

ASHEVILLE POLICE DEPARTMENT POLICY MANUAL

Chapter: 1 - Organizational Structure

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INTRODUCTION

To achieve and maintain high standards of excellence, the department's organizational structure must comply with the basic organizational principles of the unity of command, organization by function, delineation of responsibility, and delegation of authority.

POLICY STATEMENT

It is the policy of the Asheville Police Department (APD) to ensure the department is organized in such a manner as to promote the greatest efficiency of operation, management, accountability, and public service.

RULES AND PROCEDURES

101.1 ORGANIZATIONAL STRUCTURE

- A. The Chief of Police serves as the Chief Executive Officer for the department. The department is organized into two (2) main bureaus, the Administration Bureau and the Operations Bureau. See the [organizational chart](#) for a visual representation of department divisions.
- B. The Chief of Police may assign other duties to each organizational component as required. The listed functions are not intended to be all-inclusive. [11.1.1]

101.2 ADMINISTRATION BUREAU

- A. The Administration Bureau provides department management, logistical, employee, and support services.
 - 1. Recruitment and Career Development ensures departmental personnel comply with all required training standards and provides employee career development opportunities.
 - 2. Support services such as property and evidence and records are vital to the department's operation.
 - 3. The planning and crime analyst components help ensure department operations are continually reviewed and enhanced.
- B. The Administration Bureau consists of two (2) Divisions and two (2) Sections; the Special Services Division, the Finance and Support Division, the Administrative Services Section, and the Data Accountability Section
- C. The Special Services Division includes:
 - 1. The Planning and Evidence Section includes the Evidence and Integrity and Compliance Units.
 - 2. The Recruitment and Career Development Section includes the Career Development, Hiring, and Wellness Units.
- D. The Administrative Services Section includes Records and Law Enforcement Technology Units.
- E. The Data Accountability Section oversees the Crime Analysis Unit.
- F. The Finance and Support Division includes the Support Section and Financial Services Section.
 - 1. The Support Section includes the department's Logistics Unit.
 - 2. The Financial Services Section includes the Business Services Unit.

101.3 PROFESSIONAL STANDARDS SECTION

- A. The Professional Standards Section is responsible for internal affairs investigations. The Professional Standards Section reports directly to the Chief of Police.

101.4 OPERATIONS BUREAU

- A. The Operations Bureau oversees all direct law enforcement responses, including patrol operations, the investigations division, and specialty teams. This includes the administration of select support units, such as the Forensics and Victims Services Units.
- B. The Operations Bureau consists of three (3) Divisions: the Criminal Investigations Division, the Patrol Operations Division, and the Community Engagement Division.
- C. The Criminal Investigations Division includes the Criminal Investigations Section. This Section oversees the General Investigation, Major Case, Special Investigations, Forensic Services, and Victim Services Units, as well as the Street Crimes Unit.
- D. The Patrol Operations Division includes the department's Patrol Districts (Adam, Baker, Charlie, and David) and the Traffic Safety Unit.
- E. The Community Engagement Division includes the Community Outreach Section. This oversees the Public Housing, School Resource, and Community Units.

101.5 ORGANIZATIONAL CHART

- A. The [organizational chart](#) shows in graphic form the overall structure of the department and reflects the formal lines of authority and communication. It is available to all employees and will be reviewed and updated as needed.
- B. The Special Services Division will maintain a current version of the organizational chart.
[11.1.2]

BY ORDER OF:

A handwritten signature in black ink, appearing to read "David J. Zack". The signature is fluid and cursive, with a long horizontal stroke at the end.

David Zack
Chief of Police