

Burleson Police Department

Administrative Policy and Procedures

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ISSUING AUTHORITY: _____

I. Policy

The Organization shall be structured for optional span of control. This structure will be reflected in an organizational chart, which will be made available to every member of the department. The chart will be reviewed and updated as needed. All job assignments within the department shall be documented in a position description. It shall outline primary duties, tasks and responsibilities of the position. The Department shall put into effect basic management systems in order that it may operate more efficiently in its delivery of service to the citizens of the community. This system will be utilized in making quality administrative decisions. [11.1.1; 11.1.2]

II. Organization

A. The Police Department shall be headed by a Police Chief, who shall be the commanding officer of the Police Force. They shall direct the police work of the City and shall be responsible for the enforcement of law and order throughout the City. Their direction shall include control in all matters allied with the Police Department, fiscal management and other duties delegated to him by the City Manager. [17.1.1]

They shall cause adequate orientation training for new officers, as well as progressive training for all police officers. [12.1.1]

B. The Police Department will consist of two bureaus: Operations Bureau and the Support Bureau. Each bureau will be headed by a Captain. The Deputy Chief or any Bureau Captain may serve as Acting Chief in the Chief's absence. In the event of the absence or incapacitating disability of the Chief of Police without them having designated an Acting Chief, the order of succession shall be the Deputy Chief to most senior ranking Captain. [12.1.2; 11.2.2]

C. Members of the department shall be assigned to respective divisions by the Chief of Police. These divisions shall perform the duties herein set forth:

1. **Operations Bureau [11.1.1]**

- a) The Patrol Section of the Operations Bureau has the primary responsibility of safeguarding the community by:
1. Protecting life and property
 2. Preservation of peace
 3. Preventing crime
 4. Enforcing the ordinances of the City and the laws of the State and Nation
 5. Apprehension of criminals
 6. Investigating criminal activities
 7. Uniformed patrol of the City of Burlison
 8. Regulating non-criminal conduct
 9. Giving aid and information as then circumstances require.

To provide required twenty-four hour coverage, three Watches will be established as determined by the Operation's Captain. These watches may consist of 8, 9, 10, or 12-hour shifts. The hours of watch are flexible and may be changed in accordance to the needs as determined by the Captain of the Operations Bureau subject to approval by the Chief of Police, additional watches may be established with flexible hours to meet unusual activities.

- b) All positions within the Patrol / Traffic Sections have the following responsibilities:
1. Deputy Chief
Operations Bureau Captain exercises line command of the division and staff responsibility for all matters concerned with the fulfillment of its functions.
 2. Watch Commander (OIC)
Patrol Section Sergeant/OIC exercises line command of their assigned watch. They shall maintain the department command post and be available to receive requests, reports or complaints from citizens regarding the business of the department. The Watch Commander shall review and take necessary action on all available reports and records prepared during their watch and those remaining from the previous watch. They shall

inspect and brief all personnel of this watch prior to their tour of duty. [53.1.1c]

They may delegate any necessary duties to subordinates to fulfill the function of the division and the department.

2. **Support Bureau [11.1.1]**

- a) The Support Bureau Captain is responsible for the performance of auxiliary services necessary to assist the line personnel in the performance of their duties. The primary goal is to further the police objective by providing information to all divisions on a timely, cost-effective basis.
- b) The Support Bureau Captain has responsibility for the following department components:
 1. Communications – radio, telephone, 9-1-1, teletype.
 2. Records – Preparation, processing and security.
 3. Purchasing – requisition, distribution, quality control and inventory.
 4. Criminal Investigations – Follow-up investigations, crime scene, case filing and property / evidence.
 5. Central Supply – Acquisition, inventory, distribution.
 6. Budget Management – research, planning [17.2.1]
 7. Automated Services – Research, planning, acquisition, and upgrades.
 8. Warrant Control – Receipt, processing, record maintenance.
- c) The following organizational units are established within the Support Bureau and have duties and responsibilities as outlined in their job description.
 1. Records
 2. Communications
 3. Criminal Investigations Section-
 - a. The following organizational units are established within the Criminal Investigations Section:
 1. Supervisor – exercises line command over the division and all matters related to its function.
 2. Adult Investigations – the primary responsibility is the investigation of all incidents and crime wherein the participants are suspected to be of

adult age as defined in the Texas Penal Code.

