ASSUMPTION OF COMMAND - CHIEF

In the event that the Chief of Police is incapacitated, out of town, or otherwise unable to act, and no one has been appointed by the Chief of Police to assume command, the senior division chief shall act as Chief of Police.

OFFICE OF THE CHIEF OF POLICE AND DIVISIONS

B. Procedure

1. The Office of the Chief of Police is comprised of the Professional Standards Section, Legal Advisor and Public Information Office. The Mission of the Professional Standards Section is to ensure a system of inspections, investigations and training, and the continued high quality of police service. The Planning & Analysis Unit reports to this Section and is responsible for Accreditation, budget coordination, planning and support to all areas of the department, and management analysis.

2. Presently, the department is organized into the following divisions:

a. The Patrol Division is the largest and most visible element of the organization. It shall be primarily responsible for the prevention and suppression of criminal activities, and the control of traffic. The division commanded by a Division Chief, reports to the Chief of Police.

b. The Investigation Division shall be responsible for the investigation of crime and other incidents requiring additional action beyond the scope of preliminary patrol response. The division is also responsible for the investigation of vice and narcotics violations, auto theft task force, victim assistance services, and the coordination of the fugitive apprehension function. The division commanded by a Division Chief, reports to the Chief of Police.

c. The Support Services Division shall be responsible for police communications, records management, and community services section which include Code Enforcement, Animal Control, Property Services and the Volunteer Coordinator. The division commanded by a Division Chief, reports to the Chief of Police.

3. In addition to the divisional line structures within the organization, there are several staff positions whose responsibility shall be to support the Chief of Police and the line functions of the organization.

SECTIONS

B. Procedure

1. Each division within the police department is composed of one or more sections, which are generally commanded by sworn police Commanders or civilian managers. Sections are given responsibility for a portion of the activity comprising the divisions' assignment.
Sections are listed below by division:

a. Office of the Chief of Police
   Professional Standards

b. Patrol Division:
   North Sector
   West Sector
   Southeast Sector
   Special Teams Section

c. Investigation Division:
   Crimes Against Persons
   Crimes Against Property
   Criminalistics Section

d. Support Services Division
   Records Section
   Communications Section
   Community Services Section

2. Section Commanders or managers report to the Division Chief of their division.

2030 TEAMS

Teams or units are generally commanded by sworn sergeants or civilian supervisors. Teams or units provide a more specialized function within the responsibility of individual sections. Refer to the organizational chart for individual teams and their chain of command.

2040 COMPONENTS

In addition to the normal department structure, various components may be formed for a specialized purpose. These components may include budget programs, project task forces, committees, or other designated functional groups. Components may be temporary or permanent and may be composed of personnel from various divisions. Components report to designated division commanders or the Chief of Police.

2050 RANKS

Sworn personnel in the police department are designated by the following ranks:

1. Agent: Provides patrol response services or investigation follow-up
2. Sergeant: First-line supervisor, generally in charge of a team or unit
3. Commander: Intermediate manager, generally in charge of a section
4. Division Chief: Divisional commander
5. Chief of Police: Department head

2060 CHAIN OF COMMAND
A. Policy

All persons employed by the department are assigned responsibilities or duties they are expected to perform. Further, each person is delegated the authority necessary to accomplish these responsibilities and is held accountable for results. Every person must be aware of his relative position within the organization, to whom he is accountable, and the persons accountable to him.

In practice this triangle of management is changing constantly, and each person must communicate regularly with both his supervisors and his subordinates in order that the organization can function efficiently.

The sum of all relationships defined above is the organizational structure, and the exercise of authority through the organization constitutes the chain of command. Employees shall strive at all times to operate within the chain of command.

The Chief of Police is available by appointment to anyone in the department.

2061 SPAN OF CONTROL

A. Policy

To achieve maximum efficiency of both supervisors and employees, the number of employees supervised shall be limited according to the function to be performed and the organizational level involved.

B. Procedure

1. Patrol sergeants shall normally supervise no more than 10 subordinates.
2. Sector Commanders shall normally supervise no more than 10 teams.
3. Supervisors, managers, and commanders not assigned to the Patrol Division shall supervise the number of employees assigned to their section or division.

