

# **CITY OF ANDERSON POLICE DEPARTMENT**

## **Anderson, South Carolina**

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### **A. Purpose**

The purpose of this general order is (1) to establish clarity of the agency's organizational structure, (2) to promote efficiency and responsibility, and (3) to provide officers with an understanding of their position in the chain of command. The chain of command establishes itself upon the principle that each line officer has a specific supervisor to whom they are individually responsible. Each supervisor in turn reports to a specific commander, who in turn reports to the Chief of Police, where the top of the chain of command is reached. The ultimate authority in the City of Anderson Police Department is the Chief of Police.

### **B. Policy**

Organization as set forth in this procedure represents a structure by which to efficiently deliver police services to our community and to achieve the goals of the City of Anderson Police Department. This directive establishes a formal structure for the City of Anderson Police Department and describes the positions and organizational components and how they are arranged, defined, directed, and coordinated in order to accomplish our responsibilities. As our mission changes with the overall role of police in society, the department organizational structure must also change. Therefore this policy and the department organizational structure will be reviewed at least once each year, and modified as necessary to ensure that it continues to efficiently meet the goals of the department.

## **C. Procedures**

### **1. The Structure of the Organization:**

The City of Anderson Police Department consists of six (6) divisions, which are made up of shifts, and various components. These components will be updated as necessary and portrayed upon an organizational chart. Every employee in the department will be depicted on the organizational chart and, during regular business hours, the chart is available for review. The divisions are as follows:

- a. Patrol Services,
- b. Investigative Services,
- c. Support Services,
- d. Detention Services,
- e. Special Operations, and
- f. Administration

## **D. Components**

### **1. Chief of Police:**

The Chief of Police reports directly to the City Manager and is the administrative head of the City of Anderson Police Department. The Chief is responsible for the overall effective and efficient management of the city's police department. Within the municipality of Anderson, South Carolina, the Chief of Police has the ultimate responsibility for maintaining law and order, investigating crimes, suppressing vice, and enforcing state law and municipal ordinances. The primary mission of the Chief of Police is to:

- a. Serve the public,
- b. Protect innocent people from harm, and
- c. Enforce the law.

The priorities of the Chief of Police are the:

- a. Protection of life, liberty, and property,
- b. Preservation of peace, and
- c. Prevention of crime.

The Chief of Police shall direct the assignment of officers, establish training programs, maintain records, provide traffic control and enforcement, cooperate with other law enforcement agencies, establish rules, regulations, policies, and procedures, and provide advice to the City Administrator, Mayor, and City Council members on matters pertaining to the police department, develop annual budget proposals and control budgeted expenses.

The Chief of Police is responsible for the direction of all activities of the City of Anderson Police Department. This direction will be accomplished through written and oral orders, policies, procedures, directives, guidelines, and guidance. The Chief of Police shall delegate



leadership authority through subordinate supervisors and officers. The Chief may delegate or grant particular authority to any members of the department as necessary for the efficient administration of the Department. The Chief of Police also has the direct line responsibility for the fiscal management of the department; for planning, research and development; and, for administering discipline.

## **2. Patrol Services:**

A Captain commands the Patrol Services Division. Patrol Services is responsible for the primary law enforcement operations of the department and includes the following staff functions:

### **a. Patrol Operations**

- (1) Designing and implementing policies for submission to the Chief for approval which address procedures, strategies and tactics for carrying out the patrol functions of the department.
- (2) This includes evaluating calls for service and other work requirements, and assigning patrol resources to specific sections of the City to efficiently deliver law enforcement services.

### **b. Civil Disturbances, Labor Disputes & Strikes**

- (1) Responsible for developing plans and procedures for the officer-in-charge to utilize for civil disturbances, to include:
  - (a) Riots;
  - (b) Disorders;
  - (c) Political demonstrations;
  - (d) Strikes and other labor disputes; and
  - (e) Any unusual occurrence or potentially violent action which may arise from dissident gatherings, marches or demonstrations.
- (2) Responsible for coordinating mass arrests, and for periodic inspection and maintenance of equipment in a state of operational readiness.

