



## **Policy 200 – Organizational Structure and Responsibility**

Enacted: July 27, 2016

Revised: August 6, 2024

**Approved By:** Terrence Gordon, Chief of Police

**CALEA Standards:** 11.1.1, 11.3.1 12.1.2a&d

### **200.1 PURPOSE AND SCOPE**

The major components of the Thornton Police Department shall be organized as indicated in this policy and the city's organizational chart. The Chief of Police has the authority to create or dissolve department components, allocate personnel, and assign duties and responsibilities to any bureau, division, or unit.

### **200.2 OFFICE OF THE CHIEF OF POLICE 12.1.2d**

The Office of the Chief shall be responsible for executive leadership and administration of the department, strategic planning, budget administration, media and public engagement, research and development, and policy formulation. The office shall consist of the Chief of Police, executive command members, and the support staff deemed necessary for the efficient execution of department strategy.

#### **200.2.1 ORGANIZATIONAL CHART**

The Chief of Police or the authorized designee is responsible for developing and updating, at least annually, a chart showing the organizational components and functions. The chart may be attached to this Policy Manual for distribution and should be posted permanently in at least one location in the Department that is accessible to all personnel.

### **200.3 OPERATIONS BUREAU**

The Operations Bureau is responsible for patrol and investigation functions, apprehending persons engaged in illegal activity, ensuring traffic safety, protecting life and property, and preserving the peace. Commanded by a Deputy Chief of Police, the Operations Bureau is primarily responsible for partnering with the community to enhance public safety and control crime and disorder.

The Operations Bureau shall consist of the following divisions, with staffing, shifts, and additional units as determined by the chief of police:

#### **200.3.1 PATROL DISTRICT ONE**

District 1 shall consist of the area south of the centerline of 112th Avenue, south, east, and west to the city limits. District 1 shall be commanded by a Division Commander, who shall be responsible and accountable for patrol operations, community engagement, administration, management of specialty units, and the efficient delivery of police services.

Thornton Police Department  
Policy Manual

Organizational Structure and Responsibility

---

**200.3.2 PATROL DISTRICT TWO**

District 2 shall consist of the area north of the centerline of 112th Avenue, north, east, and west to the city limits. District 2 shall be commanded by a Division Commander, who is responsible and accountable for patrol operations, community engagement, administration, management of specialty units, and the efficient delivery of police services.

**200.3.3 CRIMINAL INVESTIGATIONS DIVISION**

The Criminal Investigation Division (CID) is responsible for investigating serious crimes against persons, property, and society, and other incidents, criminal and non-criminal, as determined by the Chief of Police. The CID shall be commanded by a Division Commander, who is responsible and accountable for investigative operations, administration, victims services, management of task forces and specialty units, and the efficient delivery of police services.

**200.4 ADMINISTRATION BUREAU**

The Administration Bureau is responsible for training, managing risk, and the complex logistical and support functions necessary for the efficient operation and governance of the police department. Commanded by a Deputy Chief of Police, Division Commander and a Police Services Administrator. The Administration Division is responsible and accountable for supporting the patrol and investigative functions, and constantly striving to enhance the individual and collective performance of the department through training, wellness, and oversight functions.

The Administration Bureau shall consist of the following divisions, with staffing, shifts, and additional units as determined by the Chief of Police:

**200.4.1 PROFESSIONAL STANDARDS DIVISION**

1. Training Unit
2. Internal Affairs
3. Risk Management
4. Field Technology Unit

**200.4.2 SUPPORT SERVICES DIVISION**

1. Emergency Communications
2. Records Management
3. Property and Evidence
4. Fleet Services

**200.5 COMMAND PROTOCOL**

**200.5.1 SUCCESSION OF COMMAND 12.1.2 A**

The Chief of Police exercises command over all personnel in the Department. During planned absences, the Chief of Police will designate a Deputy Chief to act in the place of the Chief of Police.

**200.5.2 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

Thornton Police Department  
Policy Manual

Organizational Structure and Responsibility

---

special assignment (e.g., canine, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

**200.5.3 ORDERS**

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

**200.6 AUTHORITY AND RESPONSIBILITIES**

Each member will be assigned duties and responsibilities commensurate with the member's assigned position within the Department and will have the delegated authority necessary to effectively execute those responsibilities. Each member will be held accountable for the appropriate application of that delegated authority.