



# Colorado Springs Police Department

## General Order

### 134 Department Organization

#### Section 100 – Organizational Values & Structure

Effective Date: 8/18/2022

Supersedes Date: 6/24/2020

---

#### **.01 Purpose**

The purpose of this policy is to define the organization of the Colorado Springs Police Department (CSPD) and to set certain general rules for its orderly operation.

#### **.02 Cross Reference**

[DL-134-01 Office of the Chief](#)

[DL-134-02 Patrol Operations Bureau](#)

[DL-134-03 Investigative and Special Operations Bureau](#)

[DL-134-04 Operations Support Bureau](#)

#### **.03 Discussion**

The major subdivisions of the CSPD are characterized in Standard Operating Procedures DL-134-01 through DL-134-04. As functional reorganizations occur, organizational charts will be revised.

#### **.04 Policy**

Efficiency and orderly processes are indispensable in achieving the goals and objectives of the CSPD. The department has therefore been structured upon a functional concept. Components of the department have responsibilities that have been specifically assigned to attain objectives as efficiently as possible.

#### **.05 Definitions**

*Department:* The term department describes the CSPD and includes all subdivisions and personnel under the command of the chief of police.

*Bureau:* A "bureau" is the largest subdivision of the department and the largest functional organization within the department. It is commanded by a deputy chief.

*Division:* A "division" is a functional subdivision of a bureau. It is commanded by a commander. As an example, the Investigative and Special Operations Bureau contains the Specialized Enforcement Division (SED), the Investigations Division, and the Metro Division. This term is also used more loosely to designate either the organizational entity of a patrol substation or the geographical area served by it.

*Section:* A "section" is a functional subdivision of a division. It is commanded by a lieutenant or manager.

*Unit:* A "unit" is a functional subdivision of a section. It is commanded by a sergeant or unit supervisor.

*Office:* An "office" refers to a special function, or group of functions, not conforming to standard structural definitions. An example of this is the Public Information Office (PIO).

*Team:* "Teams" are groupings of department members performing the same functions.

*Detail:* "Details" are the smallest organizational component and may be used to describe a permanent or temporary activity.

## **.10 Coordination**

Members of the department will coordinate their functions to achieve a high standard of efficiency and maintain unity of command. Department personnel will perform their tasks and duties within the official organizational structure and use the chain of command.

As a primary means of coordinating departmental efforts, the chief of police or designee will hold staff meetings at their discretion. Meetings will include all bureau chiefs and, at the discretion of the chief of police, may include all division commanders and any other persons whom the chief may choose to include. The Office of the Chief will notify the appropriate personnel of the meetings. Personnel notified must make every effort to attend and will designate a representative when it is not possible to attend themselves. Approximately every other meeting is a full staff meeting that includes division commanders.

Similarly, commanders of components at each level will hold meetings related to the functioning of those components.

## **.15 Planning and Research Functions**

Overall responsibility for the planning and research functions of the department will be vested in the staff, which includes the chief of police, all deputy chiefs, and all commanders. The staff will

be responsible for preparing the annual goals and objectives of the department, including the goals of its specific components, for formulating multiyear plans, and for internal and external coordination. In keeping with the functional organization of the department, specific planning duties shall be decentralized and, wherever operationally appropriate, performed by the organizational component having primary responsibility for executing the functions concerned. The Research and Development Section, in addition to its specifically assigned functions, will provide planning and research assistance to all components of the department.

As part of their responsibilities in organizational planning, staff will ensure that relevant data are considered in developing agency tactics, strategies, and long-range plans.

## **.20 Determining Official Duties**

Members of the department will seek information concerning their official duties from the CSPD general orders, standard operating procedures, bulletins, and from their immediate superiors.

## **.24 Temporary Special Units**

Because specific problems, concerns, and goals of the community and the department may call for special or innovative approaches, the functional design of the department permits flexibility in using human and material resources to carry out its mission. With approval of the chief of police, any commanding officer may establish details, units, or task forces under their command.

## **.26 Department Correspondence**

No department member will request any equipment or services from agencies outside the department, unless authorized to do so by the chief of police, except under emergency circumstances.

With the approval of their commanding officer, members of any component may communicate with persons or organizations outside the department to gain or furnish information on official functions, but they may not commit the department to any action or other obligation without proper authorization.

## **.24 Procurement of Special Equipment or Services**

Department personnel will submit any requests for equipment or services of a special nature to the chief of police, through the Fiscal Services Section, by means of their regular chain of command.