### **c. Fleet Management**

- (1) The administration, management, and maintenance of all vehicles that come under the control and responsibility of the City of Anderson Police Department. This includes ensuring that a bi-monthly inventory is conducted of all items specified to be carried in every patrol car.

### **d. Liaison with other City Departments**

- (1) Maintains contact with, and assists members of:

- (a) The building and codes department,
- (b) Public works department,
- (c) Other city departments,
- (d) And the administrative office

in order to carry out joint responsibilities or responsibilities that should be transferred to another department.

e. Reserve Unit

- (1) Responsible for the proper administration of the department's reserve police officer program. Reserves are unpaid, professionally trained, sworn volunteers who assist regular police officers by supporting and assisting the Patrol Services in responding to calls for service and other duties assigned.

f. Patrol Coverage

- (1) The Patrol Services Division is broken into shifts that provide continuous twenty-four hour per day patrol coverage and response to calls for service within the City of Anderson. The types of patrols include:

- (a) Patrol directed to the prevention of crime;
- (b) Traffic enforcement, direction and control;
- (c) Suppressing disturbances;
- (d) Apprehension of offenders (criminal and traffic);
- (e) Responding to calls for service;
- (f) Rendering aid, relief and assistance to citizens as circumstances require;
- (g) Preliminary investigations of crimes, offenses, incidents and conditions;
- (h) Initial interviews with victims, suspects, and witnesses;
- (i) Providing emergency services;
- (j) Collection, preservation, processing, analysis, and evaluation of evidence;
- (k) Developing a good relationship between the police and the community;
- (l) Recovery of stolen property;
- (m) Preparation of any reports as necessary; and
- (n) Presentation of court testimony.

- (2) Each shift is commanded by a shift Lieutenant, who reports to the Uniform Patrol Captain, with an assistant supervisor (Sergeant) to act as the officer-in-charge in the absence of the Lieutenant. The shift Sergeants report directly to the shift Lieutenant.

- (a) Duties of the Uniform Patrol Lieutenants

- (1) Each City of Anderson Police lieutenant has the authority and the responsibility for the management, direction and control of the operations of their respective shifts, division, or section to include:
  - i. Scheduling the work hours of the individual officers assigned to their shift in accordance with departmental procedures;
  - ii. Deploying personnel to deal with patrol problems or tactical situations identified by requests for service, crime analysis, arrest patterns or special events;
  - iii. Issuing orders and recommending memorandums to the Captains for control of the operation of their shift, consistent with departmental policies and procedures; and
  - iv. Exercising line supervision and control of preliminary investigations and other specialized personnel at the scene of an on-going incident.

g. Assets and Forfeitures

1. Responsible for the coordination of the City of Anderson Police Department asset forfeitures related to traffic offenses. These offenses include but are not limited to Driving Under Suspension and Driving Under the Influence.
2. Additional offenses that may result in asset forfeitures, which may be coordinated by the Patrol Services Division, are those offenses defined by law as larcenies in which the vehicle used in the crime may be seized. The individual shift Lieutenant will be responsible for overseeing the forfeitures initiated by officers in his/her chain of command.

h. Crime Prevention

- (1) The department's crime prevention efforts are part of the patrol services division. Responsible for the implementation and supervision of aggressive community-oriented crime prevention programs based upon an analysis of crime patterns and community perceptions of crime. Communicates the stated concerns of members of the community and strategies to deal with these concerns. In addition, the Administration Division is responsible for all aspects of the community relations function and media relations programs of the department and evaluating programs and measuring the effectiveness of efforts in this area.



### 3. Support Services:

The Support Services Division is under the command of a Police Captain who reports to the Chief of Police and is responsible for command and control of the support services operations and the following staff functions:

#### a. Personnel Processes

- (1) Works as a liaison with the City Personnel Office to ensure proper management, implementation, and review of the department's role in programs and processes related to:
  - (a) EEO and affirmative action;
  - (b) Selection;
  - (c) Compliance with ADA and OSHA requirements; and
- (2) Is responsible for the notification to personnel of position vacancies and the posting of those vacancies when received from the personnel section.

