

## Pasco Police Department Policy Manual

<b>ORGANIZATION AND ADMINISTRATION</b>	<b>Chapter No. 11</b>
<b>Effective Date:</b> <b>04/01/2018</b>	<b>Reference:</b> <b>Chapter 82 – Central Records</b> <b>AO 351 – Incidents Having Potential Liability</b> <b>AO 800 – Microcomputer &amp; Software Policies</b> <b>Use of Force Procedures</b> <b>Special Investigations Unit (SIU) Protocols</b>
<b>Revision Date:</b> <b>06/01/2020</b>	

### 11.1.1 DESCRIPTION OF ORGANIZATION

The organizational structure of the Pasco Police Department is intended to facilitate the accomplishment of the agency's core functions, law enforcement, protection, and education. The structure of the organization must remain flexible as the Department pursues its mission and adapts to changing environments. The Pasco Police Department operates with a rank structure of three levels between the Chief of Police and the line level staff. This rank structure supports clear communication between levels.

The Pasco Police Department consists of two divisions: the Field Operations Division and the Support Operations Division. The Field Operations Division is responsible for administrative and all patrol and operational functions. The Support Operations Division is responsible for investigative and support functions of the Department to include Detectives, Street Crimes, Resource Units, Records, Evidence, and Taskforce Detectives. A Captain leads each division and reports to the Deputy Chief of Police. The Deputy Chief of Police reports to the Chief of Police, and the Chief of Police reports to the City Manager.

Division Captains are to solicit input from their employees before submitting goals and objectives for each organizational component. This is completed annually and sent to the Chief of Police. Established goals and objectives are updated annually.

The Pasco Police Department consists of three (3) major components: The Office of the Chief of Police, the Field Operations Division, and the Support Operations Division. The Command Staff, along with Sergeants, make up the management staff. Each component performs multiple functions that are described in the following paragraphs.

Practices:

#### **A. Office of the Chief of Police**

The City Manager appoints the Chief of Police. The Chief of Police is the Chief Executive Officer of the Pasco Police Department. The Chief continuously analyzes and evaluates operations and public safety trends to ensure efficiency and adequacy of service, maintains strict professional standards of performance for all department personnel, and ensures that all employees are properly trained.

The Chief's administrative assistant is the Chief's confidential assistant and reports directly to the Chief of Police.

Chain of Command: The chain of command described below includes all sworn and non-sworn personnel, with the exception of the civilian employees.

**B. Deputy Chief**

Responsible for the day-to-day operations of the Police Department and assists the Chief of Police to ensure effective planning and organization for the Department, meeting accreditation standards, grants management, and budget/accounting/purchasing.

**C. Captain**

Directly responsible to the Deputy Chief, duties include:

- Establishing goals for the division or units, coordinating activities, and evaluating the performance of their subordinates.
- Preparing and administering applicable sections of the department budget.
- Ensuring the goals of the Police Department are being pursued and compliance with written directives.

**D. Sergeants**

Share the responsibilities of scheduling, equipment maintenance, and requisitioning items. They handle citizen inquiries regarding officer conduct and develop and implement plans for their area of responsibility.

**E. Civilian Employees**

Are responsible to the unit supervisor or manager to whom he/she reports. Duties vary according to assignment.

**F. Field Operations Division**

1. Patrol

The patrol function is the primary function of the Department. Police officers are assigned to squads to provide service 24 hours, 7 days a week. Sergeants coordinate the shifts, and each squad reports to their Sergeant.

Officers are responsible for responding to 9-1-1 calls for service, responding to citizen requests for assistance, conducting criminal investigations, arresting individuals suspected of crimes, preparing official reports of police action, COP problem solving, participating in community education and crime prevention programs, and supporting departmental initiatives as directed.

- Police Reserve Officers are a unit of the Field Operations Division and report to the Field Operation Captain.

Patrol is responsible for:

- Enforcement of criminal and traffic laws.
- Providing proactive enforcement and innovative methods of protection.

