Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

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

See attachment: Police Org Chart

200.2 ORGANIZATIONAL STRUCTURE

The Fresno State Police Department is part of the organizational structure of the campuses within the California State University System. System-wide policies and certain administrative procedures are disseminated from the Office of the Chancellor. However, the operational policies and procedures are administered from within Fresno State. The lines of authority flow from the President through various cabinet members, to the Chief of Police/Director of Public Safety. At Fresno State, The Chief of Police reports directly to the Vice President for Administration and Finance, who in turn reports to the President. Administrative direction, therefore, may come from managers who have no sworn authority, while law enforcement direction is the responsibility of the Chief of Police.

There are four areas in the Police Department as follows:

- Administration

- Patrol Operations

- Emergency Operations

- Professional Standards

200.2.1 ADMINISTRATION
Administration is commanded by the Chief of Police and consists of the management team including the Patrol Operations Lieutenant, Administrative (Professional Standards) Lieutenant, Manager of Police Support Operations, Emergency Operations Manager, Manager of Parking and Transportation, and administrative support including Parking and Transportation support, payroll services, public information, events coordinator, and budget management.

200.2.2 PATROL OPERATIONS
Patrol Operations is commanded by the Patrol Operations Lieutenant, whose primary responsibility is to provide general management direction and control for Patrol Operations. Patrol Operations consists of uniformed patrol, investigations, and special operations.

200.2.3 EMERGENCY OPERATIONS
Emergency Operations is commanded by the Manager of Emergency Operations and consists of emergency preparedness and business continuity, crime prevention, public information and media relations.

200.2.4 PROFESSIONAL STANDARDS

Professional Standards is commanded by the Administrative Lieutenant, and consists of Parking and Transportation, Technical Support, Dispatch, and Records Management.

200.3 ORGANIZATION AND RESPONSIBILITY
CHIEF OF POLICE

The Chief of Police/Director of Public Safety is the head of the Department and plans, organizes, and directs the Department and all functions assigned. The Chief of Police has the authority to issue, modify, rescind and/or approve all Department written directives. The Chief of Police is one of six members of the management team of the Department. Reporting directly to the Chief of Police are the following personnel and their respective divisional areas:

1. Lieutenant, Patrol Operations

2. Lieutenant, Administrative (Professional Standards)

3. Manager, Emergency Operations

LIEUTENANT, PATROL OPERATIONS

The Patrol Operations Lieutenant is the head of patrol operations and has responsibility for the oversight of the division ensuring compliance with the Police Chief's operating philosophy which includes emphasis on community policing. He/she is responsible for all personnel matters, operational procedures and planning, and day to day operations, including special events. He/she is the senior Lieutenant in the department and second in command behind the Chief of Police. The Patrol Operations Lieutenant is a member of the management team, and may serve as commander in charge of the department in the absence of the Chief. Members who report to the Patrol Operations Lieutenant are:

1. Administrative Sergeants

2. Patrol Sergeants

3. Officers in Charge (OIC)

4. Administrative Assistants

LIEUTENANT, ADMINISTRATIVE (PROFESSIONAL STANDARDS)

The Administrative Lieutenant is the head of Professional Standards and has responsibility for the oversight of publishing and updating the Department's Policy and Procedures Manual, submission of required federal crime statistics reports (eg. UCR, Clery, California Safety Plan), and oversight of Support Operations. He/she is responsible for all internal affairs investigations for sworn and non-sworn members of the Department. The Administrative Lieutenant is a member of the management team of the Department and may serve as the commander in charge of the department in the absence of the Chief of Police and Patrol Operations Lieutenant. Members who report to the Administrative Lieutenant in charge of Professional Standards are:

1. Manager, Police Support Operations

2. Manager, Parking and Transportation

3. Sergeant, Professional Standards

MANAGER, POLICE SUPPORT OPERATIONS

The Police Support Operations Manager reports directly to the Administrative Lieutenant for Professional Standards, and is responsible for the oversight of dispatch operations, police and dispatch technical support, and records management. The Support Operations manager is a member of the management team of the Department. Members who report to the Support Operations Manager are:

1. Technical Services Coordinator

2. Dispatchers

3. Student Assistants

MANAGER, EMERGENCY OPERATIONS

The Emergency Operations Manager reports directly to the Chief of Police and has responsibility for educating, training, and planning emergency operations and business continuity for the University. He/she is also responsible for emergency communications and media relations with University constituents, and implementing and maintaining the Emergency Operations Manual for the University. The Emergency Operations Manager is a member of the management team of the Department. Members that report to the Emergency Operations Manager are:

