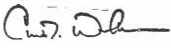
	Administrative General Order	2 Organization and Administration	<b>PAGE 1 OF 5</b>
	<b>City of Charleston Police Department Policy and Procedure Manual</b>		EFFECTIVE DATE: <b>02/01/08</b>
			SOURCE: <b>Office of the Chief of Police</b>
			REVISED: <b>06-10-25</b>
DISTRIBUTION: <b>ALL</b>	CALEA: 11.1.1; 11.2.1; 12.1.1; 12.1.2		
BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

CONTENTS:

- 2.1 Organization and Administration
- 2.2 Office of the Chief of Police
- 2.3 Office of the Executive Deputy Chief
- 2.4 Operations Bureau – Deputy Chief
- 2.5 Support Services Bureau – Deputy Chief
- 2.6 Organizational Structure

2.1 ORGANIZATION AND ADMINISTRATION (CALEA 11.1.1; 11.2.1; 12.1.1; 12.1.2)

It is necessary that the organization of the Police Department and the responsibilities of its components be understood by all personnel. For that reason, the following organizational structure is provided. The Chief of Police is appointed by the Mayor and is under the direct supervision of the Mayor. All policies, directives and orders from the City Council to the Chief of Police will be made by or transmitted through the Mayor. The Department will be comprised of the following operating divisions and their respective components, as well as the Chief’s staff. Each organizational component will be under the direct control of only one Commander. The Commander of each Division, Bureau or Team is also identified:

2.2 OFFICE OF THE CHIEF OF POLICE

- 1. Office Manager
- 2. Research and Strategic Planning - Director
- 3. Legal
- 4. Fleet Operations-- Director
- 5. Chief of Staff – Captain
  - A. Public Affairs Unit – Lieutenant (CALEA 12.1.4)
    - 1. Grants Coordinator
    - 2. Public Information Team
    - 3. Recruiting and Retention
      - a. Polygraph

GENERAL ORDER #2

b. Background

4. Consolidated Dispatch Liaison

B. CCLG Liaison (Chief's Citizen Liaison Group)

C. LENS Liaison

2.3 OFFICE OF THE EXECUTIVE DEPUTY CHIEF

1. Professional Standards Division -- Captain

A. Professional Development and Training --Lieutenant

1. Legal

2. Academy

3. Weapons Range

4. Police Explorers

B. Internal Affairs -- Lieutenant

1. Office of Internal Affairs

2. Law Enforcement Accreditation

3. Policy, Compliance & Inspections

2. Administrative Services Division – Director

A. Records/Document Release

B. NCIC Operations

C. Budget

D. Payroll

E. Personnel

F. Procurement

G. Supply

H. Facilities Management

2.4 OPERATIONS BUREAU COMMANDER – DEPUTY CHIEF

1. Patrol Division – Captain

A. Team 1-- Lieutenant

B. Team 2-- Lieutenant

C. Team 3-- Lieutenant

D. Team 4-- Lieutenant

E. Team 5-- Lieutenant

F. Team 9-- Lieutenant

G. Command Duty Officer-- Lieutenant

2. Special Operations Division – Captain

A. Special Events—Lieutenant

B. Schools—Lieutenant

1. School Security Response Team

2. School Resource Officers

GENERAL ORDER #2

C. Traffic-- Lieutenant

1. Traffic Enforcement Team
2. \*Major Accident Investigation Team (MAIT)
3. Animal Services

D. Special Operations-- Lieutenant

1. Quick Response Squad (QRS)
2. Canine
3. Harbor Patrol
4. \*Special Weapons and Tactics (SWAT)
5. \*Explosive Devices Team (EDT)
6. \*Crisis Negotiation Team (CNT)
7. \*Civil Disturbance Unit (CDU)
8. \*Underwater Rescue Team (URT)
9. \*Honor Guard
10. \*Air Operations

\* = Special Activated Unit

2.5 SUPPORT SERVICES BUREAU – DEPUTY CHIEF

1. Investigations, Data & Intelligence Division – Captain

A. Persons Crime -- Lieutenant

1. Violent Crimes Unit
2. Robbery Unit
3. Special Victims Unit
4. Victims' Advocate.

B. Property Crime – Lieutenant

1. Burglary Unit
2. White Collar & Auto Theft (including USSS TFO)
3. Warrants Service
4. Court Liaison and Bond Run Unit
5. Task Force – US Marshals