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- Providing the initial response to calls for services the Department receives and performing a substantial amount of any necessary follow-up investigation, which may be required.
- Providing uniform assistance to other department units, other city departments, and other law enforcement and social agencies, as necessary.
- Performing community-oriented policing, crime prevention, and other specialized work.
- Training of new officers in the PTO program (coordination with the Training Sergeant).

#### 2. Administrative Sergeant

This position is responsible for department training and equipment. The Administrative Sergeant oversees department training to include the PTO program administered in the Field Operations Division. This position will evaluate and direct the department training instructors and PTO's, manage equipment, supply, vehicle fleet, and technology evaluations. May be directed to handle Internal Affairs investigations.

### **G. Support Operations Division**

The Support Operations Division provides a broad area of support for department operations. The Support Division contains eight units; each unit is responsible to a Sergeant or Lead Specialist in the case of Records. Sergeants and Lead are responsible to the Support Operations Captain.

#### 1. Investigations

Investigations perform felony investigations and other investigations that are deemed sensitive in nature or that require specialized training. In addition, the division provides support to victims and survivors of violent crimes. Specific information regarding this function is contained in Chapter 42 – Criminal Investigation. The units are;

- **Detective Unit:** Detectives are the investigative arm of the Department. It is primarily responsible for the investigation of felony and serious misdemeanor crimes. Additionally, the unit oversees the Sex Offender Program, Intelligence, and Missing Persons. The Detective Unit reports to the Detective Sergeant.
- **Street Crimes Unit:** (SCU) is a proactive unit that monitors, tracks, and deploys tactics to combat crime by arresting wanted persons, serve warrants, and further criminal investigations. They deploy strategies that make a positive impact on criminal activity and reduce the fear of crime. The Street Crimes Unit reports to the Street Crimes Sergeant.
- **Evidence:** The Evidence Technician collects, preserves, catalogs, stores, and disposes of materials and property seized as evidence for criminal prosecutions or that is collected for safekeeping and maintains all related records and files. The Evidence Technician reports to the Detective Sergeant.

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- Taskforce Officers: (TFO) are officers assigned to outside partner agencies or units. Officers in federal and/or regional taskforces report to the Street Crimes Sergeant. TFO's also have a direct line of communication with the Support Operations Captain for matters involving taskforce business.
- Crime Analyst: The Crime Analyst gathers data from local and outside agency sources as well as from PPD cases, field interview cards, and citations. The information is analyzed in various ways and distributed through bulletins, briefings, statistics, and maps that assist officers in targeting problems and subject areas. The Crime Analyst supports the intelligence functions of the agency and documents and identifies gangs, gang members, and their criminal activity within the community and regionally. Crime Analyst reports to SCU Detective Sergeant.

#### 2. Records Unit

The Records unit oversees and supervises the activities of the police records management. The section's primary function is to maintain department records, such as police reports, court orders and warrants, applications and approval for concealed weapons permits, alarm permits, fingerprint records, and traffic citations. Records Specialists conduct data entry and provide customer service to the public and department members. The Records Unit also works with the city clerk for processing public information requests from the police department in accordance with the Public Disclosure Act, [RCW 42.56](#). Specific information regarding the Records function is contained in Chapter 82 – Central Records. Records Specialists report to the Record Specialist Lead.

#### 3. Resource Unit

The Resource Unit consists of both Area Resource Officers and School Resource Officers. Officers are responsible for crime prevention programs. The Resource Sergeant is responsible for Internal Affairs. Some internal affairs investigations will be directed out of the Chief of Police's office, and the Resource Sergeant will report directly to the Chief on those matters. The Resource Sergeant will conduct new candidate background investigations. The Resource Sergeant supervises resource officers.

