

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
ORGANIZATIONAL STRUCTURE****RICHARD S. BIEHL – DIRECTOR AND CHIEF OF POLICE**

REV. 11/19

POLICY STATEMENT

The purpose of this policy is to present the Dayton Police Department's organizational structure. Knowledge of an organization's structural hierarchy is necessary for the employees so that the chain of command and other formalities, designed to foster order, are adhered to. Personnel will follow the chain of command in all aspects of police work.

I. ORGANIZATIONAL STRUCTURE**A. DIRECTOR AND CHIEF OF POLICE**

1. The Chief of Police is the Chief Executive Officer of the Police Department, appointed by the City Manager. By provision of Sections 69-70 of the Charter of the City of Dayton, the Chief of Police has the final authority in all matters of policy, operations, assignment and discipline of personnel within the Police Department.
2. The following positions are staffed by persons who report directly to the Chief of Police.
 - a. **DEPUTY DIRECTOR AND ASSISTANT CHIEF OF POLICE – See below**
 - b. **ASSISTANT CHIEF OF POLICE AND CHIEF OF OPERATIONS – See below**
 - c. **Staff Personnel**
 - (1) **Executive Secretary to the Chief of Police**
 - Responsible for confidential administrative secretarial work.
 - Coordinates communication and correspondence to and from the Office of the Assistant Chief of Police
 - (2) **Community Engagement Officer**
 - Coordinates citizen involvement with public safety projects and events
 - Works with and teaches citizens Problem Oriented Policing strategies
 - (3) **Special Projects Administrator**
 - Administers any special initiatives that the Police Department undertakes

B. DEPUTY DIRECTOR AND ASSISTANT CHIEF OF POLICE

The Assistant Chief of Police, is the Chief Operating Officer of the Department of Police, and has authority and responsibility for the day-to-day administration and operation of the agency. The Assistant Chief acts as the Chief of Police during the latter's absence and as the Department's E.E.O.C. Officer.

The following report directly to the Assistant Chief of Police:

1. Secretary to the Assistant Chief of Police

- Responsible for confidential administrative secretarial work.
- Coordinates communication and correspondence to and from the Office of the Assistant Chief of Police
- Travel Coordinator

2. Administrative Aide

- Coordinates communication and correspondence to and from the Assistant Chief's office
- Reviews injury leave matters

- **Administrative Support**

- ❖ Handles telephone calls and face to face contacts to the Chief's Office
- ❖ Routes incoming and outgoing mail
- ❖ Routes internal report processing

3. Chief of Staff

- The Chief of Staff aids the Deputy Director and Assistant Chief of Police in all aspects of the administration and operations of the police department and directly manages the operations and personnel of their Division. The following personnel and units report to this Division Commander.

a. Public Information Specialist

- Researches news media and Department sources for items suitable for news releases
- Arranges and coordinates news conferences, prepares press releases and media advisories, researches and creates positive stories, works with district/division personnel to provide information to the media
- Participates in Department award committee activities

b. Budget and Grants Administrator

- Administers grants and any special initiatives that the Police Department undertakes
- Assists with monitoring and preparing the budget

- **Payroll**

- ❖ Establish and maintain personnel records pertaining to payroll and employment matters

c. Fiscal Management

- Responsible for the implementation of the fiscal policies and procedures of the City of Dayton within the Police Department
- Contract management

d. Inspections and Audits

- The Inspections and Audits Commander will have the authority of the Chief of Police to inspect and audit various areas of operations and processes within the Police Department at the direction of the Assistant Chief of Police.

e. **Strategic Planning Bureau**

- **Policy and Research**

- ❖ Conducts research of legal and police issues relating to the department's procedures and practices
- ❖ Formulates policies and procedures in line with the department's goals
- ❖ Custodian of General Orders, Executive Orders and Administrative Memorandums
- ❖ Maintains PowerDMS database
- ❖ Conducts pre-employment personnel investigations as needed

- **Motor Vehicle Coordinator**

- ❖ Has the primary responsibility for being the liaison between the department and the Division of Fleet Management regarding the acquisition, maintenance and repair of police vehicles

- **School Safety Liaison Officer – Communications Technology Coordinator**

- **Information Technology Unit – Crime Analysis**

- **Support Unit – Public Records Coordinator**

- **Liaison – Regional Dispatch Center**

- **Recruiting Administrator**

4. **Professional Standards Bureau**

- Investigates allegations of misconduct by employees of the department
- Investigates critical incidents involving substantial risk of liability to the City, Department and/or its personnel
- Facilitates random drug testing
- Custodian of the Professional Standards Bureau's administrative investigation files
- **Department Advocate**
 - ❖ Maintains employee seniority lists and performance history records
 - ❖ Is the information liaison between the Police Department and other City Departments in matters regarding disciplinary action
 - ❖ Presents management's case in disciplinary hearings

5. **INVESTIGATIONS – ADMINISTRATIVE SERVICES DIVISION COMMANDER**

The Investigations-Administrative Services Division Commander manages the operations and personnel of the Investigations and Administrative Services Division, charged with the investigation of crimes of violence, and drug crimes. The following personnel and units report to this Division Commander:

a. **Violent Crimes Bureau**

- Joint Terrorism Task Force
- Crime and Intelligence Analyst

- Homicide Unit - investigation of homicides and oversees the Southern Ohio Fugitive Apprehension Strike Team (SOFAST) TFO
- Domestic Violence/ IPV Unit – investigation of domestic and inter-personal violence
- Special Victims Unit - investigation of child abuse and endangerment, sexual assaults, missing persons and Crime Stoppers, oversees the FBI Crimes Against Children TFO
- Violent Offenders Unit – is comprised of the following units:
 - ❖ Robbery/Gun Investigations
 - ❖ Assaults
 - ❖ Southern Ohio Safe Streets Task Force (SOSSTF)

b. **Narcotics Bureau**

- Major Case/Drug Enforcement Unit - is comprised of the following units:
 - ❖ DEA Task Force - responsible for complex investigations of crimes involving illegal use, sale, and distribution of controlled substances and pharmaceutical violations in conjunction with the Drug Enforcement Agency
 - ❖ The Pharmaceuticals Unit – responsible for investigations of pharmaceutical related crimes
 - ❖ Drug Enforcement Unit – responsible for response to complaints and investigation of mid-level crimes involving the illegal use sale and distribution of controlled substances
- Support/Asset Forfeiture Unit –
 - ❖ Asset Forfeiture Unit - identification and processing of contraband assets for forfeiture
 - ❖ Narcotics Processing Unit – responsible for processing all Drug prisoners, conducting interviews of appropriate prisoners and presenting cases to the appropriate Prosecutor's Office
 - ❖ Nuisance Abatement/Liquor Unit - permit investigations and license processing
 - ❖ Technical Services Unit
- Street Crimes Unit – responsible for response to complaints and for investigation of street level crimes involving the illegal use, sale, and distribution of controlled substances and illegal package interdiction; for investigation of human trafficking, prostitution, gambling, and liquor enforcement crimes; and participation with the Regional Sex Trade Operation Reduction Movement (R-STORM)
- PIVOT Unit – (Place-based Investigations of Violent Offender Territories) responsible for addressing the systemically violent locations and complement existing focused-deterrence strategy, response to complaints and for investigation of street level crimes involving the illegal use, sale, and distribution of controlled substances; for investigation of human trafficking, prostitution, gambling, liquor enforcement crimes and they will also work closely and integrate investigations involving the ShotSpotter initiative. Participation with the Regional Sex Trade Operation Reduction Movement (R-STORM) and the R.A.N.G.E. Task Force.
- Special Projects and Assignments – the entire Bureau participates in various other functions such as protection details, assisting other units or agencies in special investigations and performing training functions.

c. **Administrative Services Bureau**

- Property Room and Evidence Storage
 - ❖ Counter

- ❖ Front Door Security Services
 - ❖ Coordination of Safety Building Cleaning/Maintenance and Projects
 - Forensic Services
 - ❖ Forensic Services Technicians
 - ❖ Bureau of Identification
 - ❖ Special Police and Taxi
 - ❖ Court Detail
 - Terminal Agency Coordinator
 - Records Information Unit
 - ❖ Responsible for managing the official record-keeping functions of the Department
 - ❖ Provides records information to other members of the department and the public
 - ❖ Data Prep
 - ❖ Radio Information Unit
 - ❖ Alarm Administrator
 - ❖ Auto Recovery
 - ❖ Tow Administrator
- d. **Training Bureau**
- Police Academy
 - ❖ Firearms Range

C. ASSISTANT CHIEF OF POLICE AND CHIEF OF OPERATIONS

The Assistant Chief of Police and Chief of Operations is a Chief Operating Officer of the Department of Police, and has authority and responsibility for the day-to-day operation of the agency. The Chief of Operations may act as the Chief of Police during the latter's absence.

The following report directly to the Chief of Operations:

1. **Regional Bomb Squad**

The Commander of the **Regional Bomb Squad** reports directly to the Chief of Operations in all matters relating to the management and operation of those special departmental functions

2. **H.N.T. and S.W.A.T.**

The Commanders of the **Hostage Negotiation Team (H.N.T.)** and the **Special Weapons and Tactics Team (S.W.A.T.)** report directly to the Chief of Operations in all matters relating to the management and operation of those special departmental functions

3. **Regional Crowd Management Team**

The Commanders of the **Regional Crowd Management Team (R.C.M.T.)** report directly to the Chief of Operations in all matters relating to the management and operation of those special departmental functions

4. Canine Unit

The Commander of the Canine Unit reports directly to the Chief of Operations in all matters relating to the management and operation of those special departmental functions

5. Homeland Security – Domestic Preparedness

- ❖ Acts as liaison with Montgomery County Office of Emergency Management, Montgomery County Department of Public Health, Ohio Department of Public Safety and other related agencies.
- ❖ Works with other divisions and departments with communication interoperability and plans related to large scale events, emergencies and EOC operations.
- ❖ Works closely with the Dayton Fire Department Emergency Planner and provides input into strategic planning and decisions regarding police emergency plans

6. EAST PATROL OPERATIONS DIVISION COMMANDER

The East Patrol Operations Division Commander manages the operations and personnel of the East Patrol Operations Division, which provides uniformed police service within the individual zones in the eastern part of the City of Dayton. The following personnel and units report to this Division Commander:

a. Assistant Division Commander

- Coordinates communication and correspondence to and from the office of the Division Commander
- Responsible for managing the uniformed personnel who provide basic police service
- Responsible for liaison with the various community and neighborhood groups within their geographic area
- Crime Prevention
- Community Problem Response Team
- Crisis Intervention Team

b. Night Watch Commander

- Inspect and take command of critical incidents
- Acts as the supervisor of the field sergeants and other patrol officers
- Acts as a department media liaison in the absence of a department Public Information Specialist (PIS)
- Conducts supervisory investigations
- Audits work units and work performance
- Monitors overtime expenditures
- Coordinates special projects

c. Property Crimes Investigations (East and Central)

- Commercial/residential burglaries and B & E's
- Grand theft auto and D.W.O.C.
- Theft of auto accessories
- Larceny
- Certain misdemeanor crimes
- Metal theft
- Pawn Shop
- LEADS Online

7. CENTRAL PATROL OPERATIONS DISTRICT

The Central Patrol Operations comprises uniformed police service within the individual zones in the central part of the City of Dayton. The following personnel and units are assigned to the Central Patrol Operations District:

a. District Commander

- Coordinates communication and correspondence to and from the office of the Assistant Chief of Police and Chief of Operations
- Responsible for managing the uniformed personnel who provide basic police service
- Responsible for liaison with the various community and neighborhood groups within their geographic area
- Conducts supervisory investigations
- Audits work units and work performance
- Monitors overtime expenditures
- Coordinates special projects
- The following units report to the District Commander:
 - ❖ Parking Enforcement
 - ❖ Special Events Coordinator
 - ❖ Abandoned Vehicles
 - ❖ Motor Unit
 - ❖ Bicycle Unit
 - ❖ Crash Reconstruction Unit– Red Light Camera program
 - ❖ Crime Prevention
 - ❖ Neighborhood Assistance Officer program

b. Watch Commander

- Inspect and take command of critical incidents
- Acts as the supervisor of the field sergeants and other patrol officