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1. PURPOSE

The purpose of this policy is to outline the authority, duties, and responsibilities of the rank structure and assignment. This policy further defines the functions of the major organizational elements.

2. PERSONS AFFECTED

All personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department to clearly establish and maintain the administration and organization of the major elements within the department and to define the duties and responsibilities of each element.

4. DEFINITIONS

4.1. **Bureau** – A major or primary organizational element of the department.

4.2. **Division** – The primary functional part of a bureau.

4.3. **Section** – A functional element of a bureau or division with a specialized responsibility or activity.

4.4. **Area** – The primary geographical or territorial element of the department.

4.5. **Area I** – Refers to the area composed of the police districts of Puna, South Hilo, and Hāmākua/North Hilo.

4.6. **Area II** – Refers to the area composed of the police districts of Ka'ū, Kona, North Kohala, and South Kohala.

4.7. **District** – A geographical subdivision of an area.

4.8. **Commanding Officer** – The officer regularly assigned by the Police Chief to command any bureau, division, district, section, or other unit of the department, and the same designation shall apply to any police officer, regardless of grade, who may be temporarily in command of such units.

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5. ORGANIZATION

The police department consists of a Police Commission, a Police Chief and the necessary staff.

5.1. **Police Commission**

- 5.1.1. The Police Commission consists of nine members appointed by the Mayor with the approval of the County Council in the manner provided by the county charter.
- 5.1.2. The Police Commission shall adopt such rules as it may consider necessary for the conduct of its business and regulation of the matters committed to its charge by law.

5.2. **Police Chief and Deputy**

- 5.2.1. The Police Chief is appointed by the Police Commission and may be removed by the Police Commission.
- 5.2.2. The Deputy Chief shall be appointed by the Police Chief with the confirmation of the Police Commission and may be removed by the Chief with the approval of the Police Commission.

5.3. **Staff**

The department shall be organized into three main bureaus:

- 5.3.1. Administrative
- 5.3.2. Area I Operations
- 5.3.3. Area II Operations

Each bureau shall be under the command of an Assistant Chief designated by the Police Chief and shall be composed of such number of sworn and civilian personnel as may be assigned.

6. ADMINISTRATION

6.1. Delegation of Duties

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6.1.1. For administration purposes, the Police Chief may decentralize administration of the department by delegating specified duties, responsibilities and authority to the Deputy Chief, Assistant Chiefs and to the commanding officers of the several bureaus, districts and divisions of the department.

6.1.2. The Police Chief shall coordinate all departmental functions and activities. This includes formulating and enforcing departmental policies and issuing such orders, rules, instructions or duty manuals as necessary to prescribe and fix in detail the duties and responsibilities of the different units of the department and of the personnel assigned thereto.

6.2. Organizing and Staffing

6.2.1. The Police Chief shall organize the force so that related tasks and activities may be grouped for assignment to a unit under the supervision of a competent superior officer.

6.2.2. A logical and clear-cut chain of command with definite channels of communication, responsibility and authority shall be established. Personnel and equipment shall be organized to meet current needs but with sufficient flexibility to be readily adapted to new and changing situations.

6.3. Personnel

6.3.1. The entire personnel of the police department shall constitute a body. Any of the sworn and civilian personnel may at any time be placed on day or night duty for any period of time, temporarily or permanently.

6.3.2. They may also be assigned or transferred within the department from one district or bureau to another without regard to the district or bureau to which they are regularly assigned.

6.4. Planning

The Police Chief or designee shall direct planning for probable emergencies and formulate procedures to be used in the event such emergencies occur.

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Plans shall be formulated to meet both the immediate and the future needs of the department.

6.5. Control Devices

6.5.1. The Police Chief shall establish such control devices as deemed necessary to ensure the effective administration of the department. Included are systems of inspections, efficiency ratings, work performance evaluations, and case follow-up.

6.5.2. The Police Chief shall inspect the manner of operation and the efficiency of the department and of each of its organic units. Suitable inquiry shall be made into any charge of inefficiency or dereliction of duty against any unit of the police department and any personnel.