- Area Resource Officers are responsible for crime prevention, neighborhood, and business liaison for problem-solving efforts as well as coordination of the Department's Citizens Academy and Neighborhood Watch Programs. Resource officers provide emphasis within specific neighborhoods, as needed, providing a strong police presence and deal with specific neighborhood-related issues.
- School Resource Officers provide specific services geared toward the enhancement of police relations with youth, the education of youth regarding aspects of the criminal justice system, and improved campus security and enforcement of the law. An officer is assigned to each high school and junior high school within the Pasco School District, as negotiated by contract. Specific information regarding this function is contained in Standard 44.2.4. SROs are assigned to a school to provide police and support services to the School District.

#### 4. Domestic Violence Coordinator

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This position is a part-time employee and liaison with the Benton County Prosecutor's Office, who operates under the direction of the Support Operations Captain.

**11.1.2 ORGANIZATIONAL CHART**

The Pasco Police Department organizational chart is updated annually or as change occurs and is available to all personnel. The Administrative Assistant to the Chief of Police is responsible for updating the organizational chart.

**11.2.1 DIRECT COMMAND, COMPONENT**

Each division and unit of the Pasco Police Department is under the direct command of one supervisor. Each employee of the Department is accountable to one supervisor and is expected to follow all lawful orders. There may be times when an employee receives an order from a supervisor outside their chain of command. Employees are to follow these orders as if given by their direct supervisor.

**11.3.1 AUTHORITY AND RESPONSIBILITY**

Pasco Police Department members are expected to be accountable for their decisions and actions. The Police Department supports its members by attempting to provide the authority and necessary resources to ensure success.

The success of the Department requires that the authority to make decisions necessary for the effective execution of their assignments accompany employee responsibility and accountability. The authority to execute the required activities of assignments is delegated by the Chief of Police through the command structure of the Department to the individual employee.

Practices:

- A. The Chief of Police is ultimately responsible for the performance of the Department. To assist the Chief in accomplishing the goals and objectives of the Department, employees are delegated authority to perform the duties of their assignments. Employees will abide by Department written directives in exercising their authority. Employees will keep their supervisor aware of problems and/or results that occur.
- B. It is the expectation of this Department that any employee delegated authority will recognize and accept the need for individual accountability for actions. Employee performance will be measured through the performance appraisal process.

**11.3.2 SUPERVISORY ACCOUNTABILITY**

Supervisors are accountable for the performance of employees under their immediate supervision while each employee is accountable to only one supervisor at any given time. Although supervisors may delegate the actual performance of a given task, supervisory employees remain responsible or accountable for the accomplishment of the task.

- A. The ranking on-duty supervisor at the scene of any police incident is responsible for the proper conclusion of that incident and may assume command of a scene if conditions require it. The assigned investigating officer shall be in charge and responsible for the handling of the incident. The supervisor should remain at the

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scene until such time as the incident is under control, and ensure the incident is being properly handled in accordance with existing standards, and sufficient instructions have been issued to result in the proper conclusion of that incident, if necessary. Some scenes, such as major crimes or major collisions, may be released to arriving supervisors from specialized units.

- B. Supervisors in each division, section or unit have a responsibility to ensure that all investigations/tasks initiated by or assigned to their respective division, section or unit are satisfactorily concluded.

**11.3.3 NOTIFY CHIEF OF INCIDENTS WITH LIABILITY**

The Chief of Police or their designee will be notified of incidences where there may be a question as to the agency's liability or those, which may result in heightened community interest. When an incident occurs, the on-duty watch commander will notify the appropriate Captain by email or phone. If the incident is ongoing, the Captain will inform the Chief of Police by email or phone.

Please refer to AO 351 – Incidents having Potential for Liability.

**11.3.4 POLICE ACTION DEATH INVESTIGATION/SPECIAL INVESTIGATIONS UNIT**

It is the policy of this Department to conduct a fair, impartial and thorough investigation of all uses of deadly force for the interest of the officer, the Department, and the community.

Please refer to Use of Force Procedural Manual and Special Investigations Unit (SIU) Protocol.

**11.4.1 ADMINISTRATIVE REPORTING PROGRAM**

The Police Department generates various administrative reports to provide information regarding the day-to-day operations of the Department and meet external reporting requirements.

