



# COLUMBIA POLICE DEPARTMENT

*"Policing Excellence through Community Partnerships"*

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## 1.0 EMPLOYEE IDENTIFICATION

Each employee of the Columbia Police Department is a representative of the agency and City of Columbia as a whole. Employees will be provided with an official City of Columbia employee identification (ID) card. ID cards will include the following information: employee name, department, job title, employee number, photograph, and issue date. The reverse of the ID card will specify if the employee is assigned essential emergency duties.

All employees shall produce and display for inspection their City issued ID card(s) upon request. An exception is made for employees working in an undercover capacity.

## 2.0 UNITY OF COMMAND

Each organizational component of the Columbia Police Department is under the direct command of only one (1) supervisor and each employee is under the command of only one (1) supervisor at any given time

Ordinarily an employee is responsible or accountable and to their immediate supervisor. However, when an employee is working on a special assignment, a particular incident, extra duty or is temporarily assigned to another unit/section or squad, the employee is responsible and accountable to the individual designated as their first-line supervisor.

It is recognized there are times when a supervisor must give an order or command to an employee who is not under their direct command. Under these circumstances, the order will be promptly obeyed.

## 3.0 SPAN OF CONTROL

In order to achieve effective direction, coordination and control, the number of employees under any given supervisor shall not be excessive. The number of employees supervised by one (1) supervisor will be dependant on the nature of the job being performed, the complexity of job-related tasks and other factors associated with the employee's position.

Each Bureau Commander will continually review the number of employees being supervised under their command to ensure no one supervisor is responsible for an excessive number of employees.

#### **4.0 COMMAND PROTOCOL IN MULTI-BUREAU OPERATIONS**

In situations where an incident requires the presence of personnel from more than one (1) Bureau, the Watch Commander is in command. In the absence of the Watch Commander, the senior supervisor on the scene is in command.

In pre-planned events, the operational plan will specify the event commander.

At the scene of a criminal investigation, the senior member of the Investigations Division is in charge of the crime scene without regard to the rank of officers present from any other divisions. The ranking member of the Patrol Bureau shall have the responsibility and authority for protecting the crime scene, establishing a perimeter and providing assistance to the investigator(s) as needed.

#### **5.0 ORGANIZATIONAL STRUCTURE**

The Chief of Police is responsible for the overall direction and administration of the Columbia Police Department and serves as the primary spokesman for the Department. The City of Columbia Public Information Office coordinates press conferences, writes press releases, and serves as liaison with the media.

##### **OFFICE OF THE CHIEF**

Under the direction of the Chief of Police, the Office of the Chief is responsible the overall administration of the Columbia Police Department as well as the supervision of the Professional Standards Division

##### **PROFESSIONAL STANDARDS DIVISION**

Under the direction of a Police Captain, the Professional Standards Division conducts internal investigations, coordinates the Department's Accreditation efforts and policy management function.

##### **INTERNAL AFFAIRS UNIT**

Under the supervision of a Police Sergeant, the unit investigates citizen complaints involving allegations of police misconduct, prepares statistical analysis of patterns and trends as requested as well as monitoring random drug tests. The unit may report directly to the Chief of Police.

##### **ACCREDITATION UNIT**

The Accreditation Manager is responsible for overseeing the Department's CALEA and SC State Accreditation functions as well as serving as liaison to those organizations.

##### **POLICY MANAGEMENT UNIT**

The Policy Manager creates and distributes the policies and procedures of the department. The position maintains contact with local, state and national organizations as well as outside source matter experts to keep abreast of developing trends.

##### **OFFICE OF THE DEPUTY CHIEF**

Under the supervision of the Deputy Chief of Police, the Office of the Deputy Chief is responsible for the supervision of the Operations Bureau, the Special Services Bureau, the Administrative Bureau, Public Information Officer, and the Emergency Services Unit (decentralized).

##### **SWAT UNIT**

Under the supervision of the SWAT Commander, SWAT is a decentralized unit consisting of officers specially trained and equipped for the resolution of critical/high risk incidents.

##### **EMERGENCY SERVICES UNIT (ESU)**

The Emergency Services Unit consists of SWAT, Negotiations, and Mobile Field Force. The ESU is under the supervision of the ESU Captain/Commander who is appointed by the Chief of Police.

#### NEGOTIATIONS UNIT

Under the supervision of the unit commander, the decentralized Negotiations Unit is specially trained for conducting hostage and other negotiations to defuse critical incidents.

#### MOBILE FIELD FORCE

The Mobile Field Force is under the supervision of the Mobile Field force Commander who is appointed by the Chief of Police. The Mobile Field Force consists of officers who are trained to address large scale civil unrest.

#### PUBLIC INFORMATION OFFICER (PIO)

The PIO plans the release of information to the news media, coordinates press conferences and other media related events. The PIO is responsible for writing news releases, speeches and planning CPD related events as well as acting as the chief spokesperson, official photographer and social media coordinator.

### **OPERATIONS BUREAU**

Under the supervision of the Operations Major, the Operations Bureau is responsible for the supervision of the Criminal Investigations Division and the Regional Operations Division.

