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.

200.2 DIVISIONS
The Chief of Police is responsible for administering and managing the West Valley-Mission Community College District Police Department in all matters of policy, operations and discipline. The Chief exercises all lawful powers of the office and issues such lawful orders as are necessary to assure the effective performance of the Department. There are two divisions in the Police Department as follows:

- Operations Division
- Operations Support Division

200.2.1 OPERATIONS DIVISION
The Patrol Division, commanded by the Lieutenant whose primary responsibility is to provide general management/supervision, direction, and control for the Patrol Division. The Patrol Division consists of sworn uniformed patrol and non-sworn parking and traffic personnel. The Lieutenant is also responsible to coordinate with the communications center (County Communications).

200.2.2 OPERATIONS SUPPORT DIVISION
The Patrol Support Division, commanded by the Administrative Lieutenant whose primary responsibility is to provide general management/supervision direction and control for that Division. The Patrol Support Division consists of Investigations, Property and Evidence, Records, and Training.

200.2.3 EMERGENCY PREPAREDNESS
The Emergency Preparedness operation is administered by the Chief of Police. The Department's Emergency Services Coordinator manages the program under command staff to provide emergency notifications, information and training to the colleges within the District.

200.3 COMMAND PROTOCOL

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 the Lieutenant to serve as the acting Chief of Police. In absence of the Chief and Lieutenant, the Sergeant will assume command.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:
Organizational Structure and Responsibility

(a) Lieutenant
(b) Sergeant
(c) Officer-In-Charge (OIC)
(d) Senior Officer

200.3.2 UNITY OF COMMAND
The principles of unity of command ensures 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., Investigations Unit, Training Section, Field Training Section), 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.

200.4 LIEUTENANT RESPONSIBILITIES
The Lieutenant shall be subject to the direction of the Chief of Police. The Lieutenant has direct control over all employees under their command.

The Lieutenant should supervise the general and individual responsibilities of all employees and supervisory employees under their command. This includes employee conduct, work performance, attendance, and adherence to established policies, orders, standard operating procedures and District rules as dictated by a higher authority. The Lieutenant is responsible for the personnel under their command and the duties assigned by the Chief of Police.

200.5 SUPERVISORY RESPONSIBILITIES
Supervisory personnel shall be either sworn or non-sworn personnel. They are subject to the direction of a higher command. They have direct control over all employees under their direct supervision.

Supervisory personnel are assigned to both field and office duties. They will closely supervise the activities of their subordinates, making corrections where necessary and commending where appropriate. They will monitor employee conduct, work performance, attendance, and adherence to established policies and procedures, Departmental orders, standard operating procedures and District rules as directed by a higher authority. They should provide close supervision, leadership and training while on-duty.

An Officer-in-Charge (OIC) may be granted temporary supervisory authority at the direction of a Sergeant, the Lieutenant or Chief of Police.
200.6 GENERAL RESPONSIBILITIES OF EMPLOYEES
It shall be the duty and responsibility of each employee to actively fulfill the function of the Department and Division, unit or team to which they are assigned, and to perform any lawful duty assigned and/or ordered by a competent authority. Employees shall abide by the established policies and procedures, Departmental Directives, standard operating procedures, District rules and direction of their supervisor.