6.6. Discipline

The Police Chief shall maintain reasonably strict discipline throughout the department and shall require compliance, obedience and enforcement of department orders, procedures, rules and regulations. Satisfactory conduct and behavior by all personnel shall be required and enforced.

7. FUNCTIONAL RESPONSIBILITIES OF THE POLICE COMMISSION, POLICE CHIEF, DEPUTY CHIEF, AND STAFF

The functional responsibilities shall be as hereinafter set forth:

7.1. **Police Commission**

7.1.1. Serves as liaison between the public, the police and the County Administration.

7.1.2. Reviews operations as necessary for the purposes of making recommendations to the Police Chief.

7.2. **Police Chief**

7.2.1. Performs as administrative head of the department.

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- 7.2.2. Exercises such powers and fulfills those responsibilities connected with this office as provided by law.
- 7.2.3. Interprets and enforces police commission's policies.
- 7.2.4. Responsible for departmental planning, organization, direction and external relations.
- 7.2.5. Administers budget.
- 7.2.6. Appoints, directs, trains, equips, maintains, and supervises the force of sworn and civilian personnel pursuant to the rules of the Police Commission.

7.3. **Deputy Chief**

- 7.3.1. Executes and enforces orders and directives of the Police Chief.
- 7.3.2. Exercises direction and supervision over the Area I Operations Bureau, Area II Operations Bureau, the Administrative Bureau, and the Vice Division.

7.4. **Assistant Chief of Administrative Bureau**

- 7.4.1. Directs personnel and training.
- 7.4.2. Coordinates public services.
- 7.4.3. Directs research and development.
- 7.4.4. Directs fiscal services.
- 7.4.5. Directs records and identification.
- 7.4.6. Directs gun registration.
- 7.4.7. Directs custody of evidence and property.
- 7.4.8. Directs court services.
- 7.4.9. Directs traffic services.

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7.4.10. Directs radio communications and maintenance.

7.4.11. Directs police community relations programs.

7.4.12. Directs dispatch operations.

7.4.13. Manages Special Response Team and Crisis Negotiation Team

7.5. **Assistant Chief of Area I Operations Bureau**

For operations conducted in Area I:

7.5.1. Directs patrol services.

7.5.2. Plans for and directs police reserves.

7.5.3. Directs criminal and juvenile investigations services.

7.6. **Assistant Chief of Area II Operations Bureau**

For operations conducted in Area II:

7.6.1. Directs patrol services.

7.6.2. Plans for and directs police reserves.

7.6.3. Directs criminal and juvenile investigations services.

8. ORGANIZATION AND FUNCTIONS OF AREA I AND AREA II OPERATIONS

The organization and function of the principal Area I and Area II divisions of the department shall be as hereinafter described.

8.1. **Patrol Operations**

8.1.1. Directed by an Assistant Chief, the Patrol Operations of all districts shall be commanded by the designated Police Major of Areas I and Area II.

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8.1.2. Specifically assigned Districts shall be commanded by a Police Captain and assisted by Police Lieutenant(s) and/or Police Sergeants. Other Districts may be commanded by a Police Lieutenant and/or Police Sergeant under the direction of an assigned Captain. The Districts will be divided into three watches, each assigned to a scheduled shift.

8.1.3. Each watch shall be composed of such sworn and civilian personnel as may be assigned by the Police Chief.

8.1.4. Function – Patrol the streets and highways of the city, towns and districts in patrol cars, motorcycles or on foot for the purpose of preventing crime, preserving peace, protecting life and property, enforcing laws and ordinances and serving the public. Check the security of doors and windows of business establishments. Check the security of unattended private homes when requested. Control public gatherings and the flow of motor vehicle traffic. Perform services relative to public health and safety. Investigate persons whose conduct is suspicious. Make surveillances and inspect places that may be hangouts for suspicious persons and possible law violators. Receive and process complaints made by citizens and arrest offenders. Serve legal processes and legal documents. Make preliminary or complete investigations of crimes as may be required, search crime scenes for evidence, protect crime scenes and preserve evidence. Investigate all types of accidents. Issues citations to traffic law violators. Perform coroner's function.

