



Chapter 3

Policy 300

<b>Chapter Topic</b>	Organization & Administration		
<b>Policy Subject</b>	General Organization and Responsibilities		
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<b>Issuing Authority</b>	Burt Buchtinec, Chief of Police		
<b>Applicability</b>	All personnel		
<b>Replaces/Amends</b>	Replaces the version of Policy 300 as issued on 08-09-2024.		

CHAPTER 3 - ORGANIZATION & ADMINISTRATION

Policy 300 - General Organization and Responsibilities

300.1. PURPOSE

300.1.1. This directive:

- a. Defines the general structure of the Police Department.
- b. Describes general responsibilities of certain roles within the Police Department.
- c. Establishes the general duties and responsibilities of the major organizational components.
- d. Defines the command protocol for the Police Department.

300.2. APPLICABILITY

300.2.1. This policy applies to all personnel.

300.3. POLICY

300.3.1. As a paramilitary organization intended to protect the public’s safety, the Emory University Police Department (EPD) depends on clear lines of authority and communication. In addition to the command model of communication, the Chief has an “open door” policy to accommodate employees wishing to discuss any aspect of Department administration or operation.

300.3.2. Pursuant to Emory University Policy 1.9, the Chief of Police has the authority and responsibility for the management, control, and administration of the Emory University Police Department.

300.3.3. The Chief of Police will designate the chain of command.

300.3.4. The chain of command will be observed during normal day-to-day operations.

300.3.5. The Accreditation Manager will make this policy publicly available via the Department website. <sup>(CALEA-LE 11.1.1)</sup>

300.4. DEFINITIONS - None.

### 300.5. PROCEDURES, RULES, AND REGULATIONS

#### 300.5.1. Organization

- a. The Department is organized into areas of functional responsibility and levels of authority. These areas of responsibility include the Department, Bureaus, Sections, Divisions, Units or Precincts, Teams or Shifts, Offices, and Groups.
- b. Bureau: the subordinate organizational component of the Police Department; commanded by the rank of Deputy Chief or Director.
- c. Section: the subordinate organizational component of a bureau; commanded by the rank of Major.
- d. Division: subordinate organizational component of a section; commanded by the rank of Captain.
- e. Unit: subordinate organizational component of a division; commanded by the rank of Lieutenant.
  1. Precinct:
    - (a) a geographic area defined by designated proximate clusters of grounds and buildings owned or occupied by Emory University plus, for patrol purposes, any applicable extension of the campus granted under OCGA § 20-8-1(1).
    - (b) the unit-level organizational component that is responsible for uniformed patrol services of the geographic area(s) in the first definition of "precinct."
- f. Team or Shift: subordinate organizational component of a unit or precinct; commanded by a Sergeant.
  1. Shift: used for patrol components at the team/shift level.
  2. Team: used for non-patrol components at the team/shift level.
- g. Office: an organizational component of the Department that can be assigned to any level from team to bureau, plus the Office of the Chief of Police; command assignment is not defined by the commander's rank (an office can be led by any level civilian supervisory rank or sworn supervisory rank).
- h. Group: a temporary, ad hoc organizational component established to accomplish the goals of a specific project. Groups do not necessarily follow the organizational chart or command structure. A group will have an assigned group coordinator. (ex.: Artificial Intelligence Impact Research Group)

#### 300.5.2. Command Structure

- a. *Command Succession*
  1. In a planned absence, the Chief may delegate the command of the Department in writing. (CALEA-LE 12.1.2.a; IACLEA 1.1.5.b)
    - (a) If the Chief is incapacitated or otherwise unable to command without having made a delegation, the Deputy Chief will take charge.
    - (b) If both the Chief and Deputy Chief are unable to command, in the absence of a delegation of authority, the Major will take charge.
    - (c) If the Chief, Deputy Chief, and Major are unable to command, in the absence of a delegation of authority, the captain with the greatest seniority in rank will take charge.

