



TYLER POLICE DEPARTMENT

GENERAL ORDER: 02.100

	ORGANIZATION FUNCTION	
	EFFECTIVE DATE: 10-01-1990	
	REVISED DATE: 08-22-2016	
CALEA STANDARDS: <u>11.1.1</u>; 11.1.2; 12.1.1; <u>12.1.2</u>; 15.2.1; 15.2.2		

02.101 ORGANIZATION OF THE POLICE DEPARTMENT – [CALEA Standard: 11.1.2]

The Tyler Police Department will use a structured chain of command for communication and direction of all Department employees. Each level of supervision will carry commensurate responsibility and authority. Every employee will be held accountable for the use or failure to use that authority, either delegated to, or structured for the position.

- A. The structure of the Tyler Police Department shall be depicted on the [Organization Chart](#).
- B. The Organizational Chart will be revised / reviewed at least annually by the Chief of Police.
- C. The Organizational Chart will be maintained in two locations: Department Information File on the shared “W” drive and PowerDMS. All personnel have access to both housing locations for document viewing.

02.102 RANKS/CHAIN OF COMMAND

- A. The precedence of rank, in descending order is:
 - 1. Chief of Police.
 - 2. Assistant Chief of Police (Division Commander)
 - 3. Lieutenant
 - 4. Sergeant / Civilian Supervisor
 - 5. Police Officer / Civilian Employee
- B. Civilian employees who are assigned to supervisory positions will exercise the same authority and responsibility over their work area as that of a sworn supervisor in the same capacity. The Chief may authorize a deviation from this precedence of rank when designating a unit commander.

02.103 RESPONSIBILITIES – [CALEA Standard: 12.1.1]

- A. The Office of the Chief is responsible for the overall operation and administration of the Police Department. The office consists of the Chief of Police, the Chief's secretary, the Integrity Unit, and the Public Information Officer. The Integrity Unit consists of one Integrity Sergeant and one Inspections / Polygraph officer.
- B. The Patrol Division is responsible for the suppression of crime, the protection of life and property, responding to criminal incidents, making initial responses to requests for police service and traffic enforcement. The Patrol Division is directed by an Assistant Chief / Division Commander. The Patrol Division consists of the following elements: Shift Commanders holding the rank of Lieutenant, Patrol Sergeants, Traffic Sergeants, Patrol Officers, Traffic Officers, Public Service Officers, and the PSO / DA Liaison.
- C. The Investigative Division is responsible for conducting follow up investigations of criminal and intelligence matters, assisting in the collection and identification of evidentiary items, case preparation, and victim/witness responsibilities. The Investigative Division is directed by an Assistant Chief/Division Commander. The Investigative Division consists of the following elements: Division Lieutenant, Crimes Against Persons / Crime Scene Sergeant, Property Crimes Sergeant, Youth Crimes Sergeant, Vice / Narcotics Sergeant, CRO Sergeant, CRO Secretary, Bicycle / K9 Sergeant, Unit Investigators, CRO Officers, K9 Officers, the Property and Evidence Custodian(s), Unit Technicians, and the Crimestopper Coordinator.
- D. The Support Services Division is directed by an Assistant Chief / Division Commander who is responsible for coordinating the fiscal and contractual services of the department and the Planning and Research function. The Division consists of the following elements: Accreditation / Technology Lieutenant, one Budget Secretary, one Accreditation Secretary, the Technology Sergeant, the Police Technology Specialist, the Career Development Unit Lieutenant, the Police Training Officer (PTO) Program Coordinator / Sergeant, and Personnel / Recruiting Officers. The Support Services Division also includes the Public Safety Communications Unit Supervisor, Communications Unit Shift Supervisors, PST Operators, Data Management Supervisor, Data Management Personnel, the Alarm Coordinator, Public Service Officers, and the Police Services Coordinator.

02.104 GOALS AND OBJECTIVES – [CALEA Standard: 15.2.1; 15.2.2]

To ensure direction and unity, the Department and each individual Division will develop goals and objectives to be included as a part of the department's business plan.

- A. Each goal and objective will be reviewed monthly and up-dated, if necessary.
- B. All goals and objectives will be posted on the "W" drive in the Department Information file.
- C. The Division Commanders will be responsible for developing, distributing, and reviewing the Department's goals and objectives.
- D. Input from all levels of the organization is encouraged in the formulation of goals and objectives.

- E. The Support Services Division Commander / Assistant Chief will coordinate the preparation and updating of the Business Plan, the Citizen Satisfaction Survey and the Multi-year Department Plan.

Approved: 08-22-2016

A handwritten signature in black ink, appearing to read "Jimmy Toler", written over a horizontal line.

Jimmy Toler
Chief of Police