



GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual

POLICY 1.06 ORGANIZATIONAL STRUCTURE

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06/23/2023

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Approved:


1. PURPOSE AND SCOPE

1. It is the policy of the Goodyear Police Department to have organized components that best promote and further the community oriented policing philosophy, provide exceptional customer service to our citizens and employees, and promote the efficient and effective allocation of resources that will assist in successful accomplishment of the Goodyear Police Department's mission.

2. CHAIN OF COMMAND PROCEDURE

1. CHAIN OF COMMAND

- A. The Goodyear Police Department will utilize a chain of command for communication, command, and direction of agency personnel. The following chain of command has been established to facilitate the decision-making processes within the Goodyear Police Department.

1. Chief of Police
2. Deputy Chief of Police
3. Lieutenant/Division manager
4. Sergeant/supervisor
5. Officer/non-sworn professional employee

2. COMMENSURATE AUTHORITY

- A. Each level of responsibility will be accompanied by commensurate authority. Commensurate authority is the authority given to an individual in a particular position or assignment enabling them to make decisions necessary for the effective execution of their responsibilities.

3. DELEGATION

- A. Employees shall be accountable for the use of delegated authority, as well as for the failure to use delegated authority.

4. ORGANIZATIONAL COMPONENT

- A. Each organizational component is under the direct command of only one supervisor.

5. SUPERVISION

- A. Each employee reports to one (1) supervisor as outlined in the Goodyear Police Department's organization chart.

6. SPAN OF CONTROL

- A. Generally supervisors, both sworn and civilian, should not directly perform day to day supervision of more than nine (9) employees, except if unusual circumstances exist.
 1. Deputy Chiefs of Police are not considered as having day-to-day supervisory responsibility to all personnel assigned to the Bureau, but delegate authority to their subordinate supervisors.
 2. Deputy Chiefs of Police will ensure that adequate and proper supervision is provided to all personnel assigned to their Bureau.

7. COMMAND OUTSIDE OF ORGANIZATIONAL STRUCTURE

- A. Superior ranking officers shall not assume command outside of their own area of the organization structure except when failure to do so would seriously endanger the community or the Goodyear Police Department.

8. MULTIPLE ORGANIZATIONAL COMPONENTS

- A. In situations involving two or more organizational components, the highest-ranking supervisor of the component actively involved in the event will assume command responsibility until such time as that component's participation has been completed or turned over to a specialty unit, i.e., Criminal Investigations Division (CID), Traffic Unit, etc. The Chief of Police shall have final authority to designate command authority.

9. ABSENCE OF THE CHIEF OF POLICE – EXECUTIVE COMMAND

- A. In the absence of the Chief of Police, the Chief will appoint a designee who will assume operational and executive command of the Goodyear Police Department. If the Chief of Police is unable to appoint a designee, the Senior Deputy Chief of Police will assume command of the Goodyear Police Department.

3. GOODYEAR POLICE DEPARTMENT ORGANIZATION

- 1. The Goodyear Police Department is under the direction of the Chief of Police who reports directly to the City Manager.

A. EXECUTIVE AUTHORITY

- 1. The Chief's executive authority for the Goodyear Police Department is established in Goodyear City Code.
- 2. The Chief of Police will have the ultimate responsibility for:
 - 1. Protection of life and property,
 - 2. Preservation of law and order,
 - 3. Investigation and suppression of all crimes (including organized crime), and
 - 4. Enforcement of State laws and City ordinances.
- 3. In addition, the Chief of Police is responsible for direction and/or management of all Goodyear Police Department personnel, equipment, and resources.