#### **REGIONAL OPERATIONS DIVISION**

##### NORTH REGION OPERATIONS

The North Region Captain is responsible for the supervision of uniformed patrol services. The Region interacts with citizens and provides year round, twenty-four (24) hour, uniformed patrol service, responds to calls for service, enforces criminal and traffic laws, investigates traffic accidents, provide on-scene investigation for all crimes against property, and investigates neighborhood complaints for the northern portion of the City of Columbia

##### METRO REGION OPERATIONS

The Metro Region Captain is responsible for the supervision of uniformed patrol services. The Region interacts with citizens and provides year round, twenty-four (24) hour, uniformed patrol service, responds to calls for service, enforces criminal and traffic laws, investigates traffic accidents, provide on-scene investigation for all crimes against property, and investigates neighborhood complaints for the central portion of the City of Columbia

##### SOUTH REGION OPERATIONS

The South Region Captain is responsible for the supervision of the uniformed patrol services. The Region interacts with citizens and provides year round, twenty-four (24) hour, uniformed patrol service, responds to calls for service, enforces criminal and traffic laws, investigates traffic accidents, provide on-scene and follow up investigation for all crimes against property, and investigates neighborhood complaints for the southern portion of the City of Columbia

##### WEST REGION OPERATIONS

The West Region Captain is responsible for the supervision of uniformed patrol services. The Region interacts with citizens and provides year round, twenty-four (24) hour, uniformed patrol service, responds to calls for service, enforces criminal and traffic laws, investigates traffic accidents, provide on-scene investigation for all crimes against property, and investigates neighborhood complaints for the northwest portion of the City of Columbia.

##### EAST REGION OPERATIONS

The East Region Captain is responsible for the supervision of uniformed patrol services. The Region interacts with citizens and provides year round, twenty-four (24) hour, uniformed patrol service, responds to calls for service, enforces criminal and traffic laws, investigates traffic accidents, provide on-scene investigation for all crimes against property, and

investigates neighborhood complaints for the eastern portion of the City of Columbia.

#### **INSPECTIONS/CODE ENFORCEMENT UNIT**

Under the supervision of the Housing Official, the non-sworn code inspectors are responsible for the enforcement of the City of Columbia Quality of Life Ordinances.

### **CRIMINAL INVESTIGATIONS DIVISION**

The Criminal Investigations Captain is responsible for the supervision of the Criminal Intelligence Unit, Crime Scene Investigations Unit, Violent Crimes Unit, Special Victims Unit, Warrant Unit and the Victim Services Unit.

#### **CRIMINAL INTELLIGENCE UNIT/ FEDERAL TASK FORCES**

Under the direction of the Division Captain, the unit consists of Police Investigators, Polygraph Examiner, DEA Task Force liaison, U.S. Marshall's Fugitive Task Force liaison. Responsibilities include creating real-time crime bulletins, weekly crime reports and maintaining an information network with agencies throughout the Midlands area including the Department's Gang Task Force, South Carolina Internet Based Reporting System (SCIBRS), and South Carolina Information Exchange (SCIex). The unit acts as an information exchange between Investigations and Patrol Division.

#### **CRIME SCENE INVESTIGATIONS UNIT**

Under the supervision of a Police Sergeant, the unit is responsible for the photo-documentation, collection, preservation, and identification of all latent evidence that may link possible suspect(s) to a specific crime. The unit also is responsible for the operation of the Department's drug testing laboratory.

#### **VIOLENT CRIMES AGAINST PERSONS UNIT**

Under the supervision of a Police Sergeant, the unit provides on-scene and follow-up investigation of all General Sessions level crimes against persons and performs cold-case investigations.

#### **BURGLARY AND PROPERTY CRIMES UNIT**

Under the supervision of a Police Sergeant, the unit provides on-scene and follow-up investigation of all General Sessions level crimes against property and burglary investigations.

#### **WARRANT UNIT**

Under the direction of the Criminal Intelligence/Task Force Sergeant, the unit executes arrest warrant on difficult to locate suspects.

#### **SPECIAL VICTIMS UNIT**

Under the supervision of a Police Sergeant, the unit is responsible for the investigation of juvenile offenses, missing persons, criminal domestic violence (CDV), criminal sexual conduct (CSC), fraud, forgery, and identity theft.

#### **VICTIM SERVICES UNIT**

Under the direction of the Victim Advocate, the unit provides a range of services to the victims and witnesses of crimes against persons and property. The unit maintains liaison with victims' assistance networks as well as shelters and social agencies citywide.

#### **GANG TASK FORCE UNIT**

Under the supervision of a Police Sergeant, the Gang Task Force monitors local gang activity, maintains liaison with the area law enforcement agencies, conducts public awareness activities, and coordinates their efforts with the department's Criminal Intelligence Unit.

#### **ORGANIZED CRIME/NARCOTICS UNIT**

Under the supervision of a Police Sergeant, the unit performs plain-clothes and under cover collection of intelligence concerning the sale, distribution and manufacture of narcotics as well as enforcement activities aimed at the suppression

of drug related crime.