2. In exceptional circumstances, command protocol will follow the Incident Command System, as in Policy 1801 - Incident Command System (CALEA-LE 12.1.2.b; IACLEA 1.1.5.c)
  3. When multiple divisions are involved in a single, planned operation, the plan should specify who is in charge. When multiple divisions are involved in a single, unplanned operation, follow Policy 1801 - Incident Command System (CALEA-LE 12.1.2.c; IACLEA 1.1.5.c)
  4. In normal day-to-day operations, employees will work within the chain of command and will be responsive to requests for assistance across the chain of command. (CALEA-LE 12.1.2.d; IACLEA 1.1.5.a)
- b. *Sworn Ranks* - The order of rank for sworn positions for EPD is:
1. Chief of Police
  2. Deputy Chief of Police
  3. Major
  4. Captain
  5. Lieutenant
  6. Sergeant
  7. Officer-in-charge (“OIC”; only when no sergeant is on duty)
  8. Field Training Officer (“FTO”; supervisor for their current trainee, only)
  9. Police Officer (“Officer”; all grades) or Detective (“Detective”; all grades)
- c. *Non-Sworn Job Positions*
1. Director of Campus Safety Communications (“Director” or “PIO”)
  2. Business Manager, Sr. (“Business Manager”)
    - (a) Administrative Assistant
  3. Director of Telecommunications (aka, “Director of Emergency Communications”)
    - (a) Telecommunications Supervisor (aka, “Police Communications Supervisor”)
      - (1) Telecommunications Officer (aka, “Police Dispatcher” or “Dispatcher”)
  4. Coordinator, Police Records (“Records Coordinator” or “Records Manager”)
  5. Community Service Officer 2 (“CSO2”; subordinate to a Sergeant)
  6. Community Service Officer 1 (“CSO1”; subordinate to a Sergeant)
  7. Property & Evidence Custodian
  8. Crime Analyst

**d. Exceptions to Adherence**

1. All members of the Department must bear in mind that situations arise when the exact linear chain of command cannot be followed, and circumvention may be necessary to properly complete a designated task or correctly handle an emergency situation.
2. The standard command and rank structure will be considered secondary to the command structure established for an active ICS incident. Personnel will revert to the standard structure upon checking out of an ICS incident.

- e. No employee in the chain of command will deny any employee permission to discuss a problem with the next higher supervisory level.

**300.5.3. Agency Structure** (CALEA-LE 11.1.1; GLECP 3.2; IACLEA 1.1.1.a)

Note: any positions that do not match a sworn rank or non-sworn position above are roles assigned to a member of the agency.

**a. Chief of Police**

1. The Office of the Chief of Police is made up of the Chief of Police and their direct subordinates:

- (a) The Business Manager,
- (b) The Director of Campus Safety Communications (PIO),
- (c) The Director of Enterprise Executive Protection,
- (d) The Chaplain (responsible for the Chaplaincy Program), and
- (e) One Deputy Chief of Police

- b. The Business Manager is the commander of the Business Management Office and supervises two Administrative Assistants.

- c. The Deputy Chief of the Law Enforcement and Administrative Support Bureau supervises:

1. The Major of the Operations Section,
2. The Canine Team,
3. The Quartermaster/Fleet Manager,
4. The Department Training Manager,
5. The Accreditation Manager (responsible for the Accreditation and Compliance Office),

- d. The Major of the Operations Section supervises:

1. The Captain of the Atlanta and Midtown Division,
2. The Captain of the Oxford, Investigations, and Communications Division,
3. The Records Coordinator(s),
4. The Crime Analyst, and
5. The employee assigned as the Threat Assessment and Internal Affairs Investigator (for Internal Affairs investigations, the IA Investigator has the authority to report directly to the Deputy Chief of Police or Chief of Police)

