

ORGANIZATION AND ADMINISTRATION	Chapter No. 11
Effective Date: 04/01/2018	Reference: Chapter 82 – Central Records AO 351 – Incidents Having Potential Liability AO 800 – Microcomputer & Software Policies
Revision Date: 01/28/2026	Use of Force Procedures Special Investigations Unit (SIU) Protocols

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 four 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 three divisions the Field Operations Division, Support Operations Division, and the Professional Standards Division. The Field Operations Division is responsible for all Patrol and operational functions. The Support Operations Division is responsible for investigative and support functions of the department, including Detectives, Street Crimes, Resource Units, Records, Evidence, and Taskforce Detectives. The Professional Standards Division is responsible for equipment and training, internal and external complaint investigations, new hire background investigations, accreditation, and the CJTC Basic Law Enforcement Academy. 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.

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 services, maintains strict professional performance standards for all department personnel, and ensures that all employees are properly trained.

The Command Staff includes staff from the rank of Sergeants to the Chief of Police.

Civilian employees are responsible to the unit supervisor or manager to whom they report. Duties vary according to the assignment.

The Pasco Police Department organizational chart is updated annually or as change occurs and is available to all personnel. The Executive 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 providing the authority and necessary resources to ensure success.

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 the Department's written directives in exercising their authority. Employees will keep their supervisors aware of problems and/or results.

Pasco Police Department employees are delegated authority to act, accept, and recognize their accountability for their actions. An employee's 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.

- The ranking on-duty supervisor at the scene of any police incident is responsible for the proper handling of that incident and may assume command of a scene if conditions require it. The assigned investigating officer shall take charge and handle the incident. The supervisor should remain at the scene until the incident is under control and ensure the incident is properly handled, and investigative standards are followed. Supervisors provide needed instructions or guidance to properly conclude the incident, if necessary. Some scenes, such as major crimes or collisions, may be released to arriving supervisors from specialized units.
- Supervisors in each division, section, or unit are responsible for ensuring that all investigations/tasks initiated by or assigned to their respective division, section, or unit are satisfactorily concluded.

11.3.3 NOTIFY THE 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 community, the Department, and the officer.

Please refer to the 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 but also allow 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 reporting program consists of:

(A) Report Title	Standard	(C) Purpose of Report	Divisions/ Unit	(B) Responsible for Formulation	(D) Frequency	(E) Distribution
Unlawful or Improper Bias in Public Safety	1.2.9	Analysis of arrest activities compared to Department commitment to Bias-Free Policing	Patrol	Field Operations Captain	Annual	Patrol Lts PS Captain Deputy Chief Chief
Use of Force Analysis	4.2.4 (LE1)	Analyze force used by officer(s) to identify trends or policy updates needed	Professional Standards	Professional Standards Captain	Annual	PS Sergeant PS Lieutenant PS Captain Deputy Chief Chief
Assault on Sworn Officer Review	4.2.5	Analyze force used against officers to identify trends or policy updates needed	Professional Standards	Professional Standards Captain	Annual	PS Sergeant PS Lieutenant PS Captain Deputy Chief Chief
Investigation Detectives Report Evidence Technician Report	11.4.1	Updates on Investigation and Evidence Units	Support Services	Investigation Sergeant	Quarterly	Evidence Tech ISD Sergeant FOD Captain
Patrol Quarterly Statistics	11.4.1	Provide quarterly metrics to measure the productivity of patrol units.	Patrol	Patrol Sergeants	Quarterly	Patrol Lts FOD Captain
Officer Accident/Collision Review	11.4.1	Analyze accidents/collisions by officer(s) to identify trends or policy updates needed	Patrol	Patrol Sergeants	Per Incident	FOD Captain
Crime Statistics	11.4.1	Updates and trends on crime	Records	Records Lead	Annual	All Staff via email SOD Captain
Workload Assessments	21.2.4	Analyze workloads throughout the organization to encourage equalization.	Administration	Professional Standards Captain	Quadrennial	Captains Deputy Chief Chief
Recruitment Analysis	31.2.2	Analysis of the Department's recruitment plan for progress on objectives, revisions needed, and demographics of sworn personnel.	Administration	Professional Standards Captain	Annual	PS Lieutenant PS Captain Chief
Personnel Early Intervention System	35.1.9 (LE1)	Evaluation of system metrics and identify any organizational needs that should be addressed.	Professional Standards	Professional Standards Captain	Annual	PS Lieutenant PS Captain Deputy Chief Chief
Pursuit Analysis	41.2.2 (LE1)	Analyze pursuits by officer(s) to identify trends or policy updates needed	Professional Standards	Professional Standards Captain	Annual	PS Sergeant PS Lieutenant PS Captain Deputy Chief Chief

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 direct responsibility for forms management within the Department. Forms management shall include all activities that concern 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

The Accreditation Specialist oversees the accreditation process and ensures the various reports, reviews, and other activities are handled in a timely manner.

Periodic reports, reviews, and other activities mandated by applicable accreditation standards are necessary for 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 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 that 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 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

- SWAT
- School Resource Officers
- District Resource Officers
- UAS Pilots

Assignment Announcements

The respective Division Captain or designee generates an announcement for vacancies anticipated in each department. 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.
- Engagement and participation in 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.

11.6.1 RESIDENCY & 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.

A 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:

- Vehicle registration
- Voter registration
- Utility and service bills
- Telephone
- Rental or ownership agreement
- Mail

This is the address that the employee uses for official department residence and will need to be listed on their Washington Driver's License.

11.7.1 CHIEF'S ADVISORY COMMITTEE

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 comments and advice to the Chief of Police.

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

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.
- 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 the implementation of policies and strategies related to community policing.

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 a representative of the:

- Pasco School District
- Young people of Pasco (15 yrs. +)
- Senior people (55 yrs. +)
- Business community
- African American community
- Latino Community
- Citizens-at-large
- Pasco Police Patrol – One from each area

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

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.

Vision Statement

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 the community and its police.
- Reduced fear of crime.

Responsibility Role of Advisory Group

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

Role of Individual Members

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

Role of Police Chief

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

Non-Related Issues

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

Membership Criteria

- To be accepted as a nominee, all members of the committee must meet the following criteria:
- 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.
- Will be fingerprinted and a criminal history/background check conducted.
- Must complete the Citizen's Police Academy within one year.
- Is expected to attend at least 60% of all committee meetings.

Implementation Plan

The Chief's Advisory Committee will be a policy advisory group to advise the Chief of Police on 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.