

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of the Department is designed to create an efficient means to accomplish the mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Colorado State University Police Department. There are three divisions in the Police Department:

- Administration Division
- Operations Division
- Support & Events Division

200.2.1 ORGANIZATIONAL CHART

The Chief of Police or the authorized designee is responsible for developing and updating, at least annually, a chart showing the organizational components and functions. The chart may be attached to this Policy Manual for distribution and should be posted permanently in at least one location in the Department that is accessible to all personnel.

200.2.2 ADMINISTRATION DIVISION

The Administration Division is commanded by the assigned Division Commander, whose primary responsibility is to provide general management, direction and control for the Administration Division, including management of the Department budget and the designation of the custodian of records.

200.2.3 OPERATIONS DIVISION

The Operations Division is commanded by the assigned Division Commander whose primary responsibility is to provide general management, direction and control for the Operations Division. The Operations Division consists of Uniformed Patrol, which includes Traffic and Training.

200.2.4 SUPPORT & EVENTS DIVISION

The Support & Events Division is commanded by the assigned Division Commander whose primary responsibility is to provide general management, direction and control for the Support & Events Division. The Support & Events Division consists of the Investigations Unit, Communications Center, Special Events Coordination, Crime Lab, Forensic Services, T/BEEP, and Campus Service Officer (CSO) Unit.

200.3 COMMAND PROTOCOL

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200.3.1 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 act in the place of the 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) Administration Commander
- (b) Support & Events Unit Commander
- (c) Operations Commander
- (d) Shift Supervisor

200.3.2 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., canine, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with lawful orders of superior officers and other proper authority.

200.3.4 UNLAWFUL AND CONFLICTING ORDERS

No member is required to obey any order that outwardly appears to be in direct conflict with any federal law, state law or local ordinance. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or confer with a higher authority. Responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with an order that is in conflict with a previous order, department policy or other directive, shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the order is intended to countermand the previous order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting order after having given the issuing supervisor the opportunity to correct the conflict are not held accountable for disobedience of the order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

200.4 AUTHORITY AND RESPONSIBILITIES

Each member will be assigned duties and responsibilities commensurate with the member's assigned position within the Department and will have the delegated authority necessary

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to effectively execute those responsibilities. Each member will be held accountable for the appropriate application of that delegated authority.

200.5 PATROL STAFFING

The Operations Division Commander should conduct a workload assessment to determine patrol-staffing needs. In conducting the assessment, the Division Commander should consider:

- (a) The number and types of incidents (e.g., calls for service, investigation of criminal and non-criminal acts, apprehension of criminal offenders) handled by patrol personnel during the specified period (e.g., a ten-hour shift).
- (b) The average time required to handle an incident at the patrol level.
- (c) The average percentage of uncommitted time that should be available to the patrol officer during a specified period.
- (d) The time lost through days off, holidays and other leave compared to the total time required for each patrol assignment.