The Pasco Police Department understands that the provision of written reports regarding the administration and operations of the Department is a time-intensive manner of communication. In the same instance, these reports not only provide critical communication, they also allow a documentation of performance for the agency as a whole. Police Department members are encouraged to consistently review communication and documentation options as well as the necessity of the information being provided.

The Department's Reporting Program includes the following:

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(A) Report Title	Standard	CALEA Time Sensitive?	(C) Purpose of Report	Divisions/Unit	(B) Responsible for Formulation	(D) Frequency	(E) Distribution
Diversity in Arrest	1.2.9	N	Analysis on arrest activities compared to Department commitment to Bias-Free Policing	Patrol	Field Operations Captain	Annual	Chief Deputy Chief Support Operations Captain
Use of Force Analysis	4.2.4 (LE1)	Y	Analyze forced used by officer(s) to identify trends or policy updates needed	Administration	Administrative Sergeant	Annual	Chief Deputy Chief Support Operations Captain Field Operations Captain Sergeants
Force on Officer Report	4.2.5	N	Analyze forced used against officer to identify trends or policy updates needed	Patrol	Administrative Sergeant	Annual	Chief Deputy Chief Support Operations Captain Field Operations Captain Sergeants
Investigation Detectives Report Evidence Technician Report	11.4.1	N	Updates on Investigation and Evidence Units	Investigations	Investigation Sergeant	Monthly	Support Operations Captain
Patrol Quarterly Statistics	11.4.1	N	Provide quarterly metrics to measure productivity of patrol units.	Patrol	Patrol Sergeants	Quarterly	Field Operations Captain
Officer Accident/Collision Review	11.4.1	N	Analyze accidents/collision by officer(s) to identify trends or policy updates needed	Patrol	Patrol Sergeants	Per Incident	Field Operations Captain
Crime Statistics	11.4.1	N	Updates and trends on crime	Records	Records Lead	Annual	Support Operations Captain All Staff via server
Workload Assessments	21.2.4	Y	Analyze workloads throughout the organization to encourage equalization.	Administration	Deputy Chief	Quadrennial	Chief Deputy Chief Support Operations Captain
Recruitment Analysis	31.2.2	N	Analysis on the Department's recruitment plan for progress on objectives, revisions needed, and demographics of sworn personnel.	Administration	Deputy Chief	Annual	Chief Support Operations Captain Field Operations Captain
Personnel Early Intervention System	35.1.9 (LE1)	Y	Evaluation of system metrics and identify any organizational needs that should be addressed.	Administration	Deputy Chief	Annual	Chief Deputy Chief Support Operations Captain Field Operations Captain Sergeants
Pursuit Analysis	41.2.2 (LE1)	Y	Analyze pursuits by officer(s) to identify trends or policy updates needed	Patrol	Field Operations Captain	Annual	Chief Deputy Chief Support Operations Captain

#### **11.4.2 ACCOUNTABILITY FOR AGENCY FORMS**

The Chief or designee and command staff will review, as needed, all division forms for duplication, obsolescence, revisions, and compliance.

The division Captain must approve the development and revision of forms. Once approved, the Accreditation Specialist has the direct responsibility for forms management within the Department. Forms management shall include all activities that concern with the development and modification of department forms. The Chief of Police or his designee will approve the implementation of any form.

#### **11.4.3 ACCREDITATION MAINTENANCE**

Periodic reports, reviews, and other activities mandated by applicable accreditation standards are necessary to the ongoing process of maintaining accreditation standards. Accomplishing these processes ensures a continuing level of excellence integral to the philosophy of the Police Department and is an important part of achieving accreditation. The Accreditation Specialist oversees this process and ensures the various reports, reviews, and other activities are handled in a timely manner. The Accreditation Specialist may use different resources to accomplish this objective, such as referencing the Administrative Reporting Program Table or software, which assists in tracking reports and associated deadlines.

