



# TYLER POLICE DEPARTMENT

## GENERAL ORDER: 02.200

	<b>OFFICE OF THE CHIEF</b>	
	<b>EFFECTIVE DATE: 07-01-1993</b>	
	<b>REVISED DATE: 08-22-2016</b>	
<b>CALEA STANDARDS: <u>11.1.1</u>; 12.1.1; <u>12.1.2</u>; 17.2.2</b>		

### 02.201 OFFICE OF THE CHIEF – [CALEA Standard: 12.1.1; 17.2.2]

- A. The Chief of Police will be directly responsible to the City Manager for:
1. The overall operation of the Police Department.
  2. The ultimate responsibility for protection of life and property, preservation of law and order, investigation of crimes, suppression of vice, and enforcement of State Laws and City ordinances.
  3. The efficient administration of the Police Department fiscal affairs.
  4. Managing the Department in accordance with State and Federal laws governing personnel matters.
  5. Establishing Department regulations and operating procedures.
- B. Office of the Chief's Secretary will be responsible to the Chief of Police for:
1. The correspondences, interoffice memos, and appointment calendar for the Chief of Police.
  2. Maintaining file systems on budget, quarterly reports, etc. and all correspondences to and from the Chief of Police.
  3. Performing duties related to obtaining notary licenses and completing travel expense reports.
  4. Performing any other duties assigned by the Chief of Police.

### 02.202 PATROL DIVISION ASSISTANT CHIEF – [CALEA Standard: 12.1.2; 17.2.2]

- A. The Patrol Division Assistant Chief will be directly responsible to the Chief of Police for:
1. The effective operation of the [Patrol Division](#) and the professional conduct of the personnel assigned.
  2. Evaluating the performance of programs and individuals, and making regular reports to the Chief of Police.
  3. Assuming the duties and responsibilities of the Chief of Police at the Chief's direction.

4. Preparing and administering applicable sections of the Police Department Budget.

02.203 INVESTIGATIVE DIVISION ASSISTANT CHIEF – [CALEA Standard: 12.1.2; 17.2.2]

- A. The Investigative Division Assistant Chief will be directly responsible to the Chief of Police for:
1. The effective operation of the [Investigative Division](#) and the professional conduct of the personnel assigned.
  2. Evaluating the performance of programs and individuals, and regularly reporting to the Chief of Police.
  3. Preparing and administering applicable sections of the Police Department Budget.
  4. Assuming the duties and responsibilities of the Chief of Police at the Chief's direction.

02.204 SUPPORT SERVICES DIVISION ASSISTANT CHIEF – [CALEA Standard: 12.1.2; 17.2.2]

- A. The Support Services Division Assistant Chief will be directly responsible to the Chief of Police for:
1. The effective operation of the [Support Services Division](#) and the professional conduct of the personnel assigned.
  2. Evaluating the performance of programs and individuals, and regularly reporting to the Chief of Police.
  3. Coordinating the preparation of the Police Department Annual Budget.
  4. Assuming the duties and responsibilities of the Chief of Police at the Chief's direction.

02.205 INTEGRITY UNIT


- A. The Integrity Sergeant will be directly responsible to the Chief of Police for:
1. The effective operation of the [Integrity Unit](#)
  2. Reporting regularly to the Chief of Police regarding departmental personnel investigations.
  3. Overseeing and evaluating the performance of the secretary and polygraph/inspections investigator assigned to the unit.
  4. Preparing and administering applicable sections of the Police Department Budget.
- B. The Polygraph/Inspections investigator will be directly responsible to the Integrity sergeant for:
1. The effective operation of the Integrity Unit
  2. Reporting regularly to the Integrity Sergeant and/or the Chief of Police regarding inspections and legal liaison issues within the department.
  3. Preparing and administering applicable sections of the Police Department Budget.
  4. Preparing reports, audits, inspections, and other documentation as required.

02.206 PUBLIC INFORMATION OFFICER

- A. The Public Information Officer will be directly responsible to the Chief of Police for:

1. The effective communication with the various news media.
2. Reporting regularly to the Chief of Police.

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