B. FUNCTIONAL UNITS

- 1. The functional units within the Goodyear Police Department are described as follows:
 - 1. Bureau: The largest organized unit within the Goodyear Police Department. Each bureau is led by a Deputy Chief of Police and may contain multiple divisions or units.
 - 2. Division: A primary component of a bureau. A division has a department wide function either for general police service or for specialized activity. A division is led by a lieutenant or manager. A division consists of more than one large section of employees.
 - 3. Unit/Squad: When further specialization is needed, a division can be divided into units or squads. Units are used to describe an organizational sub-division which carries out specialized duties, i.e., Traffic Unit, Narcotics Unit and Records Unit. A unit or squad is generally led by a sergeant/supervisor.

4. GOODYEAR POLICE DEPARTMENT ADMINISTRATION

- 1. The Goodyear Police Department is organized into two major components and one sub component: the Field Operations Bureau and the Support Services Bureau are major components and each is managed by a Deputy Chief of Police.
- 2. Also reporting directly to the Chief of Police are the:
 - A. Administrative Services Division

1. This division is overseen by the Administrative Services Manager and is responsible for Planning and Research, Budget Planning and Procurement, and the quartermaster. The Administrative Services Manager reports directly to the Chief of Police.
 2. Administrative Services is responsible for the daily administrative support of police personnel inclusive of payroll and equipment/supply requests.
3. FIELD OPERATIONS BUREAU
- A. The Field Operations Bureau is responsible for the Public Information Officer (PIO), Patrol Divisions, the Tactical Operations Division, and the Special Enforcement Division (SED).
 - B. Public Information Officer (PIO)

The PIO serves as a point of contact for all media personnel and their inquiries. The PIO is responsible for providing print and television media newsworthy information, and for posting and maintaining the Department's social media accounts. The PIO is responsible for serving as the Goodyear Police Department's spokesperson at all incidents where the media is on scene.
 - C. Patrol Divisions: These divisions are overseen by Patrol Lieutenants who are responsible for the oversight of day-to-day police response and enforcement of the law.
 1. Each Patrol Lieutenant is responsible for the function and allocation of personnel assigned to their squads in response to calls for service, traffic enforcement, accident investigation, the police assistant functions, and ensuring that community oriented policing is the philosophy of their assigned shifts.
 2. Uniform patrol shift 1, 2, and 3: Each shift is supervised by a Patrol Sergeant who reports to the corresponding Patrol Lieutenant. Their primary responsibility is the preliminary investigation of crimes and calls for service by citizens occurring during their shift and for community oriented policing and problem solving.
 3. Police Assistants (PA): The Police Assistants will respond to and report certain types of non-emergency calls for service either by telephone or while driving a specially marked Department Vehicle. The Police Assistants report to a Patrol Sergeant.
 - D. Tactical Operations Division: This division is commanded by a lieutenant and is responsible for the supervision of multiple specialty units. The TOD Lieutenant reports directly to the Field Operations Deputy Chief of Police.
 1. K9 Unit: This unit is supervised by a sergeant who reports to the SED Lieutenant. The sergeant is responsible for the supervision of the unit and is responsible for all matters relating to the use and policy of K9. This unit consists of officers are tasked with the proactive patrol and assistance in location of suspects and searching for evidence as well as other K9 specific duties.
 2. Special Investigations Unit: A sergeant is responsible for the supervision of this unit that investigates narcotics crimes and other crimes necessitating extensive or specialized investigations.
 3. Special Assignments Unit (SAU):

This unit is comprised of the Crisis Negotiations Team (CNT) and Special Weapons and Tactics (SWAT) work groups. This unit reports directly to a designated SAU Commander.
 - E. Specialized Enforcement Division: This division is commanded by a lieutenant and is responsible for the supervision of multiple specialty units. The SED Lieutenant reports directly to the Field Operations Deputy Chief of Police.
 1. Traffic Unit: This unit is supervised by a sergeant who reports to the SED Lieutenant. This unit consists of officers who enforce traffic laws, facilitate collision reduction, investigate assigned traffic collisions, and enforce impaired driving within the jurisdiction of the City of Goodyear. The vehicle impound program coordinator reports to the Traffic Sergeant.