#### b. Accreditation

- (1) Responsible for the management, administration, and review of the Department's activities in attaining and maintaining accreditation. Serves as the department's Accreditation Manager.
- (2) Forms Review and Accountability
  - a. Responsible for the development, modification, approval, and review of all forms used by the department. Ensures that the format for the forms is consistent with desired results and records maintenance of the department.

#### c. Departmental Training

- (1) Responsible for the coordination of:
  - (a) All specialized, remedial, in-service and advanced training (internal and external).
    - i. This includes the review of lesson plans, and scheduling of all training classes.
  - (b) Responsible for the maintenance and updating of training files on all employees of the department. Responsible for maintaining FTO and recruit training, through their complete introductory period. Serves as the department liaison with the training academy and with all

supplemental training for newly hired personnel in department rules, regulations, policies and procedures.

(c) Career Development

- i. Career development is the structured process by which the department provides opportunities for the individual growth and development of skills, knowledge and abilities of individual officers. Primary in this program is the focus on development of general and specialized skills among the line officers, to promote productive, effective and efficient job performance in all of the responsibilities of the department. Provides skill development training to employees to prepare them for promotional opportunities or for appointment to specialized assignments.

d. Payroll and Compensatory Time

- (1) Responsible for reviewing weekly time sheets,
- (2) Ensures proper procedures are followed in the use of sick time, compensatory time, holiday time and vacation, and
- (3) Ensures that proper forms have been used and procedures have been followed for granting time off requests.

- e. School Resource Officers
- f. Crossing Guards
- g. Explorers
- h. Citizens Academy

**4. Investigative Services:**

- a. The primary function of the Criminal Investigations Division is the follow-up investigation of criminal offenses that occur within the jurisdiction of the City of Anderson Police Department and the eventual identification, apprehension, and successful prosecution of criminal offenders. The Criminal Investigations Division will have responsibilities in the following areas: reviewing departmental records in accordance with criminal offenses, to include reviewing cases of a similar nature or committed at the same location; seeking additional information (from uniformed officers, informants, etc.); reviewing results from laboratory examinations; arranging for dissemination of information as appropriate; assisting in prosecution of criminal offenses; planning, organizing, and conducting searches; preparing cases for court presentation; identifying and apprehending suspects; arranging for the examination of physical evidence by forensic experts; determining involvement of suspects in other crimes of a similar nature, and; checking suspect's criminal histories at local levels and national (NCIC) levels.



- b. The Criminal Investigations Division is under the command of a Captain, who reports directly to the Chief of Police and is responsible for the command and control for criminal investigations as well as the following staff functions:

(1) Criminal Investigations

- (a) Maintains the case screening system for criminal offenses and monitors case reports to ensure that preliminary investigations are conducted and solvability factors indicated on offense reports.
- (b) Assists patrol officers with case preparation and preparing testimony for court.
- (c) Has primary responsibility for conducting follow-up investigations outside the jurisdiction of the City of Anderson.

(2) Crime Scenes/Evidence & Property Custodian

- (a) Officers trained in the processing of crime scenes, and maintenance of the evidence/property room come under the Criminal Investigations Division. These officers will be called to secure crime scenes for the gathering of physical evidence, such as; fingerprints, photographs, blood, hair, and fibers. These officers will be responsible for the preservation of evidence for court as well as the care, maintenance, and security of the evidence/property room and temporary storage areas.

(3) Computer Systems Administrator

- (a) Responsible for the installation and maintenance of all department workstations and the installation of software used by the department. These officers will be responsible for all IT Services within the City of Anderson Police Department.

(4) Victim/Witness Advocacy

- (a) These employees report to the Criminal Investigations Division Captain and are responsible for the coordination of the department's victim/witness and assistance program, to include: training officers in their role with victims of crime, at the initial point of contact and during follow-up activities; updating policies governing the implementation and delivery of victim/witness services by department personnel; delivering information to victims and witnesses about the services available to them and keeping them informed on the status of cases and their roles; liaison officer with other victim/witness agencies.



