



# Colorado Springs Police Department Standard Operating Procedure

## DL-150-03 Rank and Responsibility

### Section 100 – Organizational Values and Structure

Effective Date: 7/7/2022

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#### **.01 Purpose**

The purpose of this policy is to identify the department's rank structure and the responsibilities of each.

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

[GO 150 Expectations of Leadership \(Sworn and Non-Sworn\)](#)

[GO 400 Employee Conduct \(Sworn and Civilian\)](#)

[GO 401 Police Officer Conduct](#)

[GO 402 Orders and Discretionary Judgement](#)

#### **.03 Definitions**

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#### **.04 Procedure**

While the chief of police is responsible for leading and the department's overall performance, they cannot personally plan, direct, coordinate, and supervise all its activities. As such, functional responsibilities of the department must be assigned to members of the chain of command, both sworn and civilian.

#### **Communication**

Department members, regardless of their role within the department, are expected to keep each other informed of activities that may impact others or the community. Additionally, department members will keep themselves aware of their relative position in the organization, to whom they are accountable, and who is accountable to them.

#### **Department Goals and Objectives**

All department members, regardless of their role within the department, are expected to make decisions that allow the department to achieve its mission, goals, and objectives. All department members, with special attention to those who have earned formal leadership positions, are expected to lead in ways that promote the creation of such an environment.

## **Command Staff**

Department members selected to hold the rank of chief of police, deputy chief, commander, and division manager are considered command staff members. Command personnel of all echelons will take all reasonable steps to complete assignments and fulfill their responsibilities.

## **Staff Members**

Department members selected to hold the rank of lieutenant and section manager are considered staff members.

## **Command Staff Duties and Responsibilities**

### *Chief of Police*

In accordance with Chapter 8, Article 1, Part 1, of the Code of the City of Colorado Springs, the chief of police is appointed by the mayor to provide administrative and command direction for the department. The chief of police is an exempt employee who serves as the department's chief executive officer. The chief of police has final authority in all matters of policy, operations, and except where otherwise provided, discipline.

The duties to be performed by the chief of police include but are not limited to:

- Planning, organizing resources, directing, and coordinating the activities of the department
- Ensuring the enforcement of laws and municipal ordinances
- Formulating departmental rules, policies, and procedures
- Approving assignments of departmental personnel
- Formulating the annual departmental budget and having final authority over department budget expenditures
- Directing the preparation of internal department reports, the annual report, and reports addressed to the mayor
- Directing the preparation of external reports to outside agencies in conformance with federal, state, and municipal laws/ordinances and department policy
- Coordinating the activities of the department with those of other law enforcement and criminal justice agencies

- Promoting public cooperation and goodwill through community interaction and by ensuring the effective communication of information to the community on matters involving the department
- Maintaining efficiency and effectiveness within the department
- Maintaining effective department discipline

### *Deputy Chief*

Deputy chief is the second highest-ranking position in the department and is an exempt employee. Bureau assignments are done at the direction of the chief of police.

The duties and responsibilities of a deputy chief include but are not limited to:

- Commanding a bureau of the department
- Executing policies or directives from the chief of police
- Serving as the acting chief of police, when so designated and in the absence of the chief of police
- Administering bureau and supervising personnel assigned
- Ensuring the enforcement of laws and ordinances
- Developing and reviewing bureau programs, records, reports, and recommending changes
- Ensuring the preparation of the bureau budget and providing administrative oversight of bureau expenditures
- Managing the preparation of plans to improve bureau operations by anticipating future needs and addressing emerging problems
- Providing advice and assistance to the chief of police on bureau and departmental issues

### *Commander and Division Manager*

Commanders and division managers are exempt employees and are the lowest ranking members of the command staff. Commanders and division managers have been entrusted with the direction of a department division. Given the varied operations of each division, the assignments associated with these positions vary. Divisional assignments of commanders are done at the direction of the chief of police.

As some assignments are ongoing or long-term, commanders will make frequent progress reports on them to their superiors, either orally or in writing, as required. Command officers will help their subordinates achieve goals by furnishing direction and coordination for their work. Command officers will take positive steps to create and maintain high morale and a spirit of service among subordinates.

