

Greer Police Department General Order 210.1A

Organization

This order consists of the following numbered sections:

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By Order of: *Matt Hamby*
Chief of Police

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I. ORGANIZATIONAL STRUCTURE

The organizational structure of the Police Department consists of the Office of the Chief of Police and four major Divisions. Each Division is further subdivided into organizational components which are identified as Sections, Teams or Functions. Except as noted elsewhere, command and control over members of the Police Department shall be exercised in accordance with the following table of titles as listed in descending order of authority:

- Chief of Police
- Bureau Captain
- Lieutenant
- Sergeant
- Corporal
- Patrol Officer (During service as a PTO or acting supervisor)

- A. The Chief of Police is the Chief Executive Officer of the Police Department and reports directly to the City Administrator.
 - 1. The Bureau Captain serves as Assistant Chief and reports directly to the Chief of Police.
 - 2. The Chief's Administrative Assistant provides administrative support to the Chief of Police and serves as the Department Budget Control Officer.
- B. Four Divisions: Administrative, Patrol, Criminal Investigations (CID) and Operational Support are each commanded by a Lieutenant who reports to a Bureau Captain. The Administrative and Operational Support Lieutenants report to the Support Services Captain. The CID and Patrol Lieutenants report to the Operations Captain.
 - 1. The Administrative Division consists of Personnel, Training, Hiring and Recruitment, Procurement, Infection Control, Public Information (Social Media), Community Outreach, Records Section, Special Projects and Planning and Accreditation. The Training Section Sergeant, Community Outreach Sergeant, and the Records Supervisor all report to the Administrative Lieutenant
 - 2. The Patrol Division is under direct command of a Lieutenant and is divided into five (5) patrol teams, each under the direct command of a Sergeant. Each team also has one (1) Corporal assigned to assume supervisory responsibility and authority in the absence of the Sergeant. The Operations Bureau is responsible for Special Events and Planning
 - 3. The Criminal Investigation Division is under the direct command of a Lieutenant. The Detective Sergeant acts as the Division Commander in the absence of the Lieutenant. CID consists of the Detectives, Juvenile Investigator, Vice/Narcotics Officers and the Victim Advocate.

4. The Operational Support Division (OSD) is under the direct command of a Lieutenant. The Operational Support Division consists of the Communications and Detention Sections, and Judicial Services. The Detention Section consists of a Sergeant and Detention Officers. The Communications Section consists of a Communications Manager and telecommunicators. The OSD Commander is also responsible for regulating towing services and issuing taxi permits and Animal Control.

II. ORGANIZATIONAL CHART

The organizational chart reflects the chain of command and the line of authority and communication within the Police Department. Each employee is accountable to only one supervisor at any given time. Each organizational component is under the direct command of only one supervisor. The organizational chart will be updated and posted as changes occur.

III. ORGANIZATIONAL COMPONENTS RESPONSIBILITIES

A. Patrol Division

The Patrol Division is composed of five (5) teams staffed by uniformed officers. The Patrol Section is responsible for the protection of life and property, the prevention of crime and the apprehension of offenders through continuous, 24 hour patrol by uniformed officers. The patrol force is responsible to preserve the public peace, respond to calls for service, render assistance to persons, conduct preliminary investigations of all criminal acts, and conduct follow-up investigations when so assigned.

The Echo Team represents the fifth team assigned to the patrol division and consists of Traffic Officers who work to reduce traffic collisions in the City, K-9 officers, and mid-shift patrol officers that supplement patrol duties during peak call for service hours.

B. Criminal Investigation Division (CID)

CID is a general assignment investigative unit with the additional responsibility for the Juvenile Investigations, Vice/Narcotic and Victim Advocate functions. The primary function of the Division is to accomplish extended, follow-up investigation of criminal offenses occurring within the City of Greer and to identify, apprehend and assist in the successful prosecution of criminal offenders.

