

SALINA POLICE DEPARTMENT GENERAL ORDER		Number M1103
SUBJECT: ORGANIZATION		
EFFECTIVE: 12/01/2025 ISSUED: 12/01/2025 CANCELS:		
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CALEA References: 11.1.1		A

POLICY

The Salina Police Department maintains structural components to coordinate functional efforts by its members. The Department is organized into four divisions under the Office of the Chief: Professional Standards, Patrol, Support, and Detective. The agency's organizational structure is depicted graphically on an organizational chart, contained in this General Order that is reviewed and updated as necessary, and made available to all personnel as well as the public. The chart displays the organization of the Department function into Divisions and Units within the appropriate Division, as well as the chain of command and lines of authority and communication within the Department. The structure is designed to ensure the effective performance of functions and tasks that are necessary to achieve the Department mission.

PROCEDURE

1. **OFFICE OF THE CHIEF:** The Office of the Chief of Police is staffed with a public safety administrator and the Chief, who is the chief executive officer of the Department, and is responsible for:
 - 1.1 Planning, staffing, directing, coordinating and controlling all Department functions and activities,
 - 1.2 Ensuring the continued efficient and effective operation of the Department,
 - 1.3 Maintenance of positive relations with the citizens of Salina, city government, and all other agencies and organizations, and
 - 1.4 The successful accomplishment of the Department mission.

2. Professional Standards Division

The Captain of this division is assigned to direct management on matters of internal affairs by providing a formal, internal system for the processing and investigation of complaints relative to Department operations, policies and procedures, and the conduct of police personnel. In addition, this position is charged with recruiting, screening, and testing all applicants for the position of police officer. The Professional Standards Division Captain serves to provide oversight, direction and supervision, as outlined below in 2.1. of this general order.

- 2.1 **TRAINING-ACCREDITATION UNIT:** This unit has the primary responsibility for all Department training functions to include recruit and in-service training, a liaison with the Kansas Law Enforcement Training Center, coordination of the Department's Field Training Officer program, training bulletin preparation, and career development. Included in this unit is the Department's Accreditation Program.

- 2.1.1 The Accreditation Program follows standards set forth by CALEA (The Commission on Accreditation for Law Enforcement Agencies). The unit is responsible for comprehensive and uniform written directives that clearly define authority, performance, and responsibilities for agency personnel. They ensure the Salina Police Department is adhering to standards and offer yearly proof of compliance to the CALEA Organization.

3. Patrol Division

This Division is responsible for all line functions, to include patrol, answering citizen calls for service, traffic enforcement and safety.

- 3.1 PATROL UNIT: The Patrol Unit is the backbone of the Department and is responsible for all line operations on a 24-hour-a-day basis. This Unit is organized into multiple shifts staffed by generalist police officers, assigned to beats, who are responsible for providing all basic police services required in their respective geographic areas of the city.
 - 3.1.1 Chaplains are members of Salina's clergy, who graciously donate their time and skills to help solve community problems which are better addressed by trained counselors and mediators, rather than by law enforcement. Chaplains are available to assist law enforcement by contacting the Communications Unit, 24-hours a day. They are particularly helpful in assisting with alcohol related problems, death notices, emotionally disturbed persons, suicide attempts, and in providing comfort to the victims of crimes. In addition to on-scene assistance, the Duty Chaplain is usually able to provide follow-up care and assistance, as needed, through various churches, community organizations or social service agencies, thus relieving officers of these responsibilities.
 - 3.2 TRAFFIC UNIT: Although each officer is responsible for traffic enforcement and accident investigation, traffic officers are comprised of specialists that are specifically trained and equipped to investigate and reconstruct accidents, selectively enforce and impact problem areas, remove impaired motorists from the roadways, and enforce traffic regulations in order to make Salina's streets safe for the movement of vehicle and pedestrian traffic. Civilian Community Service Technicians are assigned to the Traffic Unit. They are charged with the responsibility for enforcing parking ordinances in the downtown corridor.
 - 3.3 CANINE UNIT: Canine officers who handle police dogs that have been trained to use their olfactory senses to aid Patrol Division personnel in the detection of drugs, conduct article searches and search for persons.

4. Support Division

This Division is the source of non-operational support to the Department and provides ancillary services necessary to keep line units operating. This Division provides the services and support personnel who make field operations possible and contributes to the effective management of the Department's resources.

- 4.1 RECORDS UNIT: The Records Unit is the repository for all official investigative reports, criminal history information, citations, mug shots, and all other official information that the Department must archive. The original document is retained for control and maintained as the permanent record for the case. Copies of reports are forwarded to designated units of the Department, the prosecuting attorney's office, other criminal justice agencies, and others in accordance with laws governing release and disclosure of same. Records personnel enter case information and status into the computer, from which computer reports and data relative to individual and collective cases may be generated for management purposes. The Records Unit also publishes a monthly statistical report.

- 4.2 EMERGENCY COMMUNICATIONS UNIT: The Communications Unit is consolidated, performing emergency dispatch and support not only for the Department, but for Saline County Sheriff's personnel, Salina Fire and EMS, and rural fire personnel as well. The Emergency Communications supervisor is responsible for overseeing an E-911 Center that answers emergency and other calls from the public, dispatches emergency services, and provides support for police, fire, and EMS functions in the City of Salina and County of Saline.
- 4.3 Included in this unit are the School Resource Officer program, and the Municipal Court Officer function. Unit personnel are also responsible for coordinating Department community relations programs, e.g., neighborhood watch, security surveys, and crime prevention.

