents where the media is on scene.
  4. Financial Services Section (FSS) Supervisor – This position is responsible for planning, directing, and supervising assigned staff who provide management support services for administrative, financial, budgetary, capital improvement, civil asset forfeiture, contract management, grant management, payroll, annual performance appraisal management, statistical and other management analyses.
    - a. Management Assistant – This position is responsible for payroll, off-duty assignment scheduling, and other duties as assigned by the FSS supervisor.
    - b. Management Assistant – This position is responsible for asset forfeiture and other duties as assigned by the FSS supervisor.
    - c. Administrative Assistant – This position is responsible for accounts payable and other duties as assigned by the FSS supervisor
  5. On matters of Homeland Security, the Intelligence/Homeland Security Analyst operationally assigned to the Support Services Division reports directly to the Chief of Police
- B. Operations Division – The Operations Division, which is overseen by a Deputy Chief, is responsible for the Patrol Services Bureau (PSB) managed by a Commander, the Criminal Investigations Bureau (CIB) managed by a Lieutenant, and the Operations Support Bureau (OSB) managed by a Lieutenant. An administrative assistant reports directly to the Deputy Chief and assists with clerical functions for CIB and OSB as assigned. An administrative assistant reports directly to the PSB Commander and assists with clerical functions for PSB as assigned.
1. Patrol Services Bureau (PSB) – This bureau is overseen by a Commander and is responsible for the preliminary investigation of calls for service, traffic enforcement operations, and accident investigations. The functions of PSB are divided among five lieutenants assigned to PSB.
    - a. Shift 1, 2, 3, and 4 PSB Lieutenants – Each PSB Shift Lieutenant is responsible for the function and allocation of personnel assigned to their shifts to respond to calls for service, traffic enforcement, accident investigation, and the Police Services Officer functions. (11.1.1)
      - (1) Uniform Patrol Shift 1, 2, 3, and 4 – Each team is supervised by a Patrol Sergeant who reports to the corresponding shift PSB Lieutenant. Their primary responsibility is the preliminary investigation of crimes and calls for service by citizens occurring during their shift and for community oriented policing and problem solving.
      - (2) Police Service Officer (PSO) Shift 2, 3, and 4 – These positions are assigned to the call-back function, taking incident reports, prisoner processing and transportation, and assisting with lobby traffic during the their shift.
    - b. Relief Lieutenant
      - (1) This position is responsible for administrative support within the Patrol Services Bureau.
      - (2) This position is also responsible for long term relief among the patrol lieutenants. This position also commands the Reserve Officer Program.
  2. Criminal Investigations Bureau Lieutenant – This position is responsible for overseeing the follow-up investigation of most criminal offenses. This position is responsible for the Property Crimes Unit, Crimes against Persons Unit, the Street Crimes Unit, and the Family Crimes Unit. A Police Services Assistant reports directly to the CIB Lieutenant and assists with clerical functions for CIB as assigned.

- a. Property Crimes Unit (PCU) Sergeant
    - (1) This position is responsible for the supervision of the unit that investigates felony or misdemeanor crimes that require detective follow-up, with the exception of illegal/controlled substances and traffic crimes referred from the Patrol Services Bureau and other crimes noted in section IV.B.2.b, c, & d below.
    - (2) The unit is also tasked with the proactive investigations of property crimes.
    - (3) Additionally, this Unit handles juvenile investigations, internet based financial criminal investigations, the processing of crime scenes, and the collection of evidence.
    - (4) Detectives assigned to this Unit are under the direct supervision of the PCU sergeant.
  - b. Crimes Against Persons Unit (CAP) Sergeant
    - (1) This position is responsible for the supervision of the unit that conducts further investigation of all major felony crimes referred from the Patrol Services Bureau such as homicides, robbery, extortion and kidnapping.
    - (2) The Unit also investigates fraud or arson over \$50,000, organized crime, certain aggravated assaults; as well as the processing of crime scenes, and the collection of evidence.
    - (3) Detectives are under the direct supervision of the CAP sergeant.
  - c. Street Crimes Unit (SCU) Sergeant
    - (1) This position is responsible for the supervision of the unit that investigates clandestine criminal offenses, the apprehension of offenders/fugitives, recovering stolen property, drug enforcement requests, seizures and forfeitures and is the repository for the Peoria Police Department's Drug Intelligence Files.
    - (2) The detectives and Air National Guard Intelligence Analysts are under the direct supervision of the SCU sergeant.
  - d. Family Crimes Unit (FCU) Sergeant
    - (1) This position is responsible for the supervision of the unit that investigates all crimes against children, sex crimes, child molestations, child abuse cases, all child abuse and neglect related homicides, and child drowning cases.
    - (2) FCU works in conjunction with Child Protective Service and coordinates internet based criminal investigations with the Property Crimes Unit.
    - (3) Detectives assigned to this Unit are under the direct supervision of the FCU sergeant.
  - e. Crime Scene Technicians – These positions are responsible for responding to scenes as required/requested to work with the detectives and officers in processing the scene for latent prints, taking photographs, collecting evidence, etc. Crime Scene Technicians report to the CAP Sergeant.
  - f. Senior Office Assistant – This position is responsible for tracking false alarms, entering data from/about pawn shops, and other duties as required by the Peoria Police Department. This position reports to the PCU sergeant.
  - g. Narcotics Intel – This position is responsible for monitoring the Department Drug Hot Line, Creating Drug Enforcement Requests (DER) based on information received from the hot line and maintaining a data base of the Complaints This position is also responsible for doing intel work for the units assigned detectives working the field to include water book, criminal history, document analysis, drivers license and booking photos, property search, charts and graphs.
3. Operations Support Bureau Lieutenant – This position is responsible for supervising the Operations Support Bureau. The duties of this section are administrative support for Special Assignments Unit (SAU)/Crisis Negotiations Team (CNT), Traffic Services Section (TSS), Commercial Enforcement Unit (CEU), Neighborhood Action Team (NAT),