1. General Assignment Detective Section- The primary function of this unit is the investigation of violent crimes and UCR Part I offenses and follow-up investigations. The unit personnel perform such other functions as may be assigned by the Division Commander consistent with the mission of the Police Department and the goals and objectives of the Criminal Investigation Division.
2. Vice/Narcotics Officers investigate illegal drug activity, gambling and other vice.
3. Victim Advocate provides services to crime victims.

C. Operational Support Division

This Division consists of the Communications, Detention, and Judicial Services Sections. Additionally, the Division Commander is responsible for regulating the towing services, issuing taxi permits and Animal Control.

1. Communications Section- This unit receives, analyzes and dispatches calls for police, fire and emergency medical services. It also operates the SLED terminal which provides the Department with direct access to many operational computer files on a state and national level. The unit personnel perform such other duties as may be assigned by the Division Commander, the Communications Manager or, in his absence, the on-duty patrol squad supervisor, consistent with the mission of the Police Department and the goals and objectives of the Operational Support Division.
 2. Detention Section- The primary function of this unit is to receive, fingerprint, photograph and book in-coming adult and juvenile defendants and to arrange their prompt transportation to the appropriate detention facility unless released on bond. Secondary functions of this unit are to answer in-coming telephone calls, maintain the Department warrant file and such other duties as may be assigned by the Operational Support Division Commander, the Detention Sergeant or, in his absence, the on-duty patrol squad supervisor, consistent with the mission of the Police Department and the goals and objectives of the Operational Support Division.
 3. Towing Services- The Operational Support Division Commander is responsible for receiving tow service applications from tow companies, inspecting their vehicles and storage facilities and placing them on the tow list maintained by Communications.
 4. Judicial Services Section- Provides Bailiff duties, and Property and Evidence Control.
 5. Animal Control- responds to animal complaints.
- D. Administrative Division

The Administrative Division unit is responsible for Personnel, coordination of PIO duties Procurement, Infection Control, Community Outreach, and the Records Section. The Records Section maintains all records generated by the Department and provides such records to the public as necessary. In addition, this unit is responsible for School Resource Officers who report to the Sergeant over Community Outreach.

IV. COMMAND PROTOCOL

- A. Joint Patrol/Criminal Investigation Division Operations
1. The officer assigned to a call will be in charge unless:
 - a. relieved by an investigator called to the scene.
 - b. relieved by a supervisor
 2. The investigator assigned to the crime will be in charge of the crime scene unless relieved by a supervisor.
 3. In all cases where a supervisor relieves the officer or investigator at the scene, the supervisor will then assume command and control of the situation.

- B. Command protocol in single operations involving personnel of different sections or units will normally be determined by rank, but a command officer's appearance on the scene does not automatically place him/her in charge of that scene unless he/she assumes control and announces he is taking command of the scene. While rank normally determines command there may be instances in which the needs of the operation and the expertise required may dictate that an officer of lesser rank be given command.

V. SPAN OF CONTROL

- A. Command officers in the Police Department are given specific areas of assignment over which they are in command at all times.
- B. Supervisors will not have under their control an excessive number of employees as determined by the Chief of Police for effective direction, coordination and control. As a general policy, this will not exceed ten (10) employees. Supervisors shall be accountable for the performance of employees under their immediate control.

VI. AUTHORITY AND RESPONSIBILITY

- A. Authority to Execute Functions

For the Police Department to succeed, responsibility must be accompanied by necessary authority. Authority to execute the required activity of each organizational component is delegated by the Chief of Police through the command structure to individual employees. At every level of the Police Department, employees will be given authority and are expected to make decisions necessary for the effective execution of their responsibilities.

- B. Responsibility for the Use of Authority

1. The Chief of Police is ultimately responsible for the performance of the Police Department. To assist the Chief in accomplishing the mission, goals and objectives of the Department, employees are vested with the authority necessary to perform the duties of their assignment.
2. Each employee, by virtue of their position in the Police Department, will be held accountable for their overall performance. The use or failure to use delegated authority in accomplishing the responsibilities of their position will be measured through the performance evaluation process.