

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 09/09/2020	Supersedes Policy Dated: 01/22/2020	Rescinds:	SOG Number:
Accreditation Index: 11.1.1, 21.2.2			102.1
Part Title: Administration		Chapter Title: Organization and Management	
Chief of Police:			

Organizational Structure

I Policy

To establish the organizational structure of the department and the responsibilities of the various units which comprise functional elements. It is the policy of this department that each organizational unit is commanded by only one supervisor.

II Definitions

III Procedure

1 RANK STRUCTURE

1.1 SWORN - Rank structure of the sworn police officers will be as follows:

- 1.1.1 Chief of Police
- 1.1.2 Major
- 1.1.3 Captain
- 1.1.4 Lieutenant
- 1.1.5 Sergeant
- 1.1.6 Corporal
- 1.1.7 Police Officer

1.2 NON-SWORN - Rank structure of the non-sworn employees shall be as follows:

- 1.2.1 Administrator(s)
- 1.2.2 Supervisors
- 1.2.3 Professional, Administrative, and Technical (PAT) Positions

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1.3 JOB DESCRIPTIONS (CALEA 21.2.2) ¹

- 1.3.1 All departmental job descriptions will be posted in PowerDMS and made available to all police department employees.
- 1.3.2 All departmental job descriptions will be reviewed by an appropriate member of command staff at least once every four years.

2 ORGANIZATIONAL STRUCTURE

2.1 The Springfield Police Department is divided into two bureaus: the Uniform Operations Bureau and the Investigations and Support Services Bureau. Each bureau will be administered by a major who will be directly responsible to the Chief of Police.

2.1.1 The Inspections and Internal Affairs Unit is administered by a sergeant who answers directly to the Chief of Police.

2.1.2 The Financial Analyst is a non-sworn employee who answers directly to the Chief of Police.

2.2 Uniform Operations Bureau

2.2.1 The Uniform Operations Bureau (UOB) is responsible for responding to calls for service, maintaining order, enforcing laws and city ordinances, providing security, and traffic control.

2.2.2 The Uniform Operations Bureau is divided into two divisions, Zone 1 and Zone 2, which also includes the Center City Zone. Each Zone will be commanded by a captain.

2.2.2(a) UOB Divisions – Zone 1 and Zone 2

2.2.2(a.1) Patrol field command shifts are administered by a Watch Commander with the rank of lieutenant. In the lieutenant's absence, a sergeant will act as Watch Commander.

2.2.2(a.1.1) Line supervisors hold the rank of sergeant and are assigned a squad.

2.2.2(a.1.2) The squad corporal is assigned as the major crime investigator (MCI). In the sergeant's absence, the corporal will act as supervisor. An MCI-qualified officer will be selected to act as the corporal.

2.2.2(a.1.3) Police officers are assigned to a squad.

2.2.2(a.2) The Traffic Services Section is commanded by a lieutenant, who answers directly to the Zone 1 Captain, and supervised by three sergeants. It consists of:

2.2.2(a.2.1) Traffic Enforcement

2.2.2(a.2.2) Traffic Investigations

2.2.2(a.2.3) Traffic Crashes

¹ Section 1.3, new section and sub-sections to comply with CALEA standards, per Policy Change Order 20-006.

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2.2.2(a.2.4) Parking Enforcement

2.2.2(a.3) The Community Services Section is commanded by a lieutenant, who answers directly to the Zone 2 Captain. The section is responsible for coordinating and directing delivery of a wide range of community policing, problem solving, and crime prevention programs throughout the City. It consists of:

2.2.2(a.3.1) Center City Zone (Beats 31 and 32)

2.2.2(a.3.2) CSS Support / Crime Prevention

2.2.2(a.4) The Special Response Team and Police Service Dog Handlers are commanded by a patrol lieutenant, who answers directly to the Zone 2 Captain.

2.3 Investigations and Support Services Bureau

2.3.1 The Investigations and Support Services Bureau (ISSB) is divided into two divisions: the Criminal Investigations Division (CID) and the Support Services Division (SSD). Each division will be commanded by a captain.

2.3.1(a) Criminal Investigations Division

2.3.1(a.1) The CID is responsible for follow-up investigation of reported crimes, apprehension of criminals, preparation of case reports for the prosecutor, conducting crime-scene investigations, and initiating investigations on illegal activities.

2.3.1(a.2) The CID is divided into three sections: Crimes Against Persons, Crimes Against Property, and Special Investigations Section. Each section is commanded by a lieutenant.