2. Public Relations Unit: This unit is tasked with being a liaison between the Department and the community. The unit is responsible for coordination of block watch, community events and special projects.
 1. Volunteers in Police Services (VIPS): This is a group comprised of volunteers that are directly assigned to the Department. The VIPS assist with administrative and in field patrol related activities.
 3. School Resource Officer Unit: This program is supervised by an assigned Sergeant who oversees the activities of the officers assigned to schools in Goodyear.
 4. Homeless Outreach Team: This team is tasked with being a liaison between the Department, the homeless community and resource organizations which assist the homeless.
4. SUPPORT SERVICES BUREAU
- A. The Support Services Bureau, which is overseen by a Deputy Chief of Police, is responsible for the Administrative Division, Professional Standards Division, Telecommunications Division and the Criminal Investigations Division. The Support Services Deputy Chief of Police is also responsible for management and development of Department Policy.
 - B. Administrative Division
 1. This division is supervised by a Lieutenant who oversees Facilities, the Judicial Enforcement Officer, the Records Management Unit and, the Property and Evidence Unit.
 2. Records Management Unit: This unit is supervised by the Records Supervisor who is responsible for the collection, data entry, dissemination, and maintenance of all police reports in the Records Management System (New World Systems) and other related documents generated by the Goodyear Police Department. This unit also completes records redaction.
 3. Property and Evidence Unit
 1. This unit is supervised by the Property and Evidence supervisor and is responsible for the property and evidence storage areas.
 - C. Professional Standards Division (PSD)
 1. This Division is responsible for the security and maintenance of all disciplinary files, for conducting administrative investigations as assigned, for Hiring and Recruitment, and for the Training Unit.
 2. Internal Affairs Unit – This unit is overseen by a Sergeant and is responsible for conducting internal investigations along with audits and inspections.
 3. Training Unit: This unit is overseen by a Sergeant and is responsible for continuing and proficiency training of sworn officers. The unit maintains records of officer training and assists with the overall training curriculum provided to the Department.
 - D. Criminal Investigations Division (CID)
 1. This division is overseen by a lieutenant and is responsible for the follow-up investigation of most criminal offenses. This division is responsible for the Property Crimes, Major Crimes, Special Victims, Forensic Services, Victim Services, Crime & Intelligence and Asset Forfeiture.
 2. Property Crimes Unit:
 1. A sergeant is responsible for the supervision of this unit that investigates felony or misdemeanor property crimes that require detective follow-up.
 2. This unit handles property crime investigations; Internet based financial criminal investigations, organized crime, fraud and the processing of crime scenes, and the collection of evidence.
 3. Major Crimes Unit

1. A sergeant is responsible for the supervision of this unit that investigates all major felony crimes referred from the Field Operations Bureau such as homicide, robbery, extortion, kidnapping, , and child drowning cases.
2. This unit handles certain aggravated assaults, the processing of crime scenes, and the collection of evidence.
4. Special Victims Unit:
 1. A sergeant is responsible for the supervision of this unit that investigates felony crimes related to crimes against children, sex crimes, child molestations, child abuse cases, child abuse and neglect related homicides, and sexual assaults.
5. Victim Services Unit: This unit is supervised by the Victim Services Supervisor and is responsible for assisting victims. The Victim Services Supervisor reports to the CID Lieutenant.
6. Crime and Intelligence Analysis Unit: This unit reviews crime data to assist with crime suppression efforts and identify criminal relationships.
7. Forensic Services Unit: This unit is supervised by the FSU Supervisor and is responsible for managing and processing crime scene evidence.
- E. Telecommunications Division:
 1. This section is overseen by the Telecommunications Manager and is responsible for computer-aided dispatch (CAD), the police radio systems, 9-1-1 and the non-emergency telephone calls to the Department, Arizona Criminal Justice Information System (ACJIS) operations and the entry and storage of warrants within the Goodyear Police Department. Telecommunications Supervisors are assigned to the Telecommunications Manager.