

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this Department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Santa Monica Police Department. There are four divisions in the Police Department as follows:

- Office of the Chief of Police (Administrative Services Division)
- Patrol Operations Division
- Special Operations Division
- Professional Services Division
- Criminal Investigations Division

200.3 OFFICE OF THE CHIEF OF POLICE

The Office of the Chief of Police is commanded by the Chief of Police, assisted by a Deputy Chief, whose primary responsibilities are to provide general management direction and control of the Patrol Operations Division, Special Operations Division, Field Operations Division and Criminal Investigations Division. The Office of the Chief of Police consists of the Professional Standards Section, Executive Office, and Personnel Services. The Office of the Chief of Police may also be referred to as the Administrative Services Division in the Policy Manual.

200.3.1 CHIEF'S ADJUTANT

The adjutant of the Chief of Police shall be a lieutenant selected by the Chief of Police. The adjutant reports directly to the Chief of Police, and the primary duty of the Chief's adjutant is to handle issues of special concern to the Chief of Police at his/her direction.

200.4 PATROL OPERATIONS DIVISION

The Patrol Operations Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Patrol Operations Division. The Patrol Operations Division consists of Uniformed Patrol, the Special Resources Section and Downtown Services Section.

Santa Monica Police Department

Santa Monica Police Department Policy Manual

Organizational Structure and Responsibility

200.5 SPECIAL OPERATIONS DIVISION

The Special Operations Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Special Operations Division. The Special Operations Division consists of the Special Enforcement Section, Homeless Engagement and Livability Section, Traffic Enforcement Section and Traffic Services Section.

200.6 PROFESSIONAL SERVICES DIVISION

The Professional Services Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Professional Services Division.

The Professional Services Division consists of the Technical Services Section, Animal Control Section, Custody Section, and Budget and Procurement Section.

200.7 CRIMINAL INVESTIGATIONS DIVISION

The Criminal Investigations Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Criminal Investigations Division.

The Criminal Investigations Division consists of the Criminal Investigations Section divided into specific crime units , Forensics Section, and Criminal Investigations Support Section.

200.8 COMMAND PROTOCOL

200.8.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate the Deputy Chief to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police, or the Deputy Chief is as follows:

- (a) Designated Division Commander
- (b) Watch Commander

200.8.2 STAND-BY COMMANDER

On weekends, the Stand-By Commander must be called on all matters of importance. If a homicide occurs, the Stand-By Commander will be called prior to calling the Criminal Investigations Division Commander. If an officer assigned to the Operations Division is hospitalized because of an injury sustained on the job, the Stand-By Commander will be called prior to calling the Operations Division Commander, and so forth. During the week, most phone calls should be made to the Operations Division Commander.

200.8.3 DUTIES OF STAND-BY COMMANDER

Santa Monica Police Department

Santa Monica Police Department Policy Manual

Organizational Structure and Responsibility

The position of Stand-By Commander shall be in effect from 1700 hours on Friday until 0700 hours on the following Monday. In the event that a City recognized holiday falls on either end of this assignment, the length of the assignment shall be extended to cover the holiday.

When a Commander for the Santa Monica Police Department is assigned the duty of Stand-By Commander, they shall do all of the following:

- (a) Be available by telephone, and upon being notified by the Watch Commander, respond to the scene of any incident where:
 - 1. There is a likelihood of civil liability to the City of Santa Monica, or
 - 2. It is likely the incident will attract the attention of the media, or
 - 3. A field supervisor declares the incident a "Major Incident," per Department policy. If the Major Incident is deemed by the Stand-By Commander to be minor in nature, the Stand-By Commander need not respond.
- (b) Refrain from consuming any intoxicating beverage during the Stand-By duty assignment.

200.8.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.8.5 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.