1. Special Events Coordinator

2. Administrative Assistant

MANAGER, PARKING AND TRANSPORTATION

The Parking and Transportation Manger reports directly to the Administrative Lieutenant and is the first line manager of Parking and Transportation. He/she is responsible for the oversight of all personnel matters, operational procedures and planning day to day operations, including special events. The Parking and Transportation Manager is a member of the management team of the Department. Members that report to the Parking and Transportation Manager are:

1. Community Service Specialists (I and II)

2. Parking Officers

3. Administrative Assistants

4. Student Assistants

ADMINISTRATIVE SERGEANT

The Administrative Sergeant supervises, oversees, and acts as investigator for all reported crimes assigned to the Investigations Unit. In addition, this position is the case manager for assigned case investigations, supervises liaison roles with the Federal Bureau of Investigation's (FBI) Joint Terrorism Task Force (JTTF), coordinates the department's sex offender registrant program, performs and oversees dignitary protection assignments, leads undercover details and search

warrant services, and oversees evidence processing. The Administrative Sergeant may act as senior Officer in Charge (OIC) in the absence of the Chief of Police, and both Lieutenants. Members that report directly to the Administrative Sergeant are:

1. Detectives

2. Assigned Investigating officers

PROFESSIONAL STANDARDS SERGEANT

The Professional Standards Sergeant is responsible for implementing and maintaining policies and procedures in the Department's Policy and Procedures Manual. He/she is responsible for accreditation file development, maintenance and compliance with IACLEA standards (i.e. training, capital projects, equipment, best practices). The Professional Standards Sergeant may act as senior Officer in Charge (OIC) in the absence of the Chief of Police, both Lieutenants and the Administrative Sergeant.

PATROL SERGEANT

The Patrol Sergeant is the shift supervisor that has direct line supervision and is responsible for the conduct and performance of University police officers on each shift. The Patrol Sergeant may act as the senior OIC in the absence of Command Staff and the Administrative Sergeant/Professional Standards Sergeant.

POLICE OFFICER

Police Officers are normally assigned to patrol but may have special assignments as determined by the Chief of Police, such as Motor Units, dignitary protection operations, search warrant service details, or Liaison assignments. Police Officers are responsible for patrolling the campus by vehicle, motorcycle, or on foot to monitor criminal activity, safety hazards, crime prevention and community relations, medical response, and providing assistance to the University community.

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 Lieutenant to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police, or during extraordinary situations is as follows:

(a)   Patrol Operations Lieutenant

(b)   Administrative (Professional Standards) Lieutenant

(c)   Administrative Sergeant

(d)   Professional Standards Sergeant

(e)   Shift Sergeant

(f)   Officer In Charge (OIC)

Organizational Structure and Responsibility - 4

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, 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 the lawful order of superior officers and other proper authority.

Attachments

Police Org Chart 2023.pdf

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                    ┌─────────────────┐
                    │ Chief of Police │
                    └─────────────────┘
                             │
         ┌───────────────────┤
┌──────────────────┐         │
│ Administrative   │         │
│ Assistant        │         │
└──────────────────┘         │
    ┌──────────┬──────────┬──────────┬──────────┬──────────┐
┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────────┐
│Lieutenant│ │Sergeants │ │Emergency │ │Police    │ │Parking &     │
│          │ │          │ │Operations│ │Support   │ │Transportation│
└──────────┘ └──────────┘ └──────────┘ └──────────┘ └──────────────┘
     │            │            │            │              │
┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────────┐
│Sergeant  │ │Corporals │ │Live Scan │ │Technical │ │Community     │
│Professional│            │          │ │Services  │ │Service       │
│Standards │ │          │ │          │ │          │ │Specialists   │
└──────────┘ └──────────┘ └──────────┘ └──────────┘ └──────────────┘
     │            │                                        │
┌──────────┐ ┌──────────┐                           ┌──────────────┐
│Dispatch  │ │Officers  │                           │Revenue       │
│          │ │          │                           │Processing/   │
│          │ │          │                           │Payroll       │
└──────────┘ └──────────┘                           └──────────────┘
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Chief of Police

Administrative Assistant

Lieutenant — **Sergeants** — **Emergency Operations** — **Police Support** — **Parking & Transportation**

- Sergeant *Professional Standards*
- Dispatch

- Corporals
- Officers

- Live Scan

- Technical Services

- Community Service Specialists
- Revenue Processing/ Payroll