

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of the Department is designed to create an efficient means to accomplish the 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 Louisville Police Department. There are two divisions in the Police Department:

- Administrative Services Division
- Operations Division

200.2.1 ORGANIZATIONAL CHART

The Chief of Police or the authorized designee is responsible for developing and updating, at least annually, a chart showing the organizational components and functions. The chart may be attached to this Policy Manual for distribution and should be posted permanently in at least one location in the Department that is accessible to all personnel.

200.2.2 ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is commanded by the assigned Division Commander whose primary responsibility is to provide general management, direction and control for the Administrative Services Division, including management of the Department budget and the designation of the custodian of records. The Administrative Services Division consists of the Detective Section, Crime Analysis Unit, Property and Evidence Section and Forensic Services.

Annually, the Administrative Services Division Commander shall develop and submit to the Chief of Police a budget and an inventory of capital property, equipment and assets. Property, equipment and assets with a beginning value of more than \$5,000, and other items specifically identified for inclusion regardless of value, are capital property, equipment and assets.

200.2.3 OPERATIONS DIVISION

The Operations Division is commanded by the assigned Division Commander whose primary responsibility is to provide general management, direction and control for the Operations Division. The Operations Division consists of Uniformed Patrol and Code Enforcement.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

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The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate a Division Commander to act in the place of the Chief of Police.

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

- a. Operations Division Commander
- b. Detectives Division Commander
- c. Administrative Services Division Commander
- d. Shift Supervisor

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 (e.g., canine, SWAT), 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 lawful orders of superior officers and other proper authority.

200.4 AUTHORITY AND RESPONSIBILITIES

Each member will be assigned duties and responsibilities commensurate with the member's assigned position within the Department and will have the delegated authority necessary to effectively execute those responsibilities. Each member will be held accountable for the appropriate application of that delegated authority.

200.5 PATROL STAFFING

The Operations Division Commander should conduct a workload assessment to determine patrol-staffing needs. In conducting the assessment, the Division Commander should consider:

- a. The number and types of incidents (e.g., calls for service, investigation of criminal and non-criminal acts, apprehension of criminal offenders) handled by patrol personnel during the specified period (e.g., an eight-hour shift).
- b. The average time required to handle an incident at the patrol level.
- c. The average percentage of uncommitted time that should be available to the patrol officer during a specified period.

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- d. The time lost through days off, holidays and other leave compared to the total time required for each patrol assignment.