- e. The Captain of the Atlanta and Midtown Division supervises:
  - 1. The Lieutenant of the Atlanta Campus Precinct (or “Atlanta Uniformed Patrol Unit”)
  - 2. The Lieutenant of the Midtown Campus Precinct (or “Midtown Uniformed Patrol Unit”)
  - 3. The Sergeant of the Partnerships, Recruiting, & Outreach Team (“PRO Team”).  
The PRO Team Sergeant oversees:
    - (a) New employees during their orientation period,
    - (b) The CSO2s assigned to the Atlanta Campus.
- f. The Captain of the Oxford, Investigations, and Communications Division supervises:
  - 1. The Lieutenant of the Oxford Campus Precinct (or “Oxford Uniformed Patrol Unit”),
  - 2. The Lieutenant of the Investigations Unit (the Investigations Unit is comprised of one Detective Sergeant and the Detectives),
  - 3. The Director of the Telecommunications Unit (“Director of Emergency Communications”), and
  - 4. The Property and Evidence Custodian.
- g. The Director of the Telecommunications Unit oversees two Telecommunications Supervisors and the employee serving as the Atlanta Precinct Receptionist.
- h. The Lieutenant of the Oxford Campus Precinct Lieutenant oversees two Sergeants who, in turn, oversee their subordinate police officers and CSO2(s).
- i. The Lieutenants of the Atlanta and Midtown Campus Precincts oversee four Shift Sergeants each. The Shift Sergeants manage each shift comprised of police officers and CSO1s.

#### **300.5.4. Organizational Chart** (CALEA-LE 11.1.1; GLECP 3.2; IACLEA 1.1.1.c)

- a. The Police Department shall maintain an organizational chart that does the following:
  - 1. identifies organizational components described in the “Agency Structure” section above,
  - 2. establishes a chain of command, and
  - 3. establishes clear lines of authority.
- b. The organizational chart shall be included in the appendices of this manual (which is accessible to all personnel).
  - 1. The organizational chart shall be made available to the public via the Police Department website. Agency member names shall not be published in the public-facing organizational chart.
  - 2. The organizational chart shall be updated whenever a change in the structure of the Police Department is made.
  - 3. The organizational chart is a written directive; it shall be reviewed at least annually in compliance with Policy 104 - Review Cycle and Process.

**300.5.5. Organizational Component Responsibilities** (CALEA-LE 11.1.1; GLECP 3.2; IACLEA 1.1.1.b)**a. Office of the Chief of Police**

1. Responsible for the overall management of the agency.
2. Chief of Police: the Chief of Police is the Chief Executive Officer of the Police Department. The Chief is the final department authority in all matters of policy and operations. The Chief of Police has the authority and responsibility for the management, fiscal management, control, and administration of the Police Department. (EU Policy 1.9; CALEA-LE 17.1.1) The Chief of Police is accountable to and under the supervision of the Emory University Chief Administrative Officer (CAO). Under O.C.G.A. § 20-8-2, Emory University has the authority to employ “campus policemen” (as defined in O.C.G.A. § 20-8-1(2)); the Chief of Police is responsible for managing this authority.
3. This Office is used to describe the Chief and the Chief’s direct reports.

**b. Business Management Office**

1. Responsible for fiscal management, business operations, and providing administrative support to the rest of the Police Department.

**c. Office of Campus Safety Communications:** Responsible for communicating the Police Department mission to the Emory community, collaborating with Emory University Communications partners to disseminate information, and coordinating the marketing efforts for the Police Department.

**d. Law Enforcement and Administrative Support Bureau:** Responsible for coordinating the operations and support functions of the agency and overseeing the Operations Section, the Canine Team, and the Quartermaster/Fleet Manager combine role.

1. **Quartermaster:** responsible for managing and distributing department property to agency personnel and maintaining stored department property, excluding telecommunications equipment and vehicles.
2. **Fleet Manager:** responsible for managing, distributing, and maintaining the department vehicles and vehicle-mounted equipment (except vehicle-mounted radios).

**e. Enterprise Executive Protection:** Responsible for coordinating and providing personal protection for University and Healthcare executives as designated by the Emory University Office of the President.

**f. The Chaplaincy Program:** Responsible for the administration of [Policy 315](#).

**g. Office of Professional Standards:** used to mean the Accreditation and Compliance Office, the Training Program Office, and the Internal Affairs function. The Deputy Chief is the commander of the Office of Professional Standards.

1. **Accreditation and Compliance Office:** Responsible for monitoring Police Department adherence to professional standards, managing the accreditation process, system administration of the agency’s policy distribution & accreditation management tool, system administration of the agency’s early intervention system tool, and aiding other University compliance programs in ensuring EPD’s compliance with their programs/obligations. Also responsible for ensuring the agency’s

compliance with laws, regulations, and agreements that impose mandates on the Police Department.

2. **The Training Program Office** is responsible for administering the Police Department Training Program and ensuring EPD adherence with Department, University, state, federal, and other training mandates.
  3. **Internal Affairs:** responsible for assisting the Department in maintaining the public trust by conducting administrative investigations of agency members involved in criminal activities, use of force incidents, or violations of departmental policies; and investigating complaints of misconduct, whether received from citizens or agency members.
- h. Operations Section:** Responsible for the day-to-day operations of the agency; the Operations Section contains:
1. The Atlanta & Midtown Division;
  2. The Oxford, Investigations, and Communications Division;
  3. The Property & Evidence Custodian;
  4. The Records Office;
  5. The Crime Analyst; and
  6. The Threat Assessment/Internal Affairs Investigator.
- i. Records Office:** responsible for maintaining and distributing the Department's incident reports and associated documentation, maintaining and submitting NIBRS data, and updating the Daily Crime/Fire Log.
- j. Atlanta and Midtown Patrol Division**
1. Responsible for providing law enforcement services, security patrol services, and initial investigation services to the Atlanta and Midtown Campuses.
    - (a) Atlanta Campus Precinct (Atlanta Campus Uniformed Patrol Unit): provides the above services for the Atlanta Campus.
    - (b) Midtown Campus Precinct (Midtown Campus Uniformed Patrol Unit): provides the above services for the Midtown Campus.
  2. **Office of Partnership, Recruiting, and Outreach ("PRO Team"):** Responsible for recruiting, hiring, and onboarding new employees and coordinating with the hiring and onboarding functions of the University. Also responsible for coordinating the community outreach efforts of the Police Department.
- k. Oxford, Investigations, and Communications Division**
1. Responsible for providing law enforcement telecommunications management, emergency communications services, and investigative services to the rest of the agency and providing law enforcement, security patrol services, and initial investigation services to the Oxford Campus.
    - (a) **Oxford Campus Precinct** (or Oxford Campus Uniformed Patrol Unit)
    - (b) **Investigations Unit** (abbr. "CID"): responsible for criminal investigation, intelligence, and threat analysis.
    - (c) **Telecommunications Unit** ("Emergency Communications Unit"): responsible for taking calls for service, directing the appropriate assets to incidents, and managing the agency's telecommunications equipment.



- I. Campus Precincts (Atlanta, Midtown, & Oxford):** responsible for continuous law enforcement patrol and investigative services to the assigned campuses.
- m. Shifts:** responsible for law enforcement patrol and investigative services to the assigned campuses during the assigned timeframes.

**300.5.6. Delegation of Authority** (CALEA-LE 11.3.1; GLECP 3.6; IACLEA 4.3.1.f)

- a. Members at every level of the Department shall have the authority to make decisions and take actions necessary for the effective execution of their responsibilities.
- b. Supervisors delegating authority shall ensure their subordinates are given the necessary latitude to complete assignments promptly and effectively.
- c. Although each member is accountable for authority delegated to them, supervisors retain the responsibility for supervision of subordinates and ultimate accountability for delegated actions.

