

**1.01-4**

**DAYTON POLICE DEPARTMENT  
GENERAL ORDER  
ORGANIZATIONAL STRUCTURE**



**KAMRAN AFZAL – DIRECTOR AND CHIEF OF POLICE**

Rev. 02/26

**POLICY STATEMENT**

The purpose of this policy is to present the Dayton Police Department's organizational structure. Knowledge of an organization's structural hierarchy is necessary for the employees so that the chain of command and other formalities, designed to foster order, are adhered to. Personnel will follow the chain of command in all aspects of police work.

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**I. ORGANIZATIONAL STRUCTURE**

**A. DIRECTOR AND CHIEF OF POLICE**

1. The Chief of Police is the Chief Executive Officer of the Police Department, appointed by the City Manager. By provision of Sections 69-70 of the Charter of the City of Dayton, the Chief of Police has the final authority in all matters of policy, operations, assignment, and discipline of personnel within the Police Department.
2. The following positions are staffed by persons who report directly to the Chief of Police.
  - a. **DEPUTY CHIEF OF POLICE** – See below
  - b. Special Projects Administrator
    - Administers any special initiatives that the Police Department undertakes
  - c. Office Manager
    - Responsible for confidential administrative secretarial work.
    - Coordinates communication and correspondence to and from the Office of the Deputy Chief of Police
  - d. Police Information Specialist
    - Participates in Department award committee activities
    - Researches news media and Department sources for items suitable for news releases
    - Arranges and coordinates news conferences, prepares press releases and media advisories, researches and creates positive stories, works with district / division personnel to provide information to the media
  - e. General Counsel
    - Advises on legal matters
    - Maintains performance history records
    - Presents management's case in disciplinary hearings
    - Is the information liaison between the Police Department and other City Departments in matters regarding disciplinary action

**B. DEPUTY CHIEF OF POLICE**

The Deputy Chief of Police is the Chief Operating Officer of the Department of Police and has authority and responsibility for the day-to-day administration of the agency. The Deputy Chief acts as the Department's



E.E.O.C. (Equal Employment Opportunity Commission) Officer. In the Director and Chief's absence, the Deputy Chief acts as the Chief of Police.

The following report directly to the Deputy Chief of Police:

1. Administrative Aide

- a. Coordinates communication and correspondence to and from the Deputy Chief's office
- b. Reviews injury leave matters
  - 1) Administrative Support
    - Handles telephone calls and face to face contacts to the Chief's Office
    - Routes incoming and outgoing mail
    - Routes internal report processing

2. **Inspections and Audits Bureau Commander**

- The Inspections and Audits Commander will have the authority of the Chief of Police to inspect and audit various areas of operations and processes within the Police Department at the direction of the Deputy Chief of Police.

3. **Professional Standards Bureau Commander**

- Investigates allegations of misconduct by employees of the department
- Investigates critical incidents involving substantial risk of liability to the City, Department and/or its personnel
- Facilitates random drug testing
- Custodian of the Professional Standards Bureau's administrative investigation files
- Maintains employee seniority lists

4. **PATROL OPERATIONS DIVISION COMMANDERS (EAST AND WEST)**

The Patrol Operations Division Commanders manage the operations and personnel of the Patrol Operations Division, which provides uniformed police service within the individual districts in the City of Dayton. The following personnel and units report to this Division Commander: The East Patrol Operations Division Commander will manage the East District and Central Business District while the West Patrol Operations Division Commander will manage the West District.

a. **East Patrol District Commander**

- Coordinates communication and correspondence to and from the office of the Division Commander
- Responsible for managing the uniformed personnel who provide basic police service
- Responsible for liaison with the various community and neighborhood groups within their geographic area
- Conducts supervisory investigations
- Audits work units and work performance
- Monitors overtime expenditures
- Supervises District Coordinator / Stores Clerk
- Coordinates special projects within their geographic area

b. **Central Business District Commander**

- Coordinates communication and correspondence to and from the office of the Division Commander
- Responsible for managing the uniformed personnel who provide basic police service
- Responsible for liaison with the various community and neighborhood groups within their geographic area
- Conducts supervisory investigations
- Audits work units and work performance
- Monitors overtime expenditures



