

## 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.

The Department organizational chart shall be updated annually or as required. The chart is maintained by the Department Business Manager.

### 200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the University of California, Santa Cruz Police Department. There are three divisions in the Police Department:

- a. Office of the Chief of Police
- b. Administration Division
- c.. Patrol Division

#### 200.2.1 OFFICE OF THE CHIEF OF POLICE

The Chief of Police directs and provides general management direction to the Administrative Lieutenant, Operations Lieutenant, Business Manager, Records and Communications Manager, and Physical Security Systems Manager. These managers have primary responsibility of the units assigned to them and provide general management direction and control to the department members assigned to the individual units.

#### 200.2.2 ADMINISTRATION DIVISION

The Administration Division's primary responsibility is to provide general management direction and control of the department members assigned to the unit, which includes but is not limited to Professional Standards, Accreditation, Investigations, Training, and Crime Prevention and Outreach.

#### 200.2.3 PATROL DIVISION

The Patrol Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Patrol Division. The Patrol Division includes but is not limited to Patrol Operations, Parking Enforcement, and Event Management.

#### 200.2.4 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences, the Chief of Police will designate a sworn member of the Department to serve in charge of the department. Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- Lieutenant

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- Sergeant
- Officer

### 200.2.5 RESPONSIBILITIES OF SWORN PERSONNEL

The responsibilities of each rank in the police department are described in the Universitywide Police Policies and Procedures. Job descriptions for each rank have been developed, and are required to be signed by each employee at time of employment or promotion. Job descriptions will be reviewed every two years to assure accuracy and correlation with the Universitywide Police Policies and Procedures.

### 200.2.6 OFFICER IN CHARGE

For a special detail or for a specified period, any sworn member may be designated by the Chief of Police or designee to take command without regard to rank. The assigned sworn member is to be considered the officer-in-charge or Incident Commander for that assignment.

### 200.2.7 SPECIALISTS

The Chief of Police shall have the sole discretion to determine who shall be assigned as Specialists and the duration of any specialty assignment.

## **200.3 COMMAND PROTOCOL**

### 200.3.1 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, any supervisor may temporarily direct any subordinate if an operational necessity exists.

### 200.3.2 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.