

St. Joseph, Missouri Police Department



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SUBJECT: Organizational Structure		
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I. Policy

The St. Joseph Police Department is structured to provide effective and efficient law enforcement service to the public. The department is organized into three divisions, Patrol, Detectives, and Support Services. The three divisions are under the direction of the Chief of Police. To ensure utmost effectiveness and efficiency the above entities must constantly analyze performance, investigate and implement new innovations and address the needs of department members. An organizational chart located in the Chief's conference room graphically depicts the department's organizational structure including supervisory assignments.

- A. Annually the Chief of Police, Commanders, and members of each division shall review operations under their control as part of the annual report. Written goals and objectives will be reviewed, created and/or revised, and progress made toward the attainment of goals and objectives will be evaluated.

Monthly divisional reports, shift reports, and other administrative reports may be used to assist in evaluating the progress towards meeting departmental goals and objectives. These processes may involve input of division personnel whenever possible, and the results made available to affected personnel.

- B. The Chief of Police and Division Commanders should annually review and revise the Departments multi-year plan to address the following:
1. Long-term goals and operational objectives;
 2. Anticipated workload and population trends;
 3. Anticipated personnel levels;
 4. Anticipated capital improvements and equipment needs; and
 5. Provisions for review and revision as needed.

II. Unity of Command

The Chief of Police appoints subordinate department members as supervisors. Each organizational component is under the direct command of a supervisor. Department members appointed to supervisory positions shall be assigned duties commensurate with their rank and authority. Supervisory personnel are responsible for the activities of members under their immediate control.

- A. Supervisory members may delegate duties to subordinates. The delegating supervisors always retain the responsibility for accomplishment of the delegated task. A corresponding level of authority necessary to complete the task must accompany delegation of duties.
- B. Upon initial appointment and after reassignment, department members must be informed of their assignment, duties, direct supervisor, and chain of command. Each department member shall be accountable to only one supervisor at any given time. Normally, that supervisor is their direct supervisor. However, members shall submit to the authority of other superiors within their chain of command in emergency or unusual situations.

III. Rank Structure

The City of St. Joseph, MO Human Resources Department classifies non-commissioned members of the department. Commissioned officers may hold ranks, which are listed below. The ranks are in hierarchical order.

- A. Chief of Police
- B. Police Commander
- C. Police Captain
- D. Police Sergeant
- E. Police Officer / Detective

IV. Department Structure

- A. **Patrol Division:** The Patrol Division is the department's largest division. All other divisions support the operation of the Patrol Division. Its primary functions are to respond 24-hours a day to calls for service from citizens, enforce traffic laws, and work with residents to identify and solve community problems. A Commander administers the division. The three shifts are each supervised by a Captain. Officers are assigned to districts for a period of one year unless otherwise reassigned. The following operations are included within the Patrol Division:

Traffic Unit	Field Training Program
K-9 Unit	Uniform Patrol
School Safety	School Resource Officers
Court Service Officers	Warrant Services Unit
Special Response Team	Crisis Intervention
Bicycle Patrol	Crisis Negotiation

- B. **Detective Division:** The Detective Division is a specialized unit, which performs investigations that require extensive time, specialized training, or

when all or part of the investigation needs to be conducted outside of the city of St. Joseph. A Commander administers the division, and is responsible for personnel and resource management as well as establishing policies and procedures concerning operation of the division.

The General Assignment Detectives are assigned to geographical areas. However, because many detectives are experts in different areas of investigation, they may receive assignments outside their normal area of assignment. The following are detective specialties:

Family Crimes Unit	Polygraph
Financial Crimes Unit	Electronic Surveillance
Auto Theft	Electronic Crimes Unit
Arson Investigation	Street Crimes Unit
Crime Scenes Unit	Intelligence Officer

- C. **Support Services Division:** The Support Services Division supports the basic police function of the department. Included under the umbrella of support services are the following units:

Communications	Crime Analysis
Records	Grants
Teleserve	Evidence Control
Main Control	Youth Safety
Booking	Planning & Research
Vehicle Maintenance	Training Officer
Crime Prevention	Department Armorer

The Support Services Division consists predominantly of civilian personnel who are under the direction of a commander. The following is a brief summary of the components of the Support Services Division:

1. **Communications:**

The St. Joseph Communications Center answers calls for service from citizens in Buchanan County, MO. It provides radio dispatch services for the St. Joseph Police Department, the St. Joseph Fire Department, the Buchanan County Drug Strike Force, and the Buchanan County Sheriff's Department. It also receives and transfers ambulance calls for service. The National Crime Information Center/ Missouri Uniform Law Enforcement System (NCIC/MULES), crime information computer system is accessible from the communications center and provides information on wanted persons/property as well as necessary criminal history information.

a. **Computer Operations:**

Provides and maintains computer services for the operations of communications, records, detectives, patrol, administration, and support services.

