
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 ORGANIZATIONAL STRUCTURE

See attachment: [Organizational Chart.pdf](#)

200.3 DIVISIONS

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

- (a) Administrative Services Division
- (b) Field Services Division
- (c) Investigative Services Division
- (d) Support Services Division

200.3.1 ADMINISTRATIVE SERVICES DIVISION

Administrative Services Division is commanded by the Chief of Police whose primary responsibility is to provide general management direction and control for the Administrative Services Division.

The Administrative Services Division consists of:

- (a) Office of the Chief
- (b) Professional Standards Bureau
 - 1. Internal Affairs Unit
 - 2. Training Unit
- (c) Information Technology Bureau

200.3.2 FIELD SERVICES DIVISION

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

The Field Services Division consists of:

- (a) Patrol
 - 1. K-9 Unit
- (b) Traffic Bureau
 - 1. Motor Unit
 - 2. Commercial Vehicle Unit

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3. Traffic Investigations Unit

200.3.3 INVESTIGATIVE SERVICES DIVISION

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

The Investigative Services Division consists of:

- (a) Investigations Bureau
 - 1. Detective Unit
 - 2. Street Crimes Unit
 - 3. Forensics Unit
- (b) Community Resources Bureau
 - 1. POP/Youth Unit
 - 2. Animal Services Unit
 - 3. Crime Prevention Unit
 - 4. Volunteer Unit (VIPS)

200.3.4 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by a non-sworn commander whose primary responsibility is to provide general management direction and control for the Support Services Division.

The Support Services Division consists of:

- (a) Communications Bureau
- (b) Records Bureau
- (c) Property/Evidence Bureau

200.4 COMMAND PROTOCOL

200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate a Division Commander 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 is as follows:

- (a) Field Services Division Commander
- (b) Investigative Services Division Commander

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(c) Watch Commander

200.4.2 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 special assignment (e.g., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.4.3 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.

Attachments

Organizational Chart.pdf