#### **11.4.4 COMPUTER SOFTWARE POLICY**

Employees will comply with and follow the AO 800–Microcomputer and Software Policies.

#### **11.4.5 ELECTRONIC DATA STORAGE**

Electronic data storage is an ever-evolving technology that can improve the administrative and operational efficiencies of the Pasco Police Department. Pasco Police will enter into contractual agreements to provide assurances that services will be provided in a manner that supports organizational needs in a manner that complements existing network infrastructures. Agreements for contracted electronic data storage must address legal ownership of data and which entity retains ownership in the event the applicable contracts are terminated, any transfer of data and how much data will be stored by the vendor. Examples of current or future data storage locations are Office 365, Power DMS, and evidence.com.

#### **11.5.1 TEMPORARY / ROTATING ASSIGNMENTS**

Pasco Police department has several positions which are available for temporary or rotational assignment. These assignments and job rotations allow employees the opportunity for individual growth as well as improved job satisfaction and performance; the duration of these assignments ranges from two to eight years with extensions approved by the Chief of Police beyond two years and based on performance and department needs. Personnel are selected for the positions using a selection process designated by the Chief of Police. Positions include but are not limited to:

- TFO, Taskforce officers
- Detective and Street Crimes Units
- Canine



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- SWAT
- School Resource Officers
- Area Resource Officers

**Assignment Announcements**

The respective division captain or designee generates an announcement for vacancies anticipated in each department assignment. The announcement is distributed agency-wide to maximize the number of qualified candidates for the announced position.

The announcement lists the selection criteria for the position. It also indicates the assessment techniques that will be used to judge the candidates; this may include interviews, practical exercises, written tests, or other forms of testing. In addition, the following criteria will be considered:

- Special skills, general knowledge, and experience in the area of assignment.
- Interest and attitude toward the current assignment.
- Level of performance as determined by the review of annual performance evaluations, discipline records, employee logs, and other material deemed appropriate.
- A review of comments from the employees' former supervisors and managers.

An officer must possess a minimum of two (2) years of police experience before qualifying for an assignment. The captains may waive this with approval from the Chief of Police, in circumstances where an insufficient number of candidates have applied for an opening.

**11.5.2 RESIDENCE & TELEPHONE REQUIREMENTS**

**A. Residency**

1. Residence is defined as: Where an employee physically lives or physically resides and sleeps at this location. It may be evidenced by the address of the property and the employee's name appears on the following:
  - a. Vehicle registration
  - b. Voter registration
  - c. Utility and service bills
  - d. Telephone
  - e. Rental or ownership agreement
  - f. Mail
2. The employee will have this address listed on their Washington Driver's License.

3. This is the address that the employee uses for official department residence.

**B. Residency and Telephone Requirements**

Employees of the Department shall reside within 30 miles of the police station. The Chief of Police may grant exceptions to this policy.

Employees shall maintain a telephone (cellular phone is acceptable) that is in good working order and able to receive a phone call.

Employees will keep the Office of the Chief updated with their current residence and telephone number.

**11.6.1 CHIEF'S ADVISORY COMMITTEE**

**A. Purpose**

The purpose of the Pasco Police Chief's Advisory Committee is to give citizens the opportunity to provide advice and input to the Chief of Police concerning community issues. This group will represent the citizens of Pasco and will be an active partner with the police department in the development of policies and strategies for the implementation of community policing.

The committee will meet at the direction of the chief, but generally once each month to review proposed police department policies and strategies and provide input in the form of advice to the Chief of Police. It must be clear that the purpose of the committee is advisory only.

Committee members will not be privy to investigative materials, internal affairs investigations, or personnel files. The committee may review police operations, significant criminal investigations and internal affairs investigations after they are completed and consistent with Washington State law to provide comment and advice to the Chief of Police.

In the Chief's absence, a designee from the command staff will lead all meetings.

**B. Scope of Work**

Assist in setting department priorities for community policing through review of community policing materials, assessment of the effectiveness of strategies and recommendations for improvement.