8.2. Traffic Enforcement Unit

8.2.1. Command and Organization – Under the respective management of the Police Major of Area I and Police Major of Area II, each Traffic Enforcement Unit shall be commanded by a Police Sergeant. The Traffic Enforcement Unit shall be composed of such number of sworn and civilian personnel as may be assigned by the Police Chief.

8.2.2. Function – Specialize in traffic, impaired driving and distracted driving enforcement. Investigate all fatal investigations for the purpose of apprehending, interrogating and prosecuting the responsible persons and recovering evidence. Maintain

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investigative liaison with outside police and other law enforcement agencies. Examine fatal accident scene for identification of evidence. Enforce all laws and ordinances relating to traffic and motor vehicles and the operation thereof. Review major traffic casualties as assigned. Evaluate traffic investigation and enforcement problems to determine remedial measures for traffic safety. Maintain records of traffic fatalities and enforcement. Compile fatal traffic statistics for State of Hawaii, Department of Transportation. Performs other related duties as required.

8.3. **Police Reserves**

8.3.1. Command and Organization – Under the direction of the Assistant Chief of Area I and Area II, Police Reserves shall serve under the immediate supervision of the commanding officer of the district or division to which they are assigned. The Police Reserves shall be composed of sworn volunteer reserve police officers who meet the requirements and qualifications established by the Police Chief.

8.3.2. Function – The function of the Police Reserves is to supplement and augment regular personnel through the performance of assignments such as patrolling, station-house duties, guard posts, surveillance, special details, emergency duties, and other related duties as required.

8.4. **Criminal Investigation Division**

Directed by an Assistant Chief, the Criminal Investigation Division shall be commanded by a Police Captain, one in Area I comprised of three sections: Criminal Investigations, Juvenile Aid, and Crime Lab, and one in Area II comprised of two sections: Criminal Investigations and Juvenile Aid. The division shall be composed of such number of detectives, police officers, police investigative operations clerks and other personnel as may be assigned by the Police Chief.

8.4.1. **Criminal Investigation Section**

a. Command and Organization – Under the management of the commanding officer of the Criminal Investigation Division, the Criminal Investigation Section shall be commanded by a Police Lieutenant. It shall be composed of such number of

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detectives, police officers, and other personnel as may be assigned by the Police Chief.

- b. Function – Investigate all assigned crimes of fraud, theft and violence and apprehend those guilty thereof. Investigate all assigned felonies and major crimes for the purpose of apprehending, interrogating and prosecuting the responsible persons and recovering stolen property. Question persons arrested by the patrol units when requested to do so. Inspect pawn shops and scrap yards. Arrest and/or question persons wanted by other jurisdictions. Maintain investigative liaison with and assist outside police and other law enforcement agencies. Prepare and distribute flyers and circulars of lost or stolen property or missing persons. Warn merchants and businessmen regarding suspected illicit and criminal operations and the habits and activities of suspected criminals. Examine crime scenes for identification of evidence. Performs a variety of physical, chemical, instrumental, and microscopic analyses of evidence in connection with crime detection and law enforcement work; and performs other related duties as required.

8.4.2. **Juvenile Aid Section**

- a. Command and Organization – Under the management of the Commanding Officer of the Criminal Investigation Division, the Juvenile Aid Section shall be commanded by a Police Lieutenant. It shall be composed of such numbers of detectives/sergeants, police officers, and other personnel as may be assigned by the Police Chief.
- b. Function – Responsible for investigating cases involving juveniles as victims or perpetrators. Investigations conducted include assaults, property crimes, and status offenses. The Juvenile Aid Section is further tasked with sexual assault investigations and serious domestic violence cases. Also, a Police Officer III Canine Handler is assigned to assist with status offenders and conduct searches for missing children and other individuals. JAS also investigates referrals from Adult Protective Services, and referrals from Child Protective Services.

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8.4.3. **Crime Lab**

- a. Command and Organization – Under the management of the Assistant Chief, the Crime Lab shall be under the supervision of a Criminalist III and composed of such number of Criminalist I/II, and other personnel as may be assigned by the Police Chief.
- b. Function - Perform a variety of physical, chemical, instrumental, and microscopic analyses of evidence in connection with crime detection and law enforcement work. Serve as technical expert and advisor in criminalistic matters.