The duties to be performed by a commander or division manager include but are not limited to:

- Providing direction, exercising control, and inspecting those assigned to their command
- Developing and maintaining a positive work environment, including a high sense of morale and in the spirit of service
- Organizing and assigning functions/tasks to units and personnel assigned to the command
- Assigning and ensuring the completion of assigned training
- Assisting and providing direction to other department members to achieve professional and personal goals
- Reporting on ongoing and long-term projects, either orally or in writing, to those at higher echelons of the department, as well as to their chain of command
- Administering division and supervising personnel assigned
- Ensuring the enforcement of laws and ordinances
- Developing and reviewing division programs, records, reports, and recommending changes
- Ensuring the preparation of the division budget and providing administrative oversight of division expenditures
- Managing the preparation of plans to improve division operations by anticipating future needs and addressing emerging problems
- Providing advice and assistance to the assigned deputy chief on division and departmental issues
- Participating in and overseeing the division's disciplinary processes, when necessary

## **Staff Duties and Responsibilities**

### *Lieutenant and Section Manager*

Lieutenants and section managers are exempt employees responsible for an assigned section of the department. Given the varied operations of each section, the assignments associated with these positions vary. Section assignments of lieutenants are done at the direction of the chief of police.

The duties to be performed by a lieutenant or section manager include but are not limited to:

- Providing proper management of the section
- Implementing and the effective delegation of assigned programs, projects, or tasks

## **First-Line Supervisor Duties and Responsibilities**

### *Sergeants and Supervisors*

Sergeants and supervisors are responsible for supervising one or more employees and can either be exempt or non-exempt employees. Given the varied operations, the assignments associated with these positions vary. The assignment of sergeants is done using the department's established testing processes.

The duties to be performed by a sergeant or supervisor include but are not limited to:

- Providing direct supervision to the department's line-level employees
- Ensuring specific tasks assigned to them are performed efficiently and effectively

## **Non-Supervisory Personnel Duties and Responsibilities**

Sworn and civilian members of the department who do not regularly supervise employees and who are not otherwise classified above. Those assigned to this classification are responsible for completing various assigned tasks and functions, depending on their assignment. These positions can either be exempt or non-exempt employees. The assignment of sworn members is done using the department's established testing processes.

### *Patrol Corporal*

A sworn member of the department assigned to a shift at one of the department's patrol divisions. While a patrol corporal will be given preference in fulfilling the role of acting sergeant, they do not regularly supervise employees. Patrol corporals are expected to perform the same tasks and assignments as a police officer assigned to a patrol division.

### *Police Officer*

A sworn member of the department who serves as the most visible representative of the department and the city. As such, police officers play an integral role in the department's ability to carry out its mission and relationship with the community. Police officers may be assigned to uniformed and non-uniformed assignments, and they are responsible for carrying out a variety of assignments. The assignment of police officers is done using the department's established testing processes.

Examples of the duties to be performed by a police officer include but are not limited to:

- Providing a quality law enforcement experience to members of the community
- Developing positive relationships with community members
- Enforcing laws and ordinances
- Responding to calls for service and investigating complaints of disorder and criminal conduct
- Investigating conditions hazardous to life or property and taking the appropriate remedial actions
- Making arrests of persons who have violated laws or ordinances
- Completing detailed reports and conducting assigned follow-up investigations
- Preserving and collecting evidence to conduct investigations and for presentation to appropriate prosecuting authorities

- Participating in the prosecution of law violators by appearing in court to testify to situations observed and actions taken
- Performing other tasks of public interest and community well-being
- Ensuring the department's standing in the community by displaying professional conduct
- Physical requirements to include pursuing fleeing suspects on foot, climbing, crawling, jumping, running, pushing, pulling, and lifting and carrying persons who may be injured or unconscious
- Making forceful arrests

### *Civilian Personnel*

Civilian Personnel serves a significant role in the department's success by providing a variety of direct services to the community and providing various services in support of police officers in their service to the community.

The duties to be performed by civilian personnel include but are not limited to:

- Assisting with or undertaking a variety of administrative assignments
- Analyzing departmental operations and suggesting areas of improvement
- Providing administrative/technical support in the processing of correspondence, reports, arrests, and departmental records
- Inputting or extrapolating information from department databases and systems
- Performing other tasks, as assigned, in support of the department's mission listed in their class specification and/or job description