3. Juvenile Investigations – the primary responsibility is to investigate participants that are suspected to be juveniles and whose conduct is governed by the Texas Family Code.
4. Property / Evidence – will be under the control of the Criminal Investigations Sergeant. This unit will provide proper handling, storage and release of all criminal evidence and recovered property under secure conditions.

3. **Support Bureau [11.1.1]**

The Support Bureau has the responsibility for a number of components designed to assist citizens as well as the department. The Support Bureau Captain is responsible for supervision of:

- a. Accreditation and Department Policy
- b. School Resource Officers
 1. School Liaison
- c. DARE Officers
- d. Victim Assistance
- e. Administrative Sergeant
 1. Department Information Technology
- f. Background Investigators
- g. Community relations (not limited to)
 1. Neighborhood watch
 2. Child Safety Programs
 3. Home Insurance Inspection
 4. Bicycle registration
 5. Teddy Bear Program
- h. Media Relations
- i. Crime Stoppers
- j. Training
 1. Management of Field Training Program
 2. Scheduling update training for all department employees
- k. Internal Affairs

D. **Authority and Responsibility [11.3.1; 11.3.2]**

In order to maintain organizational efficiency and effectiveness it is imperative that responsibility be accompanied by commensurate authority. [11.3.1a]. If a departmental member is to be proficient in

the carrying out of their duties they must be afforded the appropriate authority to make the essential decisions required by the task. With this in mind, each agency member shall have the necessary authority to fulfill the responsibilities embodied in their particular job assignment. Each member shall be accountable for that use of authority. Supervisory personnel are accountable for the actions of those employees under their immediate control. [11.3.1, b/ 11.3.2]

1. An officer not in uniform shall not seek a custodial arrest based on minor traffic violations and Class C misdemeanors. This exception does not apply to dangerous offenses such as “failure to stop and give information”, “failure to stop and render aid”, or “driving while intoxicated”.
2. In the event of a custodial arrest by an out of uniform officer under the terms of the examples prescribed, they shall maintain presence at the scene of the arrest until on duty personnel have arrived to assume custody of the arrestee. The arresting officer shall then complete the required documentation according to departmental procedures within a reasonable time.
3. Officers observing minor traffic violations and Class C misdemeanors may file complaints with the Municipal Court the same as is afforded other citizens of the community wishing to prosecute, testify, etc.
4. Off-duty, out of uniform officer is encouraged to minimize violator contacts. The potential for negative consequences usually far out weigh the necessity for action.

E. **Job descriptions** [21.2.1]

The Chief of Police, in conjunction with the Deputy Chief shall formulate and update job descriptions as necessary. These shall be developed following the guidelines set out by the City of Burleson Human Resources Director. All job descriptions shall be located in the Manual of Job Descriptions in the Administrative Secretary’s office, and will be available upon request. In addition, each new employee will receive a copy of the job description for which they are hired at the time of employment. All job descriptions shall be written in the following format:

- a) Definition of position,
 - b) Supervision received and exercised,
 - c) Examples of duties;
 - d) Minimum qualifications, and
 - e) Additional preferred qualifications;
- All temporary and special assignments shall have a written job description as well, and shall be in the same format as

above. Examples of such assignments are as follows:

[16.2.1a]

- 1) Crime Prevention Officer
- 2) DARE Officer
- 3) Victims Assistance Personnel
- 4) Narcotics Investigations

III. General Management

A. Administrative Reporting System [11.4.1 a-e]

The Department will have an Administrative Reporting system designed to ensure information regarding operational activities is communicated to all appropriate areas of the department, and to those agencies or City Department's outside the immediate structure of the Police Department. These reports will be used for many purposes including but not limited to crime analysis, manpower allocations, budget proposals and traffic engineering.