- Serve as a communication link back to groups and agencies and bring feedback to the Chief.
- Review and make recommendations on the decision-making process.
- Assist in prioritizing police programs for implementation and budgeting.
- Assist in educating the public about community policing, its current progress and its potential.
- Serve as an active advocate for the Department embracing a philosophy of continuous quality improvement and customer-oriented service.

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- Help host and participate in public meetings.

The Pasco Police Chief's Advisory Committee is one component of the Department's overall community involvement efforts. Their input and recommendations will be considered before implementation of policies and strategies related to community policing.

**C. Committee Membership**

Members of the committee will be volunteers and all costs associated with the committee will be borne by the Police Department.

Once constituted, the committee will be appointed to serve a two (2) year term and serve at the pleasure of the Chief of Police.

The Pasco Police Department will identify areas of interest that should be represented and will ask various groups within those interested areas to select a representative.

The Chief will have the option of supplementing this membership, if needed.

The committee will consist of:

1. A representative of the Pasco School District.
2. A representative of the young people of Pasco. (15 yrs. +)
3. A representative of the senior people. (55 yrs. +)
4. A representative of the business community.
5. A representative of the African-American community.
6. A representative of the Latino Community.
7. A representative of the citizens-at-large.
8. A representative from each of the patrol areas.

The Chief of Police will be an ex-officio member.

**D. Mission Statement**

The Pasco Police Advisory Committee brings together citizens and police personnel to exchange ideas and information on police services and provides input on the implementation of community policing.

The committee advises the Chief of Police on department policies that affect community policing and those policies that affect public safety and quality of life.

**E. Vision Statement**

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As a consequence of fulfilling the committee's mission, it is envisioned that the committee's actions will produce:

- A safer and more peaceful community
- Improved crime prevention and law enforcement services.
- Improved relationships between the citizens and police.
- Improved communication between community and its police.
- Reduced fear of crime.

**F. Responsibility Role of Advisory Group**

1. To advise the Chief of Police on policy issues brought before the committee.
2. To make recommendations to the Chief of Police to support the successful implementation of community policing.
3. To serve as the community's voice to the Chief of Police.
4. To serve as a public review and involved body for the Pasco Police Department on issues related to community policing and public relations.

**G. Role of Individual Members**

1. To represent a stakeholder group in providing input that reflects the concerns, visions, and ideas of each group.
2. To report back to stakeholder groups with information on committee activities and gather input from groups to share with the committee.
3. To participate in consensus decision making.
4. To suggest issues to be brought before the committee.
5. To be an active advocate for community policing.

**H. Role of Police Chief**

1. To suggest issues to be brought before the committee.
2. To lead meetings and participate in consensus decision making.
3. To provide resources to carry out tasks for the committee.
4. To be the department's chief spokesperson for community policing.
5. To listen to issues raised, share them with appropriate staff and report back to the committee with progress made on recommendations.

**I. Non-Related Issues**

1. The committee will not involve itself in any political activity.
2. The committee will not involve itself in issues of citizen complaints or officer discipline. (General police and procedural issues may be discussed)

**J. Membership Criteria**

1. To be accepted as a nominee, all members of the committee must meet the following criteria:
2. Should reside within Pasco, this requirement may be waived for the representative of the business community if that person owns a business within the city.
3. Will be fingerprinted and a criminal history/background check conducted. No one may serve on the committee who has been adjudicated for any felony crime, any misdemeanor involving moral turpitude or any violation, civil or criminal, involving the use of alcohol or any controlled substance.
4. Must successfully complete the Citizen's Police Academy within one year.
5. Is expected to attend at least 60% of all committee meetings.

**K. Implementation Plan**

The Chief's Advisory Committee will be a policy advisory group to advise the Chief of Police in policy directives to implement the department's community policing efforts.

The objective of this group's work is to assist in prioritizing programs, to serve as a sounding board for the Chief and staff for policies and to maintain a communication link with the interest areas that the members represent.