5. Detective Division

This Division is responsible for all major criminal and drug investigations as well as the collection and preservation of property and evidence. This Division is also responsible for the investigation of vice and organized crime, criminal intelligence collection and dissemination.

- 5.1 CRIMINAL INVESTIGATIONS UNIT: While primary responsibility for the investigation of most crimes rests with the patrol officer in which whose beat the crime occurred, officers seldom have the time to become involved in complex and/or lengthy investigations. In these cases, assistance and follow-up are provided by Criminal Investigations Unit personnel, who also have primary responsibility for the investigation of major crimes, such as homicide and rape.
- 5.2 DRUG TASK FORCE UNIT: The Unit functions as part of the I-135/I-70 Drug Task Force and is responsible for handling drug investigations (with primary emphasis on major suppliers of illegal drugs) and assisting the Patrol Division with drug investigations. The unit may also handle sensitive or complex investigation as assigned by the Detective Division Commander. The Gang Unit was established to identify, control, and prevent criminal gang activity in the city of Salina. Gang Unit responsibilities include gathering intelligence, conducting investigations, gang suppression/enforcement activities, and assisting with the training of law enforcement officers, schools, community groups, youth groups, and others as relative to gang activity education.
- 5.3 PROPERTY AND EVIDENCE/LABORATORY UNIT: This unit is responsible for the security and control of seized, recovered, and evidentiary property as well as abandoned, lost, or found property in the custody of the Department. In addition, the Supervisor of this unit is responsible for directing the Department's Crime Laboratory function.

BY ORDER OF

CHIEF OF POLICE

Authorized Personnel

80 Sworn (Classified F/T)

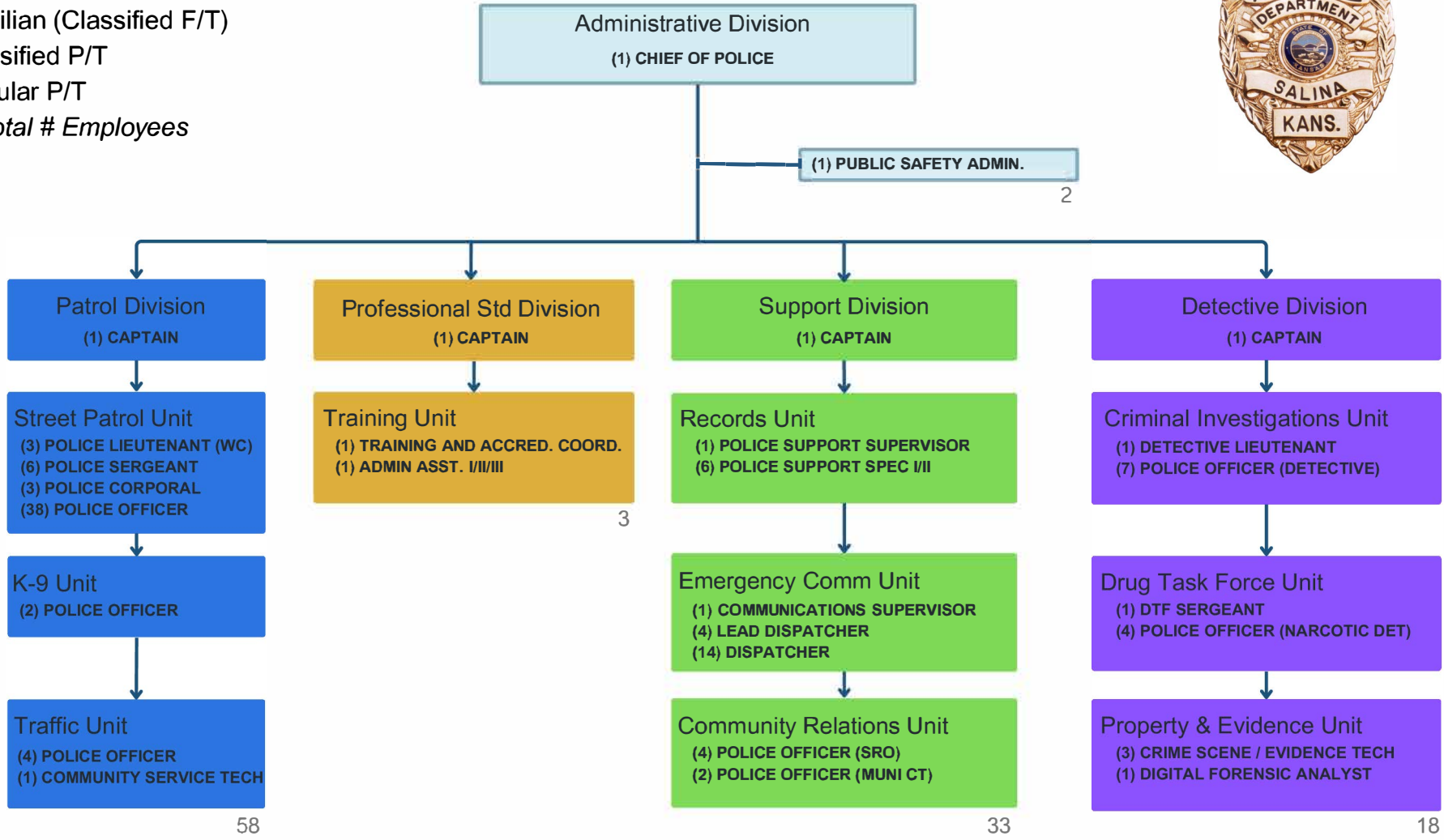
34 Civilian (Classified F/T)

0 Classified P/T

0 Regular P/T

114 Total # Employees

SALINA POLICE DEPARTMENT



As ordered by

Chief of Police