

WATERTOWN POLICE DEPARTMENT GENERAL ORDER



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CHIEF OF POLICE

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Subject: Organizational Structure		Re-evaluation Date: January 2013
Distribution: ALL PERSONNEL	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Command Structure
5. Organization
6. Attachments

1. **PURPOSE**

The Watertown Police Department will provide a formal organizational structure with clearly defined components so that the chain of command and functional divisions are clearly understood by all personnel. It is necessary that all personnel be sufficiently familiar with the structure, functions, activities, and services associated with the operation of the Police Department in order to assist citizens of, and visitors to, the City of Watertown by ensuring that their inquiries or problems are referred to the proper organizational component. The organizational structure of the Watertown Police Department is designed by function and depicted on an organizational chart available to all personnel. This General Order is created to delineate the functional responsibilities of components within the agency.

2. **POLICY**

Organizational descriptions and organizational charts will provide all Watertown Police Department personnel and other interested parties with a functional representation of each structural component. Since staffing patterns can change without modification to the organizational structure, the charts will not reflect the number of personnel assigned to each component. The Chief of Police will update the organizational chart annually or as deemed necessary.

3. **DEFINITIONS**

All personnel within the Watertown Police Department will use the following structural components and organizational terminology:

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

The Office of the Chief of Police is an organizational component, which includes the functions of the Office of the Chief of Police, the Assistant Chief of Police, Internal Affairs, Budget, the Public Information Officer, the Administrative Assistant, and the Chief of Reserves.

B. **Office of the Assistant Chief of Police**

The Office of the Assistant Chief of Police is an organizational component that includes the functions of the Administrative Services Division, the Patrol Division, the Criminal Investigations Division, the Budget and Animal Control.

C. **Division**

A division is a subordinate organizational component within the Watertown Police Department. A division is a component, commanded by a Captain, performing a specific law enforcement function or administrative service on a departmental-wide basis.

D. **Unit**

A unit is a subordinate organizational component within a division, composed of personnel assigned to a specialized function or task and is under the command of a single supervisor.

E. **Squad**

A squad is the principle subordinate organizational component within the agency, and is under the control of a single supervisor.

F. Team

A team is a group whose primary assignments are in functional areas and who are assembled for a special purpose as needed. Team leaders report to a commanding officer designated by the Chief of Police or Assistant Chief of Police for control purposes.

G. Detail

A detail is a sub-component of a division, unit, shift, or squad in which personnel are assigned a specialized activity.

4. COMMAND STRUCTURE

The order of rank and or assignment for the Watertown Police Department is as follows:

A. Sworn Rank and Assignment Structure

Chief of Police
Assistant Chief of Police
Captain
Sergeant
Corporal
Field Training Officer
Officer
Officer Trainee
Reserve Officer

B. Non-Sworn

C. Unit Supervisor

Employee
Part-time Employee
Volunteer

5. ORGANIZATION

A. Office of the Chief of Police

The Office of the Chief of Police provides various specialized managerial and executive services to the Chief of Police, and is composed of:

1. The Office of the Chief of Police

The Chief of Police is the Chief Law Enforcement officer for the City of Watertown, South Dakota. The Chief of Police coordinates and directs all functions of the Watertown Police Department. The duties and the responsibilities of the Chief of Police are delineated by statute and city ordinance.

a) Chief of Police

- 1) Reporting directly to the Chief of Police are the Assistant Chief of Police, the Internal Affairs Unit, the Budget Unit, the Public Information Officer function, the Chief of Reserves, and an Administrative Assistant.
 - a) **Internal Affairs Unit** - the Assistant Chief of Police is responsible for the Internal Affairs function which includes receiving, processing, assignment, tracking, logging and investigation of complaints that involve the general public and any Watertown Police Department personnel. The Chief's Administrative Assistant will assist the Assistant Chief of Police with processing, tracking, and logging of complaints.
 - b) **Budget Unit**- the Assistant Chief of Police will be assisted by the Chief's Administrative Assistant and is responsible for the administration of the department's budget. This unit performs purchasing, accounting, internal auditing; grant procurement and other financial duties in support of all components of the department.
 - c) **Public Information Officer**- the Public Information Officer (PIO) is the primary point of contact between the Watertown Police Department and members of the news media and is responsible for coordinating and facilitating the flow of information to the news media. When the PIO is not on-duty, the PIO function will be handled by the shift supervisor or the Chief of Police's designee.
 - d) **Chief of Reserves**-the Police Reserve Chief is appointed by the Chief of Police and is responsible for overseeing the Police Reserve Officer Unit.
 - e) **Administrative Assistant**- the Administrative Assistant is responsible for administrative functions for the Police Department to include maintaining and updating records, preparing reports, processing payments, and performing administrative and secretarial duties as required by the Chief of Police.

