

**TITLE: DEPARTMENT ORGANIZATIONAL DESCRIPTION**

<b>CODIFIED:</b>	<b>5.1</b>
<b>EFFECTIVE:</b>	<b>07/23/04</b>
<b>RESCINDS/AMENDS:</b>	<b>A 5</b>
<b>PAGES:</b>	<b>5</b>
<b>ATTACHMENTS:</b>	<b>1</b>

**PURPOSE**

The purpose of this directive is to describe the function and purpose of the various subdivisions of the department.

**DISCUSSION**

The extent of the various services that the department provides to the public requires that the Chief of Police develop a logical and reasonable plan wherein these duties are equitably apportioned among his or her employees.

These efforts shall be grouped according to the function provided, the area served, and by the purpose of the particular service involved for maximum effectiveness.

The manner in which these resources are assigned shall be consistent with the most cost-effective means to realize department objectives.

**POLICY**

It shall be the policy of the department to be organized and resources deployed to clearly reflect a total commitment to a community based, service oriented concept of operations. The organizational subdivisions within the department shall be grouped by function. The organizational structure shall be depicted graphically on an organizational chart, which shall be reviewed annually and updated as needed. These organizational charts shall be

available to all department personnel in the Departmental Standards Directive manual.

**PROCEDURE**

**ORGANIZATION**

**5.1.01** The department is organized into areas of functional responsibility and levels of authority. Areas of functional responsibility include department, division, district, shift, section and unit. Levels of authority include rank or position and are based on functional responsibility. Department supervisors and commanders receive their authority from and are accountable to the Chief of Police.

- Office of the Chief - The Office of the Chief is an organizational component, which includes functions of the Office of the Chief, Administrative Deputy Chief of Police, Operations Deputy Chief of Police and executive administrative functions.
- Division - A division is the subordinate organizational component within the department and is commanded by the rank of Deputy Chief.
- Unit/Squad - Are work groups whose primary assignments are in a functional area and are assembled for a special purpose as needed. Unit/Squad supervisors report to higher authority as designated by the Chief.
- Section - A section is an organizational component, which performs, related functions and tasks under the supervision of one supervisor.
- Unit - A unit is an organizational group of personnel, which is assigned a specialized function or task and is under the command of a single supervisor.
- Shift - A shift is a subordinate organizational component within a district and is composed of department personnel.

**COMMAND STRUCTURE**

**5.1.02** The order of sworn rank and comparative non-sworn positions for the Santa Fe Police Department is as follows:

SWORN	NON-SWORN
CHIEF	
DEPUTY CHIEF, OPERATIONS	
DEPUTY CHIEF, ADMINISTRATION	
CAPTAIN	
LIEUTENANT	SECTION MANAGER
SERGEANT	CIVILIAN SUPERVISOR
OFFICER	CIVILIAN STAFF

**OFFICE OF THE CHIEF OF POLICE**

**5.1.03** The Office of the Chief of Police provides various specialized executive, administrative, and managerial services to the Chief and is composed of the following units.

**5.1.04 CHIEF OF POLICE** - The Chief of Police is the Chief Executive Officer/Director of Public Safety for the City of Santa Fe, New Mexico. New Mexico State Law delineates the duties and responsibilities of the Chief.

**A.** Reporting directly to the Chief are the Administrative and Operations Deputy Chiefs of Police and in cases of Internal Affairs, the Internal Affairs Commander.

**DEPUTY CHIEF OF POLICE  
OPERATIONS DIVISION**

**5.1.05** Division Commander - The Operations division, commanded by a Deputy Chief, conducts all uniform patrol activities, criminal investigations and other law enforcement functions and policing

operations. The Operations Deputy Chief of Police may act as Chief of Police In the absence of the Chief of Police.

**CRIMINAL INVESTIGATIONS**

**5.1.06** The Criminal Investigations Section is commanded by a Captain and is responsible for investigation of major criminal activity, juvenile offenses, narcotics offenses, and intelligence.

**OPERATIONS SUPPORT SERVICES**

**5.1.07** Operations Support Services is under the command of a Lieutenant who reports directly to the Patrol Operations Captain. The section handles selective traffic assignments, DWI enforcement, K-9, and Public Safety Aides and is responsible for analyzing and coordinating other support activities that may fall within this function.

**PATROL OPERATIONS SECTION**

**5.1.08** The Patrol Operations Section is supervised by a Captain. The Section is responsible for three patrol shifts and Operations Support Services, which are in turn supervised by four Lieutenants, and the Crime Prevention Unit which is supervised by a Sergeant.

**AUXILIARY FUNCTIONS**

**5.1.09** The Operations Division Deputy Chief maintains overall command of Auxiliary Functions such as:

- SWAT
- EOD
- Honor Guard

**TRAINING AND RECRUITING**

**5.1.10** Training and Recruiting - The Training and Recruiting Section is supervised by a Sergeant who reports directly to the Operations Deputy Chief of Police. The Unit Sergeant supervises the Training Officer, Recruiting Officer, and the Armory Section and is designated as the official liaison to the City Personnel Department in regards to recruitment, selection and EEOC/Affirmative Action matters.

**DEPUTY CHIEF OF POLICE**

**ADMINISTRATIVE DIVISION**

**5.1.11 DEPUTY CHIEF** - The Administrative Deputy Chief of Police is responsible for the day-to-day operations of the Santa Fe Police Department. These duties and responsibilities encompass the Office of the Deputy Chief, Accounting Supervisor and Office Manager and the Professional Standards Lieutenant (Except in matters related to Internal Affairs). May act as Chief of Police in the absence of the Chief of Police.