8.5. **Office of Professional Standards/Criminal Intelligence Unit**

- 8.5.1. Command and Organization – Under the management of the Police Chief, the Office of Professional Standards/Criminal Intelligence Unit shall be commanded by a Police Captain. It shall be composed of such number of detectives and police officers as may be assigned by the Police Chief.
- 8.5.2. Function – As a Criminal Intelligence Unit, the duties are to keep police administrators informed of the extent, nature, and characteristics of organized crime activity and bring justice to all law enforcement and prosecutorial agencies of the Federal, State, and County governments.
- 8.5.3. As the Office of Professional Standards, the duties are to investigate allegations of misconduct by departmental personnel as assigned.

8.6. **Vice Division**

Directed by the Deputy Police Chief, the Vice Division shall be commanded by a Police Captain. It shall be comprised of two Vice Sections, one in Area I and one in Area II, and composed of such number of detectives, police officers, and other personnel as may be assigned by the Police Chief.

8.6.1. **Vice Section**

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- a. Command and Organization – Under the management of the Commanding Officer of the Vice Division, the Vice Section shall be commanded by a Police Lieutenant. It shall be composed of such number of detectives, police officers, and other employees as may be assigned by the Police Chief.
- b. Function – Take all necessary action for the prevention and suppression of all forms of commercialized vice, including gambling and prostitution and illegal traffic in narcotics. Provide support in high crime areas, on security details, in surveillances and stakeouts, in intelligence and background investigations, security at public gatherings and drug education programs.

8.7. **Special Response Team (SRT)**

- 8.7.1. Command and Organization – Under the management of the Assistant Chief of the Administrative Bureau, the Special Response Team shall be commanded by a Police Lieutenant. It shall be composed of such number of sergeants/detectives and police officers as may be assigned by the Police Chief.

The respective Area Major or designee, who has completed the appropriate training, shall be the Incident Commander for incidents that involve the utilization of SRT.

- 8.7.2. Function – Responding to critical incidents involving hostage and barricade situations, high risk search warrants and apprehension of individuals with the propensity for violence; homeland security; terrorist and sniper situations; riot control; location and disposal of improvised explosive devices, witness protection, and witness/dignitary protection.

8.8. **Crisis Negotiation Team (CNT)**

- 8.8.1. Command and Organization – Under the management of the Assistant Chief of the Administrative Bureau, the Crisis Negotiation Team shall be commanded by the rank of Lieutenant or higher. In the absence of such rank, the team may be commanded by the rank of sergeant as approved by the Police

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Chief. It shall be composed of such number of sergeants/detectives and police officers as may be assigned by the Police Chief.

- 8.8.2. Function – Responding to critical incidents involving the holding of any person against their will by an armed or potentially armed suspect. Responding to a standoff created by an armed or potentially armed suspect in any location, whether fortified or not, who is refusing to comply with police demands for surrender. Provide highly skilled negotiators to successfully manage and resolve an incident.

8.9. **Community Policing (CP)**

- 8.9.1. Command and Organization – Community Policing Officers shall fall under the management of their respective District Commander. The South Hilo District unit shall be under the command of a Police Lieutenant, and the Kona unit shall be under the command of a Police Sergeant. It shall be composed of such number of police officers as may be assigned by the Police Chief.

- 8.9.2. Function – Assist in the development of various community relations and crime prevention programs. Acts as a liaison between community and business groups and as a facilitator in resolving police-community disputes. Research, prepare and deliver crime prevention/awareness presentations to community and business associations. Advise and counsel community and business members on crime prevention and intervention methods. Organize and maintain Hawaii Police Activities League (HI-PAL).

8.10. **School Resource Officer (SRO)**

- 8.10.1. Command and Organization – School Resource Officers shall fall under the management of their respective District Commander. The South Hilo District unit shall be under the command of a Police Lieutenant, and the Kona unit shall be under the command of a Police Sergeant. It shall be composed of such number of police officers as may be assigned by the Police Chief.