2. Office of the Assistant Chief of Police

The Assistant Chief of Police is the second highest-ranking member of the Watertown Police Department and acts on behalf of the Chief of Police during his/her absence. The office of the Assistant Chief of Police is composed of:

a. **Assistant Chief of Police**

1. Reporting to the Assistant Chief of Police are the Administrative Services Division, the Patrol Division, the Criminal Investigation Division, and Animal Control.

a.) **Animal Control Unit**-this unit commanded by the Assistant Chief of Police and is responsible performing animal control related functions for the City. Responsibilities include enforcement of state and local laws and by-laws regarding animal control; investigating complaints regarding barking dogs, animal bites cruelty to animals, or other violations; preparing reports and performing administrative duties.

3. Administrative Services Division

The Administrative Services Division is commanded by a Captain who supports the Watertown Police Department by providing efficient and proactive administrative support.

The office of Administrative Services is composed of:

a. **Captain of Administrative Services**

a) Reporting to the Captain of Administrative Services are three Lead Communications Officers, the Police Information Systems Technician, and the Records Unit Supervisor/Evidence Custodian,. Additional responsibilities and functions include overseeing Property Control, Evidence, Fleet Maintenance, Information Technology, Grants and Research and Training. The Captain of Administrative Services reports directly to the Assistant Chief of Police.

b) **Communications Unit**- this unit consists of three civilian Lead Communications Officers who supervise three Squads of Communication Officers who are responsible for the intake of emergency 911 and routine calls for service received by the Watertown Police Department. This unit provides 24 hour dispatch information services for Police personnel as well as other governmental organizations and governmental jurisdictions that contract with the Department for 911 dispatch services.

c) **Police Information Systems Technician**- a civilian employee who oversees computer and communications related services for the Watertown Police Department. Which include computer information management, server and network administration, security administration, technology planning, maintenance oversight and training.

a. **Information Technology Team**- a team of employees who assist and aid the Police Information Systems Technician, who assemble from the ranks and assist with the design, administration, maintenance and development of the department's management information systems to include the individual office personal computers, the CAD system, the RMS system, Mobile Data Computers, and other computer hardware and programs used in support of the law enforcement mission.

d) **Records Unit**- this unit consists of Records Clerks who are supervised by a civilian Supervisor and are responsible for the storage, dissemination and destruction of the business records and archives of the Watertown Police Department. This unit is responsible for the Records Management System and processes and stores arrest records, case reports, accident reports, citations, warnings, and related documents. The civilian Supervisor processes and stores personnel time sheets.

a. **Evidence**-the Records Supervisor serves as the Evidence Custodian and is responsible for the retrieval, intake, storage, and disposition of all evidence and property taken into custody of the Watertown Police Department during the course of duty by both sworn and civilian personnel.

e) **Property Control Unit**- the Administrative Captain is responsible for the receiving, storage, and dissemination of agency owned property that is directly related to primary enforcement operations of the Watertown Police Department. Responsibilities include procuring, distributing, and auditing equipment such as firearms, ballistic vests, radios, pagers, uniforms and other equipment in support of the department's mission.

- f) **Fleet Maintenance Unit-** this unit is commanded by the Administrative Captain who is assisted by a Sergeant and the Animal Control Officer and is responsible for the maintenance, repair and safety of all vehicles and associated equipment assigned to and utilized by the Watertown Police Department. This unit is responsible for the continued operational readiness of agency vehicles and associated equipment.
- g) **Training, Research & Grants Unit-** the Administrative Captain oversees the training unit of the police department and is responsible for planning, facilitating and coordinating training seminars and in-service training initiatives; maintains and processes training records of officers in order to maintain certifications; assists with the administration of the agency's written directives and creation of policy; assists in identifying and implementing special projects; responsible for researching, seeking out available grant funding and writing grants.
- h) **Field Training Team-** a team of sworn personnel designated as Field Training Officers commanded by the Administrative Captain who is responsible for the administration and coordination of the field training program.
- i) **Chaplain Unit-** a component of the Administrative Services Division. However, Chaplains shall have direct access to the Chief of Police on all matters regarding the spiritual and moral welfare of the department.