Community Services Section, Animal Control, special events, liquor and off track betting applications, Counter-Drug Procurement Program, the K-9 Program, and the Law Enforcement Explorers.

- a. Special Assignment Unit (SAU)/ Crisis Negotiations Team (CNT)
    - (1) This is a tactical response team which is deployed in situations requiring expertise and training in areas such as barricaded subjects or hostage situations.
    - (2) Administratively, the SAU/CNT Teams report to the OSB lieutenant.
    - (3) The SAU/CNT Team reports to the SAU Team Commander for daily operational purposes and training.
    - (4) The Team Commander (a lieutenant) reports to the Operations Division Deputy Chief for all operational and training purposes.
    - (5) During tactical operations, the SAU Team Commander reports to the On-Scene Commander.
  - b. Traffic Services Section (TSS):
    - (1) This section reports to a TSS Sergeant, who reports to the Operations Support Section (OSS) Lieutenant.
    - (2) This Section consists of motor officers who enforce traffic laws, accident collision reduction, and the investigation of assigned traffic accidents within the jurisdiction of the City of Peoria.
    - (3) Also included in this section is the Commercial Vehicle Safety Specialist.
    - (4) A PSO is also assigned to this section to provide administrative assistance.
  - c. Commercial Enforcement Unit (CEU)
    - (1) This team consists of officers and a sworn supervisor and their main responsibility is toward police services in the Entertainment District and other commercial related business issues in the city.
    - (2) The Team is also responsible for other community policing activities in the City as directed by the Operations Division Deputy Chief.
  - d. Community Services Section – This section is supervised by the Community Services Section Supervisor and is responsible for various special events that bring crime prevention awareness to the public, i.e., Block Watch. This position is also responsible for the recruitment and placement of civilian volunteers in the Peoria Police Department as well as overseeing the staff assigned to Public Education and Animal Control.
  - e. Neighborhood Action Team (NAT) – This team is directly supervised by a sergeant and is responsible for promoting and assisting in community oriented policing projects, facilitating town hall and community meetings, quality of life issues in neighborhoods and parks, and assisting with calls for service.
  - f. Police Service Dog Handler – The Police Service Dog Handler is responsible for assisting the patrol function in areas of crowd control and searching for suspects. The Police Service Dog Handler reports directly to the NAT Team Sergeant.
4. Support Services Division – The Support Services Division, which is overseen by a Commander, is responsible for the Staff Services Bureau (SSB), the Technical Services Bureau (TSB), the Communications Bureau, and Intel/Homeland Security. An administrative assistant reports directly to the Commander and assists with clerical functions for SSB, the TSB, and the Communications Bureau as assigned. The Support Services Division will also assist the Chief of Police in administrative matters, and the Commander will serve as the Peoria Police Department's liaison with the IT Department.
- a. Staff Services Bureau Manager – The Staff Services Bureau is supervised by the Staff Services Bureau Manager, who is responsible for training, recruitment, accreditation, background investigations, policies and procedures, the rangemaster, and an administrative assistant.