1. The Watch Commander will provide to the Captain of Operations Bureau a daily report. These will be used to determine crime trends, manpower deficiencies, and traffic engineering needs.
 - a. Shift sheets will be prepared by the shift supervisor of each shift, indicating activity by category and shift.
 - b. Traffic Report of traffic contact, citations and location will be accomplished by the Traffic Officer indicating their activity only.
2. The Records Section of the Support Bureau will generate the following reports on a monthly basis with a calendar total. These will be provided to staff members for a comparison of activity to be included in crime analysis, staffing purposes and traffic engineering needs. These are also made available to other City Staff and council Members quarterly.
 - a. Calls for Service:
 - 1) By source code
 - b. Offenses:
 - 1) Part I
 - 2) Part II
 - c. Arrests:
 - 1) Adults
 - 2) Juveniles
 - 3) DWI's
 - d. Report of Assaults
 - e. Traffic Statistics
 - 1) Accidents
 - 2) Citations

B. Agency Forms [11.4.2]

The responsibility of forms development and control is that of the Administrative Sergeant designated by the Chief of Police. The Administrative Sergeant will maintain a computerized log of departmental forms, which they may utilize to modify existing forms or design new forms. A file containing a “master copy” of each form will also be kept by the Administrative Sergeant and be readily accessible to all employees. At any time, the need arises for a new form or a modification to an existing form, the following procedure should be followed:

1. The employee recognizing the need will bring it to the attention their immediate supervisor.
2. The supervisor will address the need following chain of command up to the Deputy Chief.
3. The Deputy Chief will address the need with the affected Bureau Captain after reviewing and confirming the need and may consult with the Records Supervisor in the development of the form.
4. Once any modification to an existing form or a new form has been completed and approved by the Bureau Captain and Deputy Chief, the necessary changes will be made to the “master copy” file and the computerized log.

C. Criminal Justice and Social Service Diversion Programs [1.1.3; 55.2.1]

The Burlison Police Department, not being directly involved with diversion programs, will have a listing of programs that are available to the public.

1. A list of all Social Service programs available to the public will be available through the Victim’s Assistance Coordinator or the Communications Section.
2. Each patrol vehicle shall be equipped with a copy of this list.

D. Goals and Objectives [15.2.1; 15.1.3]

Concurrent with the formulation of the department’s budget each Bureau Captain will submit to the Deputy Chief and Chief of Police a detailed work program listing the upcoming year’s goals and objectives for their division. Every effort will be made to gain input from effected employees for the goals and objectives. Once finalized, copies will be made available electronically to all personnel. Completion of this will be timed with the adoption of the new fiscal year’s budget in October. The work program will be used to:

1. Determine budget needs and requests.
2. Provide direction to all employees
3. Determine priorities to citizens, and others
4. Provide ability to assess achievement of goals and objectives.
5. Provide continuity of services, programs, and priorities.

Each Bureau Captain will make a verbal quarterly report on their progress and a written evaluation of the success or lack of at the conclusion of that year. [15.2.2]

When appropriate, multi-year goals and objectives will be developed to include long-term goals and operational objectives. A multi-year plan should have clear articulation of goals and objectives beyond the current budget year. [15.1.3]

IV. Planning and Research [15.1.1]

The Burselson Police Department, in order to effectively provide for the public welfare, will participate in planning functions. A part of those functions will include, but not be limited to analyses of reported crimes, requests for services, budget recommendations and development of operational procedures and policy guidelines.

A. Placement of the Planning and Research Function

The Deputy Chief will provide the statistical data necessary for departmental planning. The Support Bureau and Operations Bureau may retrieve this information from the Administrative reporting System or solicit assistance from other divisions of the Police Department, other city departments or outside agencies in the collection, compilation and dissemination of information. This data will be provided to the Chief of Police and the affected Bureau Captains in developing management decisions including, but not limited to the following:

1. departmental goals and objectives
2. manpower allocations and alternatives
3. contingency planning
4. department budgeting

Any recommendations developed from department reports or analyses will be made to the Chief of Police through a member of the Command Staff.

V. Organizational Communications [12.1.4]

In order to enhance organizational communications various members of the department will meet on a regularly scheduled basis.

A. Staff Meetings:

1. Staff meetings shall consist of the following people: Chief, Deputy Chief, Bureau Captains, Sergeants/OIC and civilian supervisors.
2. Meetings will be conducted as deemed necessary by the Command staff.
3. An agenda will be provided to all participants as necessary.

B. Miscellaneous Meetings:

1. A supervisor or Bureau Captain may call a meeting of their work group at any time deemed necessary.

2. Project committees shall meet as often as appropriate to achieve their purpose.