4. **Patrol Division**

The Patrol Division is commanded by a Captain who supports the Watertown Police Department by providing efficient law enforcement services and preliminary crime investigation duties.

a. **Captain of Patrol**

- 1) Reporting to the Captain of Patrol are three uniformed Sergeants who supervise three Squads which consists of patrol personnel and the Special Accident Reduction Officer. Additional responsibilities and functions include, SWAT Team, Accident Reconstruction Team, K-9 Teams, DUI and Traffic Enforcement Details, Bike Patrol, Airport Security, Special Events, Community Policing Initiatives, and Safety Patrol.
 - a) **Patrol Sergeant-** the Sergeant will serve as Shift Commanders of the A, B, or C Squads and will supervise assigned patrol officers, shift activities; assist in in-service training programs; respond to internal and external requests or complaints; and perform duties specific to the Patrol Division.
 - b) **Corporal-** the Corporal will serve as Assistant Shift Commander of the A, B, or C Squads and will supervise assigned patrol officers and shift activities in the absence of the Shift Commander. The Corporal will assist in in-service training programs, respond to internal and external requests or complaints, and perform duties specific to the Patrol Division.
 - c) **Special Accident Reduction Officer (SARO) / Traffic Safety Detail -** the SARO and the Traffic Safety Detail will serve to reduce the number of vehicle collisions that cause personal injury and property damage through innovative and aggressive education, enforcement and environmental strategies.
 - d) **K-9 Teams-** personnel partnered with a drug detection dog who serve as aggressive, active, and impartial narcotic detection teams who conduct roadside interdiction of illegal drugs and substances being transported into and through the City of Watertown; provide assistance to WPD officers and other law enforcement agencies in the detection of illegal drugs and substances; and institute public awareness and education programs through the media, business and civic organizations, and the education system.
 - e) **SWAT Team-** a team of personnel commanded by the SWAT Commander, who assemble from the sworn, civilian, and reserve ranks in response to tactical calls for service requiring unified tactical approaches as well as specialized equipment and skills. Team members include SWAT, Hostage Negotiators, Snipers, and Tactical Dispatch personnel.
 - f) **Accident Reconstruction Team-** a team of sworn officers commanded by the Team Leader who assemble from the sworn ranks in response to fatal and/or near fatal accidents requiring specialized equipment and skills.
 - g) **DUI Detail-** sworn officers commanded by a Shift Commander or Assistant Shift Commander, who are responsible for providing intensive patrol for D.U.I. violators as well for the coordination of the D.U.I. Checkpoints.

- h) **Safety Patrol-** a program designed to promote the safe crossing of elementary students to and from school and to provide classroom education to maximize the safety of students at all times.

5. **Criminal Investigations Division**

The Criminal Investigations Division is commanded by a Captain who supports the Watertown Police Department by providing efficient criminal investigations, to include general and major crime investigations, drug and vice investigations, sex crime investigations, juvenile crime investigations, and crime scene processing.

a. **Captain of Criminal Investigation Division**

- 1) Reporting to the Captain of Criminal Investigations are a Sergeant, the School Resource Officers, a Secretary, and the Crime Scene Team. Additional responsibilities and functions include Crime Prevention initiatives to include Multi-crime free housing, Sex Offender Registration, and overseeing Youth Programs supervised by the School Resource Officers.
- 2) **Detective Sergeant-** the Sergeant will supervise assigned detectives, criminal investigative activities; assist in in-service training programs; respond to internal and external requests or complaints; and perform duties specific to the Detective Unit.
 - a. **Detective Unit-** a unit of sworn personnel designated as a Sergeant and Detectives who are responsible for conducting criminal investigations for all major crimes of the department to include narcotic, vice, organized crime, sex, and child abuse investigations; collecting and maintaining evidence, interviewing and interrogating individuals, documenting findings, assisting in court proceedings and providing information and education to the public.
- 3) **School Resource Officer Unit-** a unit of sworn personnel designated as School Resource Officers who are responsible for the planning and performance of the objectives of the School Resource Officer program. The SRO will be responsive to the School Principal(s) to whom they are assigned. The SRO will be responsible for overseeing youth programs to include Police Explorers, Camp Chance, and other special youth activities and events.
- 4) **CID Secretary-** the CID Secretary is responsible for administrative functions for the Criminal Investigation Division to include maintaining and updating records, preparing reports, sexual offender registration, and performing administrative and secretarial duties as required by the Captain of the Criminal Investigation Division.
- 5) **Crime Scene Team-** a team of sworn, reserve, and civilian personnel commanded by a Team Leader who examine, reconstruct, and document criminal crime scenes. This team provides physical evidence analysis, collection and preservation of evidence, interpreting and reporting of crime scene and evidentiary conclusions.

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