



Approved:  
*Chief Marcia Harnden*

Subject:

# 110. Organizational Structure and Responsibility

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CALEA Standards: 11.1.1, 11.2.1, 11.3.1, 11.3.2, 12.1.1, 12.1.2, 21.2.4

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## 110.1: PURPOSE AND SCOPE

This policy outlines the organizational command structure of the Albany Police Department, which is designed to create an efficient means to accomplish our mission and goals.

## 110.2: POLICY

**It is the policy of the Albany Police Department to adhere to a chain of command which ensures unity and succession in leadership and clarity of orders.**

## 110.3: DIVISIONS

The Chief of Police is responsible for administering and managing the Albany Police Department under direction of the City Manager. There are two divisions within the Police Department, as follow:

- Operations Division
- Support Division

### 110.3.1: OPERATIONS DIVISION

- a. The Operations division is supervised by the Operations Division Captain, whose primary responsibility is to provide general management and control for that Division. The Operations Division consists of:
  - Uniformed Patrol Teams
  - Police K-9
- b. Each patrol team will be supervised by a Patrol Sergeant, who will be designated as the Shift Supervisor.
- c. Patrol Lieutenants will oversee day-to-day Patrol Division operations and, when on-duty, will be designated as the Watch Supervisor.
- d. In the absence of the Patrol Sergeant, the role of Shift Supervisor may be filled by an officer acting-in-charge, or by the Watch Supervisor.

- e. In the absence of a Patrol Lieutenant, an acting-in-charge Watch Supervisor will not be assigned; however, the Shift Supervisor will assume any required Watch Supervisor duties during their shift.

### 110.3.2: SUPPORT DIVISION

The Support Division is supervised by the Support Division Captain, whose primary responsibility is to provide general management and control for that Division. The Support Division consists of:

- Criminal Investigations
- Crime Analysis
- Community Resource Unit
  - Traffic Officers
  - Street Crimes Unit
  - Community Service Officers
  - Crime Prevention
  - School Resource Officers
- Administrative Lieutenant
  - Training Unit
- Records Section
  - Property and Evidence Unit
- Communications Center

### 110.4: COMMAND PROTOCOL

The Chief of Police has command over all personnel in the Department. During planned absences, the Chief of Police will designate a Division Captain to serve as the Acting Chief of Police.

Except when designated above, the order of command authority in the absence or unavailability of the Chief of Police shall be as follows:

- 1) Operations Division Captain
- 2) Support Division Captain
- 3) Senior On-Duty Lieutenant
- 4) Senior On-Duty Sergeant

#### 110.4.1: UNITY OF COMMAND

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.

#### 110.4.2: ACCOUNTABILITY

Supervisors and managers shall be accountable for the performance of the members under their immediate control.

**110.5: WORKLOAD ASSESSMENTS**

The purpose of workload assessments is to encourage the equalization of individual workloads among and within organizational components. The allocation of personnel based on workload demands can influence the efficiency and effectiveness of our agency.

- a. The Operations Captain shall be responsible for creating a workload assessment for patrol functions at least once every four years. The workload assessment shall include the following:
  - 1) A summary of the daily operations, including: hours worked, shifts, and staffing levels.
  - 2) Specialty assignments within patrol.
  - 3) Workload statistics such as calls for service, self-initiated activity, reports written, etc.
  - 4) Influencing factors of workload demands shall include: nature of tasks, complexity, location and time required for completion.
  - 5) A conclusion of the findings with recommendations for distribution and/or allocation of personnel to equalize unbalanced workloads.
- b. The Support Services Captain shall be responsible for creating a workload assessment for the support services division at least once every four years. The workload assessment shall include the following:
  - 1) A summary of the daily operations, including: hours worked, shifts, and staffing levels.
  - 2) Separate analysis for division components such as detectives, community resources, street crimes, LINE, records and communications.
  - 3) Workload statistics such as caseloads, calls for service, reports and incident logs.
  - 4) Influencing factors of workload demands shall include: nature of tasks, complexity, location and time required for completion.
  - 5) A conclusion of the findings with recommendations for distribution and/or allocation of personnel to equalize unbalanced workloads.