(5) Constitutional Safeguards

- (a) It shall also be the primary duty of the Criminal Investigations Division to review arrests to ensure that all constitutional requirements are met during arrests and criminal investigations. In particular, the CID is to be aware of the constitutional safeguards in the areas of: coercion or involuntary nature of confessions and admissions; delay in arranging bond or arraignment of defendants; failure to inform defendants of their rights; deprivation of counsel or access to counsel; and, unnecessary pretrial publicity by police which may prejudice a jury.

(6) Juvenile Investigations

- (a) Coordinates all investigations involving juvenile suspects, and maintains accountability for the completion of forms where an arrest has been made involving a juvenile(s).

**5. Special Operations**

- a. Responsible for investigating Organized Crime, Narcotics Crimes and Vice Crimes. This unit follows up on activity related to the aforementioned activities, investigates individuals involved in the activities, procures and executes search warrants in support of criminal prosecutions, makes necessary arrests in those and any other cases wherein arrest(s) is (are) necessary and follows the case(s) through to a successful prosecution.

(1) Intelligence

- (a) Consists of the analysis, evaluation, and dissemination of data on crime trends in such areas as organized crime activities, gang and drug activities, terrorism, and civil disorders. It also involves the gathering, exchanging, and coordination of information among other law enforcement agencies and the City of Anderson Police Department. Maintains liaison with SLED and other intelligence-gathering or covert law enforcement agencies. Organizes narcotics operation efforts within the jurisdiction of the City of Anderson. Responsible for maintaining an "Informants file" for all criminal and narcotics investigations.

(2) Crime Analysis Function

- (a) Responsible for all aspects of the collection, collation, and analysis, dissemination, feedback analysis, and program evaluation of crime analysis information.

(3) Technical Services

- (a) Assists with special projects as deemed necessary by the Chain-of-Command.

(3) Special Operations Money

- (a) Maintains the record keeping of the expenditures of special operations money. Responsible for keeping a written log on the balance of the money in an account book.

(4) Assets and Forfeitures

- (a) Responsible for the coordination of all City of Anderson Police Department asset forfeitures (except traffic related seizures and forfeitures).

b. Emergency and Disaster Planning

- (a) Responsible for working with the Chief of Police and the Anderson County Emergency Preparedness Coordinator in formulating and annually updating emergency plans for the department's role in handling natural and man-made disasters, such as:
  - i. Hazardous chemical spills;
  - ii. Floods;
  - iii. Tornadoes;
  - iv. Earthquakes;
  - v. Train derailments;
  - vi. Bomb threats; and,
  - vii Other disasters

c. Specialized Functions

- (a) Responsibilities also include coordinating VIP protection, addressing barricaded persons incidents and defining the department's role in special operations. Furthermore, The Special Operations Division manages the department's emergency mobilization strategy, and periodically tests for officer availability.
- (b) Determining special enforcement needs such as undercover or vice operations, and implementing tactics to deal with these needs.



## **6. Detention**

- a. A Captain serves as the jail administrator for the City of Anderson Police Department's holding facility. The responsibilities of the Detention Captain includes
  - (1) The management of the jail population,
  - (2) The annual inspections by the South Carolina Department of Corrections, and
  - (3) Facility Maintenance including but not limited to the following:
    - (a) Responsibility for ensuring the maintenance and repair of the lights, heating, and air conditioning of the physical structure of the police department.
    - (b) Working as liaison with the public works department (building maintenance).
  - (4) See the 2000 series titled "Holding Facility" for detailed responsibilities of the Detention Captain.