2062 SUPERVISION AND COMMAND

A. Policy

Supervision gives coherence to the police task and directs the energies of the department into an organized effort. Proper supervision is essential to maintain a professional level of competence in law enforcement operations.

Field supervision begins with the senior police agents of the department and it is upon them that the primary burden of training and supervising less experienced agents is placed. A field sergeant is the first level of full-time supervision and it is his primary responsibility to guide, train, direct, and motivate those over whom he has control. A field sergeant is not normally expected to engage in law enforcement operations except in a command or supervisory capacity.

B. Procedure
1. Sworn supervisors are authorized to:
   a. Assist the Sector Commander.
   b. Act as the Sector Commander in his absence.
   c. Assume command of any incident or crime scene (in the absence of a senior supervisor).
   d. Take appropriate law enforcement action as a sworn peace officer.
   e. Assign priorities to services in time of emergency.
   f. Notify or direct the notification of on-call investigators and criminalistics technicians of all major crimes.
   g. Notify the Chief of Police, via the chain of command, of any incident arising where there may be a question as to significant liability of the City or the Police Department.
      1) Incidents involving the death or serious injury of a police employee will be reported immediately;
      2) Major disasters or other major situations of a sensitive nature will be reported immediately; and,
      3) Any event for which there may be a heightened community interest, may be reported as soon as practical and at the discretion of the supervisor.

2. Supervisors are responsible to:
   a. Inform the Sector Commander of all major crimes and special incidents during their tour of duty.
   b. Be thoroughly familiar with departmental and City organization, rules, regulations, policies, and procedures.
   c. Issue orders to subordinates.
   d. Require compliance with departmental and City rules and regulations by subordinates.
   e. Commend and discipline subordinates.
   f. Evaluate subordinates' performance.
   g. Perform all supervisory functions assigned them by departmental or City rules, regulations, policies, procedures, and senior supervisor.
   h. Receive and transmit departmental and City communications to and from their subordinates as appropriate.
   i. Supervise employees assigned.
   j. Review and approve all reports to ensure accuracy and completeness.
k. Inspect, train, and evaluate subordinates.

l. Perform assigned duties in a manner consistent with professional ethics and within statutory limitations and guidelines.

2063 SENIOR POLICE AGENT

A. Policy

The Lakewood Police Department recognizes the human needs of senior police agents as they progress through their careers and the special benefits that these employees provide our agency and the public. Specific benefits are therefore assigned to employees in this category.

B. Procedure

1. Police agents with 12 or more years of service at that rank shall be deemed "senior police agents." Additionally, they shall be awarded gold nametags, which specifically identify them as senior police agents.

2. Recognizing that the Lakewood Police Department cannot meet all of the ambitions of its members, efforts shall be made to enhance employee opportunities in other agencies by developing them as fully as possible in their police agent roles. Senior agents may be granted leaves of absence up to 1 year to experience career alternatives. These leaves shall be approved by the Chief of Police and must consider deployment needs at the time of the request.

3. Because of their experience and knowledge, senior police agents are urged to provide even more input into the management process.

2064 COMMAND AT CRIME SCENES

A. Policy

Command of department resources at a police situation rests with the field commander or the assigned senior agent. Such person has the authority to direct the operation and is responsible for its outcome. A senior command agent may make suggestions; however, he may not actively direct the operation unless he properly relieves the subordinate of command. A senior command agent at an emergency scene who does not choose to take command may be held accountable for unfavorable developments, which he could have prevented by assuming control. Appearance of a ranking agent at a scene by itself does not indicate he has assumed control, unless he makes an announcement indicating otherwise.

B. Procedure

1. The Patrol Division is in charge of a crime scene unless relieved of the responsibility by an investigator or other command personnel.

2. The investigator takes command of any scene he deems appropriate wherein he files the crime report and requires other agents to file supplemental reports.
3. Nothing prevents an investigator from having a task he feels important to the case performed without taking command of the crime scene.