2. **Records:**

The Records Unit stores all official police reports, traffic reports, summonses, investigative reports, and all other pertinent police records. Records also maintains some police suspect photographs (mug shots), and fingerprint cards. Records accumulates and forwards all relevant Uniform Crime Report information statistics to appropriate Federal and State organizations as requested. Records personnel maintain business hours to serve the needs of the public concerning police documents and information.

3. **Teleserve:**

Teleserve is responsible for taking police reports over the telephone and from victims who prefer to come to the Law Enforcement Center to report incidents that do not require a commissioned officer. Teleserve maintains the departments tow records. It also provides notary services for the department.

4. **Main Control:**

Main control employees control the ingress and egress from the booking areas, controlled parking lots, and secured outside grounds. They monitor and attend to walk-in traffic in the lobby of the Law Enforcement Center after business hours. They also assist the Records Unit with data entry tasks.

5. **Booking:**

Booking's responsibilities include receiving incarcerated persons, entering their information into the computer system, ensuring that bond schedules are met before release, securing personal property, checking on the welfare of those incarcerated, and performing other duties as needed.

6. **Vehicle Maintenance:**

Vehicle Maintenance personnel are responsible for maintenance and repair of the department's entire fleet of vehicles. When major or specialized repairs are beyond the ability of vehicle maintenance, they obtain bids and arrange for those repairs. Once those repairs are completed, vehicle maintenance performs inspections and in-house tests to ensure that the work was completed satisfactorily. Vehicle Maintenance also maintains records of all maintenance, repairs, supplies, and expenses.

7. **Crime Prevention:**

The Crime Prevention position is responsible for planning, initiating, and supervising the Department crime prevention efforts. Programs include: home/business surveys, neighborhood watches, community policing efforts, and conducting public safety and crime prevention seminars. Crime Prevention provides training to both the public and department personnel concerning crime prevention.

8. **Crime Analysis:**

Crime analysis is responsible for collecting and analyzing data associated with crime and safety issues. That data is analyzed for the

purpose of program development and assisting officers to perform their job more effectively. Analytical reports generated by the crime analyst shall be distributed to the Commander of the affected unit as well as the requesting person/s.

9. Evidence Control:

An Evidence Control technician is responsible for receiving, recording, storing, retrieving and destroying items that are no longer needed as evidence.

10. Planning and Research:

This position, which coincides with the Crime Analyst position, collects data and researches program concerns as requested by the Chief of Police or Command Staff. Utilizes personnel trained in retrieving statistical information generated by the Department computer system to determine service and manpower needs. Provides unit administrators requested workload and other statistical information required for the budget, service plan and annual reports for the purpose of more efficient allocation of personnel and resources. Coordinates grant activities based on Departmental needs and opportunities. Acts as project manager for grants received.

11. Training Officer:

The Training Officer attends to the training needs of the department and those required by the State of Missouri. It is the policy of the department to do career tracking, thereby merging the needs of the organization with the desires of the employee when possible. The Training Officer is responsible for maintaining all records associated with training.

12. Department Armorer:

The Department Armorer is responsible for the maintenance of all department owned firearms, firearms records, and firearms maintenance records. The Department Armorer assists the training division in planning and coordinating firearms qualifications/training, and may serve as a firearms instructor and other duties as assigned.

D. Administration: The Chief of Police is the Chief Executive Officer of the Department. He is responsible for the overall operation of the Police Department. In addition, the chief should maintain a constant presence in the community and have as much personal contact with department employees as possible. Also assigned to this division are the Policy Compliance Manager, the Professional Standards Sergeant, the Administrative Assistant and a Secretary.

1. Public Information Officer (PIO):

The Chief of Police will appoint a Public Information Officer (PIO) for the department. The PIO's term of service will be at the discretion of the Chief of Police. The PIO will compile and distribute news releases, be available to the members of the media for general information purposes, direct the media to the appropriate person for

specific information as outlined in GO0002 II.B. and coordinate the media at any major event or occurrence as outlined in GO0002 II. B.

2. **Policy Compliance Manager:**

This position is responsible for creating policy and ensuring compliance department-wide.

3. **Professional Standards Sergeant:**

The Professional Standards Sergeant conducts internal investigations concerning the behavior of department personnel. He/she may also conduct background investigations on individuals who are being considered for employment with the department. These investigations are essential to the appropriate discipline of the department's employees, enhance the ability to hire quality personnel, and reduce the exposure to libel suits.

4. **Administrative Assistant:**

This position works predominately on duties related to budget preparation and execution. She also works on tasks as assigned by the Chief of Police, supervises the secretary assigned to Administration, and coordinates most activities of the office of the Chief of Police.

5. **Secretary:**

Serves as time-keeper for the department, back-up to the Administrative Assistant, and performs clerical tasks as generated by the administrative office.

Chris Connally, Chief of Police

Date

Organizational Chart