**300.5.7. Unity of Command**

- a. Each employee shall be accountable to only one supervisor at any given time. Therefore, each employee is accountable to their designated immediate supervisor as defined in personnel orders or email notifications.  
(CALEA-LE 11.3.2; GLECP 3.3 & 3.4)
- b. Supervisory personnel shall be accountable for the activities of employees under their immediate control. (CALEA-LE 11.3.2; GLECP 3.5)
- c. Responsibilities shall be delegated when necessary to subordinate personnel who shall exercise such authority as is commensurate with their delegated responsibility.
- d. Personnel are responsible for that authority which is exercised and shall be held fully accountable for its use. This does not relieve supervisors of the responsibility of acting in situations that require immediate supervisory attention, decisions, or disciplinary action.
- e. To avoid confusion and conflict, employees will adhere to the established chain of command with the following exceptions:
  - 1. Matters not of an official nature;
  - 2. In response to an unlawful order or one in violation of Departmental or University policies, rules, or regulations; or
  - 3. Emergencies where time is a critical factor;
  - 4. Active ICS incidents.
- f. Non-sworn employees assigned to supervisory positions will exercise the same authority and responsibility over their work areas as a sworn supervisor in the same capacity.

**300.6. PROHIBITIONS:** None other than those listed above.



### **300.7. REFERENCES:**

#### **300.7.1. Accreditation Standards**

- a. CALEA-LE v6.21 Basic: 11.1.1, 11.3.1, 12.1.2**
- b. CALEA-LE v6.21 Adv.: 11.3.2**
- c. GLECP v7.0: 3.3, 3.4, 3.5**



<b>Job Title &amp; Job Code Table</b>		
See Appendix E for full job descriptions		
<b>HR Job Title</b>	<b>Alternate Name(s), Short Name(s), Abbreviation(s)</b>	<b>Job Code</b>
Chief of Police	Chief; CoP	TD30
Deputy Chief of Police	Deputy Chief; DC	TD25
Police Major	Major; Maj.	TD31
Police Captain	Captain; Capt.	TD09
Police Lieutenant	Lieutenant; Lt.	TB01
Police Sergeant	Sergeant; Sgt. (also see Detective Sergeant below)	TB03
Detective 3	Detective; Det.	TB34
Detective 2	Detective; Det.	TB33
Detective 1	Detective; Det.	TB32
Police Officer 3	Officer; Ofc.	TB28
Police Officer 2	Officer; Ofc.	TB27
Police Officer 1	Officer; Ofc.	TB02
Community Service Officer 2	CSO2	WA32
Community Service Officer 1	CSO1	WA01
Dir, Comm (Campus Safety)	Director of Campus Safety Communications; Director; Dir.; PIO	EG86
Business Mgr, Sr.	Business Manager	AC02
Administrative Assistant	Admin. Asst.	DB05
Dir, Emergency Communications	Director of Telecommunications; Dir.	TB29
Supv, Police Communications	Telecommunications Supervisor; Supr.; Supv.	TB13
Police Dispatcher	Telecommunications Officer; Dispatcher; Disp.	LI03
Coordinator, Police Records	Records Coordinator; Records Manager; Coord.	DA11
Property & Evidence Custodian	P&E Custodian; P&E Cust.	DA89
Crime Analyst		TB31



Role Description Table		
Role	Short Name(s), Abbreviation(s)	Notes
Detective Sergeant	Det. Sgt.	Used in place of "Sergeant" for the Sergeant assigned to the Investigations Unit.
Threat Assessment/Internal Affairs Investigator	Inv.	If the role is assigned to a sergeant, "Sergeant" and "Investigator" are used interchangeably, depending on the context (they are not used together like "Detective Sergeant"). If the role is assigned to a detective or an officer, "Investigator" is used instead of the rank associated with the employee's job code.
Officer-in-Charge	OIC	Abbreviation is used when needing to emphasize the temporary authority of the officer over other officers. No associated uniform insignia.
Field Training Officer	FTO or PTO	Abbreviation is used when needing to emphasize the temporary authority of the officer over a trainee. No associated uniform insignia other than award ribbons. The abbreviation "PTO" is being phased out.
Accreditation Manager	AM	Generally referred to by the rank of the person filling the role. See <a href="#">Agency Accreditation</a> policy for role description
Department Training Manager	Training Manager; DTM	Generally referred to by the rank of the person filling the role. See <a href="#">Policy 400</a> for role description.
Quartermaster	QM	Generally referred to by the rank of the person filling the role
Fleet Manager	FM	Generally referred to by the rank of the person filling the role