### **SPECIAL SERVICES BUREAU**

Under the supervision of the Special Services Major, the Special Services Bureau is responsible for the administration of the Special Operations Division.

#### **SPECIAL OPERATIONS DIVISION (ESU)**

The Special Operations Captain is responsible for the supervision for specialized units involved in criminal detection and enhancing the operations of other Bureaus. Responsibilities include the K-9 Unit, Traffic Unit, SWAT, Crisis Negotiations and School Resource Unit.

#### **SPECIAL EVENTS UNIT**

Under the direction of a Police Sergeant, the unit works with special interest groups requesting to schedule events in the City of Columbia that require coordinated involvement of the Police Department.

#### **BOMB UNIT**

Under the direction of the Bomb Unit commander, the decentralized bomb unit responds incidents involving reported threats of explosives or hazardous materials.

#### **COMMUNITY SAFETY OFFICERS UNIT**

Under the supervision of a Police Corporal, the non-sworn Community Safety Officers provide on-site security for critical City of Columbia infrastructure.

#### **TRAFFIC UNIT**

Under the supervision of a Police Sergeant, the unit is a specialized squad that investigates and reconstructs motor vehicle collisions that involve fatalities or serious injuries, as well as targeted enforcement of traffic laws throughout the City of Columbia. The Traffic Unit also oversees the civilian school crossing guards.

#### **K-9 UNIT**

Under the supervision of a Police Sergeant, the unit utilizes dogs for various operational functions to include tracking, building searches and drug interdiction. The officers are trained in the specialized care and husbandry of their assigned animals.

#### **TELEPHONE RESPONSE UNIT**

Under the supervision of a Police Sergeant, the unit receives and directs non-emergency calls for service via telephone and handles walk-in citizen needs for police services. The unit also serves as an NCIC entry/inquiry station, twenty-four (24) hour access point for the City Warrant File, twenty-four (24) hour point of contact for Victim Services, and backup communications.

#### **COMMUNITY SERVICES UNIT**

Under the supervision of a Police Sergeant, the unit provides a secure environment for the public school staff and students provides crime prevention programs and services as well as youth services and assistance to the area elderly population.

### **ADMINISTRATIVE BUREAU**

The Administrative Bureau Major is responsible for the supervision of the Staff Development Division, Special Projects Division, Records Unit, Supply/Equipment Unit, Evidence Unit, Crime Lab, Fleet/Facilities Management, Crime Analysis Unit, Planning & Research/Grants and Computer Liaison.

#### **RECORDS UNIT**

Under the supervision of the civilian Records Unit Supervisor, the unit performs data entry functions and maintains both current and past files of criminal activity, traffic citations, Uniform Traffic Reports and provides report access to the public.

#### **EQUIPMENT/SUPPLY UNIT**

Under the supervision of the civilian Materials Inventory Clerk, the unit is responsible for the procurement, storage, records keeping and distribution of all non-capitol items required for the operation of the Police Department. The unit is responsible for the procurement, inventory and issuing of all firearms and ammunition as well as all non-lethal weapons.

#### **CRIME ANALYSIS UNIT**

Under the direction of the civilian Crime Analyst, the unit is responsible for quantitative analysis of all criminal activity within the City's jurisdictional boundaries. The unit provides area specific information that enables targeting of high crime areas by the Operations Bureau in crime suppression efforts. The reports generated by this unit are made available department wide and to the community for various purposes.

#### **PLANNING AND RESEARCH UNIT**

Under the direction of the civilian Planning and Research Analyst, the unit provides informative surveys, research, financial reporting and program evaluations for allocation and distribution of current manpower availability. The Unit evaluates annexation request and generates grant applications for the Police Department.

#### **EVIDENCE/PROPERTY UNIT**

Under the supervision of the civilian Evidence Room Technician, the unit is responsible for receiving, inventorying, and the secure storage of all items submitted as evidence, found property and recovered property. The unit is also responsible for the eventual disposition of all items given into their care. The Unit maintains records of drug testing results and oversees the destruction of contraband items.

#### **STAFF DEVELOPMENT DIVISION**

Under the direction of a Police Captain, the Division is responsible for the recruiting, selection, hiring and training processes of department personnel.

#### **HUMAN RESOURCES UNIT**

Under the direction of the personnel coordinator, the unit is also responsible for maintaining payroll records, employee benefits, and the maintenance of personnel folders.

#### **RECRUITING UNIT**

Under the direction of a Police Corporal, the unit conducts the departments recruiting efforts and includes the Judicial Liaison who is responsible for coordinating officer's court appearances with the Municipal Court.

#### **TRAINING UNIT**

Under the direction of a Police Sergeant, the unit is responsible for the administration of the Department's officer training programs (certification & re-certification), Citizen's Police Academy, and the supervision of the Patrol Training Officer (PTO) Program.

#### **SPECIAL PROJECTS DIVISION**

Under the direction of a Police Major, the unit administers the Department's mobile and fixed camera programs as well as studies of new technologies to improve the Department's surveillance and monitoring capabilities.