

	SECTION:	ADMINISTRATION	ADM-111
	CHAPTER:	CHAIN OF COMMAND	
	DIRECTIVE:	ORGANIZATIONAL STRUCTURE	

111.01 SUMMARY

This directive describes the Department's organizational structure, policy and principles which guide that structure.

111.02 DEFINITIONS

ORGANIZATION – The arrangement of both sworn and civilian personnel and other resources that facilitates the accomplishment of identified goals and objectives.

111.03 ORGANIZATION PRINCIPLES

The following organization principles guide the Department's organizational policy.

- **TASKS** – Tasks that are similar or related in purpose, process or method are grouped together in one or more units under the control of one person.
- **SPECIALIZED UNITS** – Units are created only when the presence of the unit increases overall departmental capability.
- **UNIT RESPONSIBILITY** – Units are clearly defined and ensure that all parts of the organization are aware of the unit's duties, in order to facilitate understanding of expectations and assignment of responsibility.
- **CHANNELS OF AUTHORITY AND COMMUNICATION**
Established to ensure upward and downward flow of information and proper delegation of authority.
- **STRUCTURE AND TERMINOLOGY** – Clearly defined to facilitate the understanding of the purpose and responsibilities of the organization.

111.04 ORGANIZATIONAL POLICY

UNITY OF COMMAND – Each individual, unit, and situation is under the immediate control of one person. Unity of command avoids the friction that duplication of direction and supervision can cause.

SPAN OF CONTROL – The span of control, or the number of units or persons under the direct control of a Supervisor, should be large enough to provide economical supervision but not so large that the Supervisor is unable to manage. Except in emergency situations, span of control is limited to a maximum of 12 persons.

ORGANIZATIONAL POLICY (con't)

AUTHORITY AND ACCOUNTABILITY – When the Department makes an assignment or assigns duties to a person, it also delegates to that person the authority necessary to perform the assignment or duties. The Department holds that person accountable for the use or lack of use of that authority.

111.05 ORGANIZATIONAL ENTITIES

The Department uses specific terminology in its organizational structure. All Directives use these terms as they are defined here.

- **DIVISION** – (i.e. Operations or Services) A group of more than one section(s), team(s), or unit(s) with department wide responsibility to provide unified service functions and achieve identified goals and objectives.
- **SECTION** – (i.e. Patrol or Investigations) An entity that has department-wide responsibility for providing a specialized function. A Commander or civilian equivalent may command a Section.
- **TEAM** – (i.e. Patrol Team) Usually comprised of a Supervisor and other personnel assigned to a specific function.
- **UNIT** – (i.e. Crime Analysis or Intelligence Officer) A subdivision of a Section. Usually smaller in size than a team and may report to a Division Deputy Chief and/or Commander/Manager/Supervisor with assigned personnel performing a specialized activity.

111.06 ORGANIZATIONAL STRUCTURE

The Grand Junction Police Department consists of Command Staff from the Office of the Chief, the Operations Division, Services Division and various Sections, Teams and Units.

111.07 CHIEF OF POLICE

The governmental authority that is vested in the Chief of Police is sanctioned in the **Charter of the City of Grand Junction, Colorado, Article I; Municipal Ordinance 22-1** for the City of Grand Junction; and **CRS 31-15-401**, as amended.

111.08 OFFICE OF THE CHIEF OF POLICE

CHIEF OF POLICE – The Chief is directly responsible to plan, direct, manage and oversee the activities and operations of the Police Department including patrol, law enforcement, communications, general and special investigations, crime lab, records, professional standards, crime prevention, K-9 and crime suppression programs; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager

OFFICE OF THE CHIEF OF POLICE (con't)

PROFESSIONAL STANDARDS ADMINISTRATOR – The Professional Standards Administrator is directly responsible to, and appointed by, the Chief of Police and is directly responsible for internal affairs investigations, personnel, staff audits, concealed weapon permits, written directive system, and accreditation.

PUBLIC INFORMATION COORDINATOR – The Public Information Coordinator is directly responsible to and appointed by the Chief of Police. The Coordinator is directly responsible to coordinate, establish and maintain two-way communication between the Police Department and its various external and internal customers; to develop and implement on-going public information and customer service plans for the Police Department; and to utilize a variety of communication tools to convey Police Department messages to the public and employees.

111.09 OPERATIONS DIVISION

OPERATIONS DEPUTY CHIEF – The Operations Deputy Chief is directly responsible to and appointed by the Chief of Police. The Deputy Chief is directly responsible to direct, manage, supervise and coordinate assigned division programs and activities within the Police Department; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and administrative support to the Police Chief.

- An Administrative Assistant assigned to the Operations Deputy Chief provides administrative support for the Deputy Chief and the Division.

OPERATIONS ADMINISTRATIVE COMMANDER – The Operations Administrative Commander is responsible to supervise, plan and coordinate the activities and operations of an assigned section of the Police Department including, but not limited to Investigations, Joint Drug Task Force, Community Advocacy Program, Victim Services programs and certain collateral duty assignments; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex staff assistance to the assigned Police Deputy Chief.

OPERATIONS PATROL COMMANDER – The Operations Patrol Commander is responsible to supervise, plan and coordinate the activities and operations of the Patrol Section. He/she will also serve as shift commander on an assigned shift.

**111.10 SERVICES
DIVISION**

SERVICES DEPUTY CHIEF – The Services Deputy Chief is directly responsible to and appointed by the Chief of Police. The Deputy Chief is directly responsible to direct, manage, supervise and coordinate assigned division programs and activities within the Police Department; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and administrative support to the Police Chief.

- An Administrative Assistant assigned to the Services Deputy Chief provides administrative support for the Deputy Chief and the Division.

SERVICES ADMINISTRATIVE COMMANDER – The Services Administrative Commander is responsible to supervise, plan and coordinate the activities and operations of an assigned section of the Police Department including Records Section, Special Projects, Annexation, CIRSA, Grand Writing and Management, Physical Facility Management, Computer Related Technology, and Budget; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex staff assistance to the assigned Police Deputy Chief.

COMMUNICATIONS CENTER MANAGER – The Communications Center Manager is responsible to supervise, plan and coordinate the activities and operations of the Communications Center and reports directly to the Services Deputy Chief. The Manager is directly responsible to direct, manage, supervise and coordinate the activities and operations of the Grand Junction Regional Communications Center; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to assigned Services Deputy Chief.

- An Administrative Assistant is assigned to the Communications Center Manager provides administrative support for Communications Center Supervisors and personnel.

**111.11 ORGANIZATIONAL
CHART**

An organizational chart, which is updated as needed and is available to all personnel, depicts the Department's organizational structure.

