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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 11.1

SUBJECT: ORGANIZATIONAL STRUCTURE

EFFECTIVE DATE: 10/01/09

REVISED DATE: 04/17/25

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REFERENCE ILEAP: ADM.07.03

INDEX AS:

11.1.1 ORGANIZATIONAL STRUCTURE AND  
FUNCTIONS

11.1.2 ORGANIZATIONAL CHART

PURPOSE:

The purpose of this policy is to establish a formal structure that defines, organizes, directs, and coordinates the components of the Department to ensure effective and consistent operations.

DEFINITIONS:

**Division:** A primary subdivision of the Department. A division has a department-wide function either for general police services or for specialized activity.

**Unit:** A component or subdivision within the Department, specializing in a particular area of law enforcement, that is responsible for handling specific types of duties, investigations, or operations.

**Shift:** A scheduled timeframe assigned to an employee during which they are expected to be present and perform their work duties.

**Function:** A general term for the required or expected activity of a person or an organizational component.

**Organizational Component:** For the purpose of this policy, any organizational entity (i.e., unit, section, division) that is established and staffed on a full-time basis to provide a specific function.

POLICY:

### 11.1.1 ORGANIZATIONAL STRUCTURE AND FUNCTIONS

- A. All Department employees work under the authority of the Police Chief. The Police Chief is the administrative head of the Department. The Police Chief reports directly to the City Manager and is responsible for the overall planning, organizing, and directing of the Department.
- B. The Department is organized into three major organizational components:
  1. Operations Division
  2. Operational Support Division
  3. Administration Division

C. The Operations, Operations Support, and Administration Divisions are subdivided into organizational components, such as units and shifts, as deemed appropriate. The coordination of the divisions is the responsibility of the Police Chief.

D. The organizational subdivisions within the span of control of the Police Chief are grouped by function. A Deputy Chief oversees each of the three divisions, which are identified as follows:

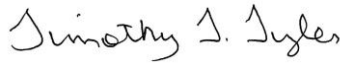
1. Operations Division
  - a. Uniform Patrol
    - 1) First Shift
    - 2) Second Shift
    - 3) Third Shift
    - 4) Power Shift
  - b. Crime Scene Unit (CSU)
  - c. Crisis Negotiations Unit (CNU)
  - d. Explosive Ordnance Disposal (EOD) Unit
  - e. Field Training
  - f. K-9 Unit
  - g. School Resource Officer (SRO) Unit
  - h. Special Weapons and Tactics (SWAT) Team
2. Operational Support Division
  - a. Investigations
  - b. Evidence
  - c. Fiscal Services
  - d. High Tech Crimes Unit (HTCU)
  - e. Intel Analysis
  - f. Street Crimes Task Force (SCTF)
3. Administration Division
  - a. Liquor and Special Events
  - b. Police Services Unit (PSU)
  - c. Professional Standards
  - d. Training & Recruitment

- E. The functional responsibilities of the organization are illustrated on the organizational chart. Position responsibilities are delineated in job descriptions, which are available through the City of Champaign Human Resources Department.

#### **11.1.2 ORGANIZATIONAL CHART**

- A. The organizational structure of the Department is depicted in an organizational chart, which is updated as directed by the Police Chief. The chart reflects the functional responsibility, chain of command, and lines of authority and communication for each organizational component. The organizational chart is accessible to all employees and is available on the Department's webpage.

#### **ISSUING AUTHORITY**

A handwritten signature in black ink that reads "Timothy T. Tyler". The signature is written in a cursive, flowing style.

Timothy T. Tyler  
Police Chief  
Champaign Police Department