C. Special Investigations - Lieutenant

1. Special Investigations Unit (SIU)
2. Field Intelligence Unit (FIU)
3. Vice Unit
4. Task Forces
  - a. Alcohol, Tobacco and Firearms (ATF)
  - b. Federal Bureau of Investigation (FBI)
  - c. Drug Enforcement Agency (DEA)
  - d. Internet Crimes Against Children (ICAC)

GENERAL ORDER #2

e. HSI

D. Data and Intelligence - Lieutenant

1. Criminal Intelligence Unit (CIU)
2. Police Systems Manager

2. Community Oriented Policing Division –Captain

A. Community Oriented Policing – Lieutenant

1. Youth Programs Manager
2. Hispanic Community Liaison
3. Community Outreach
4. Crime Prevention
5. Housing
6. Volunteers
7. Desk
8. Transport Unit

3. Forensic Services Division – Director

A. Evidence and Property

B. Forensic Services

1. Digital Evidence
2. Crime Scene
3. Audio/Visual
4. Chemistry/Biology
5. Friction Ridge

2.6 ORGANIZATIONAL STRUCTURE (CALEA 11.1.1; 12.1.2 a, b, d)

The organizational structure depicted on the chart within this General Order will be updated annually, as required, by the Accreditation Office. The organizational structure and general responsibilities of each organizational component are included in the Department's annual report and a copy is maintained in the Accreditation Office and the Professional Development & Training Office. Copies are also distributed and maintained in each Team and Bureau.

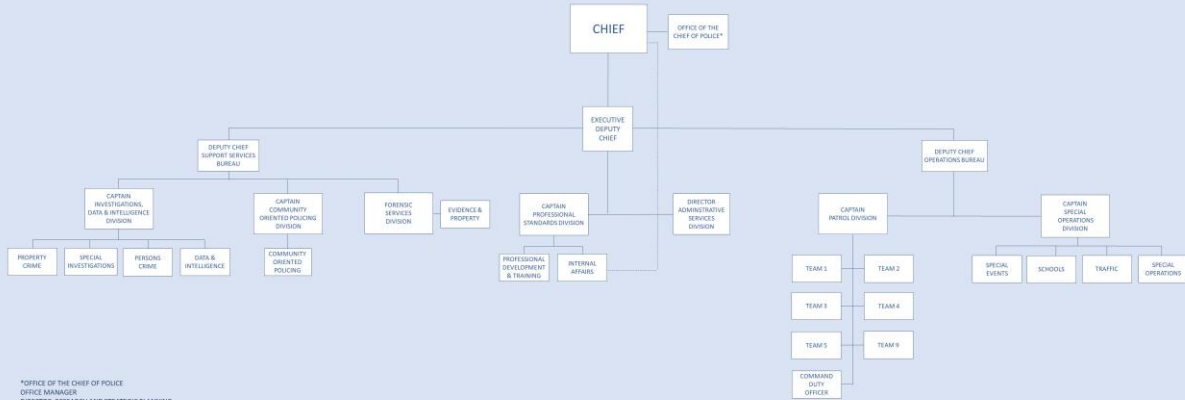
The attention of all personnel is directed to the attached organizational chart outlining the structure of the Police Department. It provides each employee with a ready reference regarding where he/she falls within the Chain of Command. All personnel are reminded that further divisional breakdowns exist, and they are directed to familiarize themselves with their individual chain of command to ensure that all requests for action are properly and expeditiously processed.

In the planned absence of the Chief of Police, the Executive Deputy Chief will take temporary possession of the duties of the Office of the Chief of Police until his/her return. During situations where the Chief of Police may be unavailable, the Chain of Command will follow the listed succession:

1. Executive Deputy Chief
2. Deputy Chief of the Support Services Bureau
3. Deputy Chief of the Operations Bureau



# CHARLESTON POLICE DEPARTMENT



\*OFFICE OF THE CHIEF OF POLICE  
 OFFICE MANAGER  
 DIRECTOR, RESEARCH AND STRATEGIC PLANNING  
 LEGAL  
 DIRECTOR FLEET OPERATIONS  
 CDFP  
 CAPTAIN CHIEF OF STAFF  
 LEUTENANT PUBLIC AFFAIRS  
 GRANTS COORDINATOR  
 PUBLIC INFORMATION TEAM  
 RECRUITING  
 POLYGRAPH  
 BANGEROUND  
 CONSOLIDATED DISPATCH

6/11/2025