- (1) Training Specialist
    - (a) This position is responsible for all Peoria Police Department training (sworn and non-sworn) as well as the coordination of the Peoria Police Department's Field Training Officer (FTO) Program.
    - (b) This position oversees the Peoria Police Department's Mentor Program, and assists the Staff Services Bureau Manager as a liaison to the various Arizona police academies and the Arizona Peace Officers Standards and Training (AZPOST).
  - (2) Management Analyst – Accreditation (CALEA) – This position is responsible for accreditation and other duties as assigned by the Staff Services Bureau Manager.
  - (3) Management Analyst – Recruitment/Background Investigations
    - (a) This position is responsible for orchestrating all initial testing and the background processing of Peoria Police Department applicants beginning with the acceptance of applications.
    - (b) This position serves as a liaison with the Human Resources Department (HRD) relative to the posting of job announcements and other duties as necessary/assigned.
  - (4) Policy Officer – This position is responsible for the preparation, distribution, and update of Peoria Police Department policies and other duties as assigned by the Staff Services Bureau Manager.
  - (5) Rangemaster – This position is responsible for all Peoria Police Department firearms training, the range, weapon preventive maintenance (PM), maintaining an adequate supply of ammo and other firearms supplies, and other duties as assigned by the Staff Services Bureau Manager.
  - (6) Police Services Officer – This position is responsible for ensuring that court subpoenas are issued to department personnel for police related matters, and other duties as assigned by the Staff Services Bureau Manager.
  - (7) Administrative Assistant – This position is responsible for clerical duties as delegated by the Staff Services Bureau Manager.
- b. Technical Services Bureau – This Bureau is managed by the Technical Services Bureau Manager, who is responsible for the Administrative Support Sergeant, the Records Section, the Property and Evidence Section, Information Technology, the Crime Analyst, and building and facility maintenance.
- (1) Administration Support Sergeant – This position is responsible for supervising the call back officers, the front desk, jail transportation and court details with dayshift PSO's. This position also handles walk-in citizen complaints during dayshift.
  - (2) Police Service Officer (PSO) Shift 1 – This position is assigned to the call-back function, taking incident reports, prisoner processing and transportation, and assisting with lobby traffic during the their shift. Shift 1 PSO's report to the Administration Support Sergeant.
  - (3) Records Section – This section is supervised by the Records Section Supervisor and is responsible for the collection, data entry, dissemination, and maintenance of all police reports and other related documents generated by the Peoria Police Department.
  - (4) Property and Evidence Section
    - (a) Property and Evidence Supervisor – This position is responsible for the supervision of the Police Service Officers, and Police Support Assistant assigned to the Property and Evidence Section.
    - (b) Property and Evidence Police Service Officers. These positions are responsible for the storage and disposal of all property and evidence impounded into the Peoria Police Department.

- (c) Police Support Assistant – This position is responsible for the research, ordering, and disbursement of all Peoria Police Department supplied officer equipment.
  - (5) Information Technology Coordinator – This position is responsible for maintenance, distribution, and removal of all computer systems used by the Peoria Police Department to include the City computer network, laptop computers, Computer Aided Dispatch (CAD) and the Mobile Data Computers (MDC's).
  - (6) Crime Analyst – This position is responsible for the collection and distribution of data relating to criminal incidents.
  - (7) Management Analyst – This position is responsible for coordinating internal and external dissemination of department statistics. This position gathers, reviews, analyzes, and integrates complex data and information from department and City systems. This position also evaluates and interprets varied data, either in statistical or narrative form, in order to prepare clear and concise reports for command staff and ongoing and special reports using graphics and database programs. This position updates, maintains, and enhances the Peoria Police Department's external web page. It also creates, composes, edits, and completes the internal website for distribution of technical reports to internal staff.
- c. Communications Bureau
- (1) This Bureau is supervised by the Communications Bureau Manager and is responsible for all Communications, radio system maintenance.
  - (2) Communications Section – This section is supervised by Communications supervisors and is responsible for all radio, telephone, and Arizona Criminal Justice Information System (ACJIS) computer operations within the Peoria Police Department.
5. Intelligence/Homeland Security Analyst – This position operationally reports to the Support Services Division Commander and is responsible for collecting criminal intelligence, gang intelligence and information regarding to Homeland Security. On matters of Homeland Security, this position reports directly to the Chief of Police. The Intelligence/Homeland Security Analyst is also the point of contact for any matters relating to the safety and risk of Peoria Police Department employees and/or Peoria Police Department facilities.

**Peoria Police Department**  
**Policy 2.01 Organizational Structure**  
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