## **7. Administration**

- a. Requisitions and Invoices
  - (1) Responsibility for budget management;
  - (2) Developing specifications for items requiring standardized purchases;
  - (3) Bidding procedures for department purchases;
  - (4) Maintaining rental agreements for equipment;
  - (5) Assisting the Chief of Police in tracking the initial appropriation in each line item;
  - (6) The accounting balances of the recordings department at the commencement of the monthly period, expenditures made during the month, and the remaining unencumbered balance; and
  - (7) Other fiscal non-cash management functions.
- b. Internal Functions
  - (1) Responsible for seeing that all City owned equipment is properly marked; and tracking that equipment to ensure its use by the Police Department.
  - (2) Responsible for the inspection and care of departmental equipment and conducting annual inventories of all major items of equipment

c. Records Section

- (1) Supervises the central records function of the department, as well as line command of the civilian personnel assigned to the records section.
- (2) Responsible for the privacy and security precautions for records, in accordance with applicable laws, department retention schedules, and for the physical security of records.

d. Uniforms and Equipment

- (1) Responsible for the requisition, storage, issue, maintenance, and accounting of uniforms and issued to or utilized by all police personnel who perform enforcement functions.

e. Promotion and Personnel Evaluations.

**E. Unity of Command**

1. Each organizational component of the department is under the direct command of only one supervisor at any time, and each employee is accountable to only one supervisor at any given time, as specified in this procedure. Each Lieutenant is responsible for a fixed number of employees and will complete evaluation reports on those personnel. There may be times, such as during the absence of a supervisor, or during special operations, that another supervisor may direct or issue commands to officers normally not under his/her direct supervision.

**F. Command Protocol**

1. Whenever undertaking an operation involving officers from more than one division, it shall be clearly stated who is in command of the operation. While rank normally determines command, the needs of the operation and the expertise required may dictate that an officer of lesser rank is given command.
2. On an incident scene, command authority, unless pre-assigned, rests with the first officer to arrive on the scene of a given incident and remains until relieved by higher authority. If the incident scene is a crime scene to be investigated by the Investigative Services Division, the detective shall assume control over the scene itself. The uniform patrol shift supervisor shall maintain control over the perimeter and provide support to the detective as needed.
3. If orders cannot be directly communicated from a ranking officer to a subordinate officer, lawful orders relayed from a superior by an officer or employee of the same or lesser rank as the receiving officer shall be obeyed as if directly communicated. For further clarification see 401 D-2 and D-3.



4. Any dispute in command authority for a particular function or situation will be resolved in favor of the senior on-duty Patrol Services supervisor or the officer-of-the-day as stated in this policy, and may be later reviewed by the Chief.

#### **G. Span of Control**

1. In order to achieve effective direction, coordination and control, the organization of the City of Anderson Police Department will be such that the number of employees under the immediate control of a supervisor shall not be excessive.
2. At no time will the span of control for superior officers of the City of Anderson Police Department exceed the following limits for the day-to-day supervision of personnel without the express approval of the Chief of Police.
  - a. Command level supervisors will be responsible for no more than ten officers and/or civilian positions that report directly to them.
  - b. First-line supervisors assigned to uniform patrol duties will be responsible for no more than ten officers and/or civilian positions reporting directly to them (exclusive of officers assigned to overtime or special details, including Reserve Officers).
3. These standards may be exceeded during temporary periods of adjustment, emergency situations, special assignment or training.

#### **H. Authority and Responsibility**

1. All department personnel are given the authority needed to effectively complete all police functions as provided for in the South Carolina Code of Laws 5-7-30.
2. Each police officer will have and is hereby delegated authority commensurate with responsibility. Superior officers will delegate the necessary authority to lower ranking personnel to allow all members to fulfill their responsibilities.
3. All department members will be accountable for the use of authority delegated to them as well as the failure to use delegated authority while executing their assigned duties and responsibilities.
4. A supervisory officer may delegate responsibility and authority to a subordinate for a specific task or duty. However, he/she is accountable for the performance of employees under his/her control, and he/she may not delegate the ultimate responsibility he/she has for proper accomplishment of required tasks or objectives.

#### **I. Job Descriptions**

1. A current job description will be available to all employees of the City of Anderson Police Department. Job descriptions are maintained by the City of Anderson Personnel

1. A current job description will be available to all employees of the City of Anderson Police Department. Job descriptions are maintained by the City of Anderson Personnel Department. The job description will be a part of every employee's evaluation and it will be the responsibility of the employee's direct supervisor to ensure the employee has a current copy of his/her job description.

By order of:

  
Jim Stewart, Interim Chief of Police

1-22-13  
Date