- Coordinates special projects within their geographic area
- c. **West Patrol District Commander**
- Coordinates communication and correspondence to and from the office of the Division Commander
  - Responsible for managing the uniformed personnel who provide basic police service
  - Responsible for liaison with the various community and neighborhood groups within their geographic area
  - Conducts supervisory investigations
  - Audits work units and work performance
  - Monitors overtime expenditures
  - Supervises District Coordinator / Stores Clerk
  - Coordinates special projects within their geographic area
  - Phoenix
- d. **Night Watch Commanders**
- Inspect and take command of critical incidents
  - Acts as the supervisor of the field sergeants and other patrol officers
  - Acts as a department media liaison in the absence of a department Public Information Specialist (PIS)
  - Conducts supervisory investigations
  - Audits work units and work performance
  - Monitors overtime expenditures
  - Coordinates special projects
5. **COMMUNITY SERVICES DIVISION COMMANDER**
- a. **Emergency Operations and Planning**
- Acts as liaison with Montgomery County Office of Emergency Management, Montgomery County Department of Public Health, Ohio Department of Public Safety and other related agencies.
  - Works with other divisions and departments with communication interoperability and plans related to large scale events, emergencies, and Emergency Operations Center operations.
  - Works closely with the Dayton Fire Department Emergency Planner and provides input into strategic planning and decisions regarding police emergency plans
- b. **Special Operations Bureau Commander**
- 1) Special Events Coordinator
  - 2) **Traffic Services Unit**
    - a) Crash Reconstruction
    - b) Red Light / Speed Camera program
    - c) Parking Enforcement
  - 3) **Strategic Response Unit**
  - 4) **Community Engagement Unit**
    - a) Community Engagement Officers
    - b) Recruiting
    - c) Dayton Public Schools Criminal Justice Program



- d) Training and Community Engagement Coordinator
  - e) Mobile Crisis Response Team
  - f) GROW
  - 5) Police Community Programs Supervisor
    - a) Neighborhood Assistance Officers
    - b) Cadet Program
  - c. Specialized Units Oversight
    - 1) SWAT (Special Weapons and Tactics)
    - 2) HNT (Hostage Negotiation Team)
    - 3) Bomb Squad
    - 4) RCMT (Regional Crowd Management Team)
    - 5) Canine Unit
    - 6) Bicycle Unit
    - 7) Honor Guard Unit
    - 8) Motorcycle Unit
    - 9) Small Unmanned Aerial Systems Program
  - d. **Training Bureau Commander**
    - 1) Police Academy
      - a) Academy Officers and Staff
      - b) Employee Wellness Officers
      - c) Range Officers
6. **SUPPORT SERVICES DIVISION COMMANDER**
- a. **Strategic Planning Bureau Commander**
    - Liaison – Regional Dispatch Center
    - 1) Technology Services Unit
    - 2) Strategic Services Unit
      - Front Door Security Services
      - Coordination of Safety Building Cleaning / Maintenance and Projects
      - Has the primary responsibility for being the liaison between the department and the Division of Fleet Management regarding the acquisition, maintenance, and repair of police vehicles
    - a) Abandoned Vehicle Unit
    - b) Public Records Administrator / Video Redaction Unit
  - 3) Administrative Aide



- Conducts research of legal and police issues relating to the department's procedures and practices
- Formulates policies and procedures in line with the department's goals
- Custodian of General Orders, Executive Orders and Administrative Memorandums
- Maintains PowerDMS database

4) Fraternal Order of Police President

b. **Administrative Services Bureau Commander**

1) Bureau of Identification

2) Forensic Services Unit

3) Court Detail

4) Terminal Agency Coordinator

5) Records Information Unit

- Responsible for managing the official record-keeping functions of the Department
- Provides records information to other members of the department and the public
- Data Prep
- Radio Information Unit
- Alarm Administrator
- Auto Recovery
- Tow Administrator