**5.1.12 SUPPORT SERVICES CAPTAIN** Reporting directly to the Administrative Deputy Chief of Police is the Support Services Division Captain. His/Her duties and responsibilities encompass the Crime Prevention Unit, Records, Fleet/Equipment/Property and Evidence section, Animal Services, Terminal Agency Coordinator, and the Public Safety Communications Liaison. May act as Deputy Chief of Police in their absence and the absence of the Chief of Police.

**5.1.13 SPECIAL PROJECTS CAPTAIN**

Reporting directly to the Administrative Deputy Chief of Police is the Special Projects Captain. His/her duties and responsibilities involve researching grant programs, writing funding applications, and coordinating the activities of subordinate funding project teams. He/she will also conduct interdepartmental meetings to identify and prioritize project needs, and will serve as liaison between the police department and outside funding agencies and groups. He/she will prepare quarterly or annual reports as required by granting agencies. He/she will be required to perform other special projects as assigned.

**PERSONNEL/BUDGET MANAGER**

**5.1.14** The Personnel/Budget Manager is responsible for the fiscal management of the department and supervises the preparation and management of the budget, fiscal affairs, personnel inventory and payroll.

**OFFICE MANAGER**

**5.1.15** The Office Manager is the Chief Administrative Secretary for the Chief of Police. The manager is responsible for all official

correspondence for the department, maintaining all files for the Chief of Police, transcribing taped or dictated statements, and assisting the public by directing them to the correct component for assistance.

**PROFESSIONAL STANDARDS**

**5.1.16** The Professional Standards Unit consists of the following sections:

- Internal Affairs - Responsible for conducting, coordinating, or reviewing complaints against agency personnel, as well as maintaining all records of the complaints and investigations in a secure environment.
- Planning and Research - The Planning and Research Section is under the command of the Administrative Deputy Chief of Police. All available resources shall be made available to the Planning and Research Section through assignment location, to include computer access to the City of Santa Fe network systems and Internet access to other Planning and Research Organizations. Refer to Standard Directive 31.1. The Planning and Research Section is also responsible for Accreditation/Staff Inspections, which is the designated department liaison to the Accrediting Bodies Program and is responsible for assuring that the department is in compliance with accreditation standards.

**SUPPORT SERVICES**

**5.1.17** The Support Services Division is commanded by a Deputy Chief who is responsible for Media Relations and Support Services.

**FLEET/EQUIPMENT OPERATIONS  
PROPERTY/EVIDENCE**

**5.1.18** The Technical Services Lieutenant reports directly to the Support Services Section Commander and is responsible for overseeing activities of Fleet Operations and Property/Evidence, facilities and Crime Prevention Unit.

**5.1.19** The Property/Evidence Unit Custodian is a non-sworn position and is responsible for all evidentiary property, items entered for safekeeping, maintaining evidence control logs, and chain of

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**5.1.19** The Property/Evidence Unit Custodian is a non-sworn position and is responsible for all evidentiary property, items entered for safekeeping, maintaining evidence control logs, and chain of

custody. The Property Custodian is also responsible for obtaining court orders relating to disposal of property to include reversion to department use, destruction, release and/or auction.

**5.1.20** The Fleet/Equipment Manager position is a non-sworn position who answers directly to the Technical Services Lieutenant. He/she is responsible for department fleet specifications, liaison with private vendors for repair and maintenance of department owned vehicles and equipment, and liaison with the City Vehicle Maintenance Department.

**CRIME PREVENTION**

**5.1.21** Crime Prevention Unit - is supervised by a Sergeant who answers to the Patrol Operations Captain, and is responsible for the following programs:

- Community Liaison.
- D.A.R.E. (Drug Alcohol Resistance and Education)
- Crime Stoppers.
- Neighborhood Watch.

**RECORDS SECTION**

**5.1.22** The Records Section is supervised by a non-sworn Section Supervisor who reports directly to the Support Services Captain and is responsible for maintaining and disbursing all departmental records. Assigned personnel are responsible for all central records functions to include report entry, records maintenance and retention, criminal record-check information, report status control, collection of fees for copies of reports.

**ANIMAL SERVICES**

**5.1.23** This unit is supervised by a non-sworn supervisor, who reports directly to the Support Services Commander. Animal Services Officers are non-sworn officers who handle calls specifically related to ordinances directed at animals and animal ownership within the City of Santa Fe.

**TERMINAL AGENCY COORDINATOR (TAC)**

**5.1.24** The Terminal Agency Coordinator is a non-sworn position who answers directly to the Support

Services Section Commander. The TAC is responsible for ensuring compliance with State and NCIC policy and regulations. The TAC should be an individual who is knowledgeable about telecommunications and the operation of the terminal equipment. When the TAC terminates employment with the terminal agency or is reassigned, a new TAC shall be appointed within ten (10) days. The state Control Terminal Officer (CTO) will then be notified, in writing, of this new appointment. A new terminal User Agreement must then be executed.

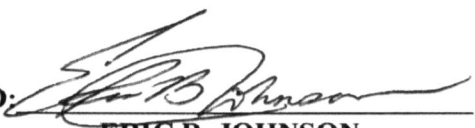
**PUBLIC SAFETY COMMUNICATIONS LIAISON**

**5.1.25** The Public Safety Communications Liaison is a non-sworn position who answers directly to the Support Services Section Commander. He/She serves as the liaison between the City of Santa Fe and the Regional Emergency Communications Center (RECC). He/She works directly with the Police and Fire Departments, assisting with their day to day communication needs and operations to ensure the cooperation between the City's public safety entities and RECC

**ATTACHMENTS**

**Attachment A** Santa Fe Police Department Organizational Chart.

DRAFTED(adp)/08/00 revised (njb) 06/06

**APPROVED:**   
**ERIC B. JOHNSON**  
**Chief of Police**

**DATE:** 7/13/06