- 8.10.2. Function – Work closely with school administrators and students to identify and address problems that arise among the student population. Develop effective and efficient law-related school

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assignments and coverage plans to include the Safety and Emergency Preparedness Program. Provide instruction to students and school officials on various anti-crime, anti-drug, and anti-violence programs. Perform other related duties.

9. ORGANIZATION AND FUNCTIONS OF DIVISIONS – ADMINISTRATIVE BUREAU

Directed by an Assistant Chief, the Bureau shall be composed of two Divisions: Administrative Services, and Technical Services Division and two sections: Human Resources Section and Finance Section.

9.1. **Administrative Services Division**

Commanded by a Police Major, it shall be comprised of the following sections: Administrative Services, Training, Word Processing Center, Community Relations, Safety and Health Unit, and Accreditation Section.

9.1.1. **Administrative Services Section**

- a. Command and Organization – The Administrative Services Section shall be commanded by a Police Captain with the assistance of, Police Sergeant(s), and such police officers and other personnel as may be assigned by the Police Chief.
- b. Function – Conduct research and planning in the areas of administration, operations, legislative needs and paperwork simplification. Prepare general orders and compile the department's annual report, statistical tables and analyses. Develop performance and work evaluation studies of personnel. Conduct research and develop standards and techniques to improve police services.

Provide all functions included in the area of personnel administration, including recruitment, training, testing, inspections, performance evaluations, investigation of violations of rules and regulations, preparations of official memorandums, special orders, personnel orders, disciplinary orders, and administrative notices, development of the departmental vacation and physical examination schedules, supervision of personnel files, investigation of work-related

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injuries involving departmental personnel, maintenance of health fund files, maintenance of EEOC and Affirmative Action records, prepare press releases, and conduct public education programs, and the chaplaincy program.

9.1.2. **Training Section**

- a. Command and Organization – The Training Section shall be commanded by a Police Sergeant and staffed with such police officers and personnel as may be assigned by the Police Chief.
- b. Function – Direct and coordinate police training projects and educational programs including recruit school, recall and in-service training sessions. Design and schedule all entry, in-service and specialized training for recruits, police officers, reserve officers and civilian personnel. Conducts research into departmental operations to determine training needs. Plan and coordinate recruitment programs to include pre-employment investigations, and scheduling of physicals for sworn and civilian personnel.

9.1.3. **Word Processing Center**

- a. Command and Organization – Under the supervision of a Clerical Supervisor and assisted by an Assistant Clerical Supervisor, it will be staffed with such personnel as may be assigned by the Police Chief.
- b. Function – Responsible for providing centralized report writing for the department by receiving dictated reports, transcribing, proofreading, and producing completed typewritten material.

9.1.4. **Community Relations**

- a. Command and Organization – Supervised by a Police Sergeant in Community Relations/Crime Prevention, it will be staffed with such other police officers and personnel as may be assigned by the Police Chief.

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- b. Function – Develop and maintain positive interaction between the community, government agencies and the department. Provide information, materials, and speakers on all aspects of police work. Represent the department as a speaker before groups and associations. Develop programs to improve police-community relations including police/school/youth relations.

9.1.5. **Safety and Health Unit**

- a. Command and Organization – Supervised by a Police Sergeant in Community Relations/Crime Prevention, it will be staffed with such other police officers and personnel as may be assigned by the Police Chief.
- b. Function – Responsible for reviewing and investigating workers’ compensation cases for abuse; the department’s random drug testing program; coordinating and scheduling annual physicals; providing comprehensive information on safety and health issues; conducting workplace safety classes and inspections; maintaining the department’s automated external defibrillator (AED) program; as well as other related activities.

9.1.6. **Accreditation Section**

- a. The Police Chief shall appoint a member of the department to serve as the Accreditation Manager. The Accreditation Manager shall be under the command of the Police Major of Administration. The Accreditation Manager shall be staffed with such number of personnel as may be assigned by the Police Chief.
- b. This position shall hold the rank of Lieutenant and have a strong knowledge of department directives, state and county laws, police administration, and principles of supervision.
- c. The Accreditation Manager shall be situated within the Administrative Bureau and shall be responsible for acquiring and maintaining accreditation status with the Commission on Accreditation for Law Enforcement Agencies (CALEA).