6) Real Time Crime Center

- Telephone Reporting Unit
- Crime Analysts

7) Property Room and Evidence Storage

c. **Senior Business Manager**

1) Budget and Grants Administrator

- Administers grants and any special initiatives that the Police Department undertakes
- Assists with monitoring and preparing the budget

2) Business Office

- Contract management
- Responsible for the implementation of the fiscal policies and procedures of the City of Dayton within the Police Department

c. Payroll

- Establish and maintain personnel records pertaining to payroll and employment matters

d. Business Analyst

7. **INVESTIGATIONS DIVISION COMMANDER**

The Investigations Division Commander manages the operations and personnel of the Investigations Division, charged with the investigation of crimes of violence, property crimes and drug crimes. The following personnel and units report to this Division Commander:



- a. Background Investigations Unit – Administrative role
- b. **Violent Crimes Bureau Commander**
  - 1) Homicide / Cold Case Unit
    - Extraditions
  - 2) Violent Offenders Unit
    - Robbery / Gun Investigations
    - Felony Assaults
    - ATF Task Force
    - Crime Gun Intelligence Unit / NIBIN (National Integrated Ballistic Information Network)
  - 3) Care House Unit
    - Crime Stoppers
    - FBI Crimes Against Children Task Force Officer
  - 4) Joint Terrorism Task Force

d. **Central Investigations Bureau Commander**

- 1) General Assignment Unit
  - Commercial/residential burglaries and Breaking and Enterings
  - Grand theft auto and driving without consent
  - Theft of auto accessories
  - Larceny
  - Certain misdemeanor crimes
  - Metal theft
  - Pawn Shop
  - LEADS Online
  - Online Reporting
  - Financial Crimes, Fraud and Forgery
- 2) Family Justice Center Unit
  - Domestic Violence
  - Special Victims

e. **Special Investigations Bureau Commander**

This bureau participates in various additional functions, such as protection details, assisting other units or agencies in special investigations and performing training functions. Participation with the Regional Sex Trade Operation Reduction Movement (R-STORM) and the R.A.N.G.E. Task Force.

- 1) Major Case Unit
  - DEA Task Force – responsible for complex investigations of crimes involving illegal use, sale, and distribution of controlled substances and pharmaceutical violations in conjunction with the Drug Enforcement Agency
  - Responsible for investigations of pharmaceutical related crimes
  - Responsible for response to complaints and investigation of mid-level crimes involving the illegal use sale and distribution of controlled substances
- 2) Support Unit



- Asset Forfeiture – identification and processing of contraband assets for forfeiture
  - Narcotics Processing – responsible for processing all Drug prisoners, conducting interviews of appropriate prisoners and presenting cases to the appropriate Prosecutor’s Office
  - Liquor – permit investigations and license processing
  - Nuisance Abatement
  - Technical Services
- 3) Safe Streets Task Force
  - 4) Southern Ohio Fugitive Apprehension Strike Team (SOFAST) Task Force Officers

## II. ORGANIZATIONAL CHART

The organizational structure of the Dayton Police Department is presented on an organizational chart, which will be periodically updated and maintained in the Policy and Planning Unit. The chart reflects the chain of command and the lines of authority and communication within the Police Department.

The current organizational chart available in PowerDMS under the Organizational Chart folder.

## III. AUTHORITY AND RESPONSIBILITY

Commensurate authority shall accompany delegated supervisory / command responsibility. Relief command personnel and acting supervisors assume the same responsibility and command the same respect and response to command as the supervisor regularly assigned. In the absence of a designation, where a supervisory decision is needed, the senior officer shall assume such authority.

Limitations of delegated authority for Acting Division Commanders: Certain job duties are the specific responsibility of Majors and cannot be delegated to subordinate personnel including Acting Division Commanders (i.e., lieutenants temporarily performing the duties of a major).

- Conducting show cause hearings
- Approving discipline (written reprimand or below)
- Conducting pre-disciplinary hearings (hearing involving charges & specifications)
- Chairing selection committees for specialized assignments