2.3.1(a.2.1) The Crimes Against Persons Section is made up of the Violent Crimes Unit, Special Victims Unit, Child Victim/Computer Forensic Unit and the Domestic Violence Unit.

2.3.1(a.2.1.1) Each unit is supervised by a sergeant and shall have at least one corporal.

2.3.1(a.2.1.2) Investigators may hold the rank of either corporal or police officer.

2.3.1(a.2.2) The Crimes Against Property Section is made up of the Property Crimes Unit, Vehicle Theft Unit, and Financial Crimes Unit.

2.3.1(a.2.2.1) Each unit is supervised by a sergeant and shall have at least one corporal.

2.3.1(a.2.2.2) Investigators may hold the rank of either corporal or police officer.

2.3.1(a.2.3) The Special Investigations Section is made up of the Narcotic Unit and the Special Investigations Unit.

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- 2.3.1(a.2.3.1) Each unit is supervised by a sergeant and shall have at least one corporal.
 - 2.3.1(a.2.3.2) Other investigators will hold the rank of police officer.
 - 2.3.1(a.3) The Investigation Services Unit is administered by a non-sworn supervisor, who reports directly to the CID Captain.
 - 2.3.1(b) Support Services Division
 - 2.3.1(b.1) The Support Services Division is responsible for research, crime analysis, department accreditation, technical systems, internal and external communications, records management, and training.
 - 2.3.1(b.2) The Support Services Division is divided into three sections: Central Records, Training, and Support Operations.
 - 2.3.1(b.2.1) Central Records is directed by a non-sworn administrator.
 - 2.3.1(b.2.2) The Training Section is commanded by a lieutenant.
 - 2.3.1(b.2.2.1) Line supervisor for the Training Unit holds the rank of sergeant.
 - 2.3.1(b.2.2.2) There will be a minimum of one corporal assigned to the Training Section.
 - 2.3.1(b.2.2.3) All other sworn personnel assigned to the Training Section will hold the rank of police officer.
 - 2.3.1(b.2.3) The Support Operations Section is commanded by a lieutenant. The Support Operations Section is divided into two units: Professional Standards and Crime Analysis Unit and Fleet and Equipment Unit.
 - 2.3.1(b.2.3.1) The Professional Standards and Crime Analysis Unit is supervised by a sergeant.
 - 2.3.1(b.2.3.2) The Fleet and Equipment Unit is supervised by a non-sworn supervisor.

3 ORGANIZATIONAL CHART (CALEA 11.1.1)

- 3.1 The organizational chart and manpower distribution of the department defines the department's chain of command.
 - 3.1.1 The Professional Standards and Crime Analysis Unit shall review and revise the organizational chart and functional allocations as needed at the direction of the Chief of Police. At a minimum, it shall be reviewed and revised on an annual basis, to be completed by February 1st.
 - 3.1.2 The organizational chart is located in the Police Employee section on SharePoint under Documents.

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4 STAFF MEETINGS

- 4.1 Command Staff meetings shall be held weekly. The meetings shall be chaired by the Chief of Police. Policies, procedures, and other administrative issues shall be discussed.
- 4.2 Bureau Staff meetings shall be held at the discretion of the Bureau Commander who shall chair the meetings.
- 4.3 Management Team meetings shall be held on a quarterly basis at the discretion of the Chief of Police.

5 COMMUNICATIONS AND COORDINATION WITHIN THE DEPARTMENT

- 5.1 All divisions and sections shall coordinate their activities and maintain open lines of communication.
- 5.2 Procedural updates and revisions will be forwarded to each bureau of the Police Department.
- 5.3 Staff meetings are used to facilitate coordination as per Section 4, above.
- 5.4 The Office of Chief of Police shall publish the minutes of each staff meeting and the results of each Management Team meeting conducted for distribution throughout the department.
- 5.5 Crime Analysis will publish the Daily Bulletin to detail wanted persons, try to locate information, stolen vehicles, and other timely information important to operational personnel.
- 5.6 The Support Services Division maintains liaison with the City Department of Information Systems for procurement and maintenance of the police computer network.
 - 5.6.1 Other technical systems (RMS, MDCS) are administered by the City's Information Systems.
- 5.7 Voice-Mail systems are installed allowing each employee 24 hour-a-day/7 days-a-week access to department-wide information and communication.
- 5.8 Supervisors in the Uniform Operations Bureau and the Criminal Investigations Division will conduct daily roll call with personnel under their command.
 - 5.8.1 Criminal Investigations Division personnel shall periodically attend patrol briefings for the purpose of exchanging information.

IV Attachments