

## 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 the best possible service to the public.

### 200.2 DIVISIONS

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

- Office of the Chief of Police
- Operations Division
- Special Services Division

#### 200.2.1 OFFICE OF THE CHIEF OF POLICE

Under the direction of the Chief of Police, or in the absence of the Chief of Police, the Assistant Chief of Police (if the position is filled), this Division has overall authority and is responsible for the effective administration, management and coordination of police services in the community. In addition to the Office of the Chief, this Division includes Budget and Finance, Policy and Procedure (updates/issuance/adherence), Volunteers, Technology Research and Development, as well as the Professional Standards and Training Unit (PST). PST includes hiring, personnel, training, organizational adherence to Federal, State & local laws, acceptance and review of personnel commendations and complaints, Property and Evidence (as well as Crime Scene Investigations), short- and long-range Strategic Planning, and public information and social media.

#### 200.2.2 OPERATIONS DIVISION

The Operations Division is managed by a Commander whose primary responsibility is to provide general management, direction, and control for that Division. Commanders report directly to the Assistant Chief of Police (if filled), or the Chief of Police. The Operations Division consists of Uniformed Patrol, Traffic Unit, and the Communications Center.

#### 200.2.3 SPECIAL SERVICES DIVISION

The Special Services Division is managed by a Commander whose primary responsibility is to provide general management, direction, and control for investigations. Commanders report directly to the Assistant Chief of Police (if filled), or the Chief of Police. The Special Services Division consists of the General Investigations Unit (GIU), the IMPACT Unit, Crime Analysis, the Records Unit, Data Compliance, Animal Services, facilities, Code Enforcement, and Rental Housing and Inspection Unit.

### 200.3 COMMAND PROTOCOL

# Citrus Heights Police Department

Citrus Heights PD Policy Manual

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### 200.3.1 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.

### 200.3.2 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.

## **200.4 ACTING ASSIGNMENTS**

At the discretion of a Division Commander, if a supervisor, manager or division commander will be absent from work less than seven (7) calendar days, the Division Commander may appoint a qualified employee to an acting assignment until the return of the permanent employee. The Division Commander will send a Department email announcing the temporary appointment and anticipated duration. The appointed acting employee will not wear uniform insignia of the appointed higher rank, but will have the full authority of the rank while assigned that capacity.

At the discretion of the Chief of Police, if a supervisor, manager or division commander will be absent from work more than seven (7) calendar days, the Chief may appoint a qualified employee to an acting assignment until the return of the permanent employee. A Personnel Order will be issued announcing the temporary appointment and anticipated duration. The appointed acting employee may wear uniform insignia of the appointed higher rank, and will have the full authority of the rank while assigned that capacity. At the discretion of the Chief of Police, authority to appoint acting assignments may be delegated to the Assistant Chief of Police (if the position is filled) or to the Division Commanders.

### 200.4.1 ORDERS BY ACTING APPOINTEES

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers assigned to an acting capacity, and other proper authority.