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- d. The Accreditation Manager will coordinate and supervise the self-assessment, mock assessment, and on-site assessment as required by CALEA.
- e. Commanders shall ensure that all periodic reports, reviews, and other activities mandated by applicable accreditation standards, are accomplished.
- f. The Accreditation Manager shall help ensure their accomplishment by periodically providing Commanders a list of such required activities. This list should include all activities related to “Time Sensitive Standards” as defined by CALEA, and all activities affected by changes in applicable accreditation standards.
- g. The Accreditation Manager shall review all CALEA standards for compliance and prepare an annual report to the Police Chief. The annual report shall include standards which are in compliance and corrective measures taken in instances where a standard was not met.

9.2. Technical Services Division

Commanded by a Police Major, it shall be comprised of the following sections: Traffic Services, Records and Identification, Communications Maintenance, Communications Dispatch, and Information Technology.

9.2.1. Records and Identification Section

- a. Command and Organization – The Records and Identification Division shall be commanded by a Lieutenant and such number of personnel as may be assigned by the Police Chief.
- b. Function – Maintain report and record files of the department. Review police reports and maintain a follow-up system to assure completion of each case. Handle departmental correspondence pertaining to police cases. Process applications for Permit to Acquire, License to Carry, and registration of firearms. Take custody of property and

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evidence received or recovered by the department. Refer cases to the district court for the court calendar. Process warrants and complaints against offenders. Maintain liaison between the court and police personnel, and between the prosecutor's office and members. Provide staff supervision over the records duties of all members; coordinate the reporting activities of all members and units. Plan and design record forms. Process civil documents for service. Release copies of reports as required.

Provide identification services, including fingerprinting, photography, maintenance of fingerprint identification and photograph files. Search identification files and develop individual criminal history records. Furnish civil identification service to applicants and other persons.

Houses the Body Worn Camera (BWC) unit, under the supervision of its own Police Sergeant. The BWC unit issues, maintains and inspects equipment related to BWC systems; provides training to personnel in the use of BWC, processes and disseminates digital evidence for criminal and internal investigations including media relations inquiries; provides court testimony on BWC technical functions or policies, researches and assists with new policies and stays abreast of new technologies and trends in related fields.

9.2.2. Traffic Services Section

- a. Command and Organization – The Traffic Services Section shall be commanded by a Program Manager in charge of motor vehicle traffic and safety functions and staff with such other personnel as may be assigned by the Police Chief.
- b. Function – Review investigations of major traffic casualties as assigned. Evaluate traffic investigation and enforcement activities of the patrol services. Conduct traffic safety education programs in the schools and for the public. Assist the Planning and Traffic Departments in conducting special studies and research on needed traffic safety measures and in analyzing problems to determine remedial measures. Maintain records of traffic casualties, hazards and

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enforcement. Compile traffic statistics. Provides training to the Junior Pedestrian Officers in Schools upon request from the School Administrator. Analyze collision reports and prepare summaries for use by patrol services in maintaining a selective enforcement program. Conduct specialized traffic surveys and prepare reports for the Police Chief. Develop and recommend engineering plans for the solution of traffic problems. Initiate and assist in the preparation of traffic control legislation. Initiate, monitor, and account for Federal Highway Safety Project Grants related to traffic safety. Coordinate and supervise the School Crossing Guard Program.

9.2.3. **Communications Maintenance Section**

- a. Command and Organization – The Communications Maintenance Section shall be supervised by a Radio Technician and such other personnel as may be assigned by the Police Chief.
- b. Function – Plan, install, and maintain the radio communication system for the County of Hawai‘i. Make periodic inspections and repairs to all base and mobile radio equipment. Install and maintain other electronic equipment such as sirens, emergency blue lights, recorders, etc. Keep official records and logs.

9.2.4. **Communications Dispatch Section**

- a. Command and Organization – The Communications Dispatch Section may be supervised by a Police Lieutenant and staffed by Police Sergeants, Supervising Police Communications Officers, Police Communications Officers, and other personnel as may be assigned by the Police Chief.
- b. Function – Dispatches police to emergencies, disasters, and other public calls for assistance through the public safety communication system. Maintains daily activity record of telephone and radio traffic. Broadcasts, relays and works in conjunction with Civil Defense, HAWAS, NAWAS and other agencies through the emergency safety network.

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Operates a centralized dispatch or E-911 emergency system through a computer aided dispatch network which integrates telephone answering, dispatching, and computer information with Police, Fire and government coordination. Responsible for receiving, processing, and transferring requests of non-emergency or informational calls to the appropriate entity or agency. Communicates messages to/for departmental personnel.

9.2.5. **Information Technology**

- a. Command and Organization – The Information Technology Section shall be under the supervision of an Information Systems Analyst, it will be staffed with such personnel as may be assigned by the Police Chief.
- b. Function – Information technology manages and maintains the local and wide area data network, connecting all island police stations and substations. Provisions, installs and maintains all physical and virtual server infrastructure, applies all necessary security patches and keeps hardware current. Manages data storage, data protection and data backup and recovery. Manages user identity and access controls, while ensuring compliance with CJIS security policy. Controls all software applications, including installing and updating all software. Manages firewalls and keeps abreast of the cybersecurity threat landscape to ensure the security of the Department’s electronic data. Provides end user technical support to all Department employees.

9.3. **Human Resources Section**

- 9.3.1. Command and Organization – Under the command of the Assistant Chief of the Administrative Bureau, the Human Resources Section shall be supervised by a Human Resources Program Specialist who shall be assisted by such number of personnel as may be assigned by the Police Chief.
- 9.3.2. Function – Responsible for the overall personnel activities of the department including, but not limited to, recruitment, onboarding, separation and retention, and administration of employee benefit

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programs (insurance – health, vision, dental, life, short and long term disability, worker’s compensation, family medical leave, military leave, and employee assistance programs), labor, relations, legal compliance, and records maintenance.

9.4. **Finance Section**

9.4.1. Command and Organization – Under the command of the Assistant Chief of the Administrative Bureau, Finance Section shall be supervised by a Accountant IV who shall be assisted by such number of personnel as may be assigned by the Police Chief.

9.4.2. Function – Prepare department budgets, maintain the department’s books and accounts, keep inventory records of department property, make up payrolls, maintain personnel attendance records, purchase supplies, process requests for equipment, distribute supplies to districts and bureaus, furnish custodial and maintenance services, provide patrol and other official vehicles with gas and oil, provide messenger and delivery services.

10. **AUTHORITY AND RESPONSIBILITY**

10.1. Each bureau, division, district, section, or other unit of the department shall be under the direct command of only one supervisor.

10.2. Supervisory personnel shall have the authority to make decisions necessary for the effective execution of their responsibilities.

10.3. Supervisory personnel shall have the authority to delegate responsibilities to those under their command for the purpose of the effective execution of the duties assigned to them.

10.4. Supervisors shall be accountable for the use of delegated authority.

10.5. The delegation of authority shall be consistent with the department’s organizational values and mission statement.

10.6. Supervisory personnel shall be accountable for the activities of personnel under their immediate control.

10.7. Personnel shall be accountable to one supervisor at any given time.

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11. DEPARTMENT FORMS

- 11.1. The Assistant Chief of the Administrative Bureau or designee shall be responsible for the development and control of department forms. This includes modifications, maintenance, and to prevent duplication of existing forms.
- 11.2. An annual review shall be conducted of all forms for accuracy, continued use, or modification as needed. The review for new or modified forms shall include the functions that the forms should be used for.
- 11.3. The Police Chief or designee shall approve forms prior to use.
- 11.4. A manual of current forms shall be maintained by the Administrative Bureau.

12. ORGANIZATIONAL CHART

At the end of this General Order appears an organizational chart which depicts graphically the department's overall organizational structure. The chart coincides with the written descriptions given in this General Order and reflects the formal lines of authority and communications within the department.

The organizational chart shall be reviewed and updated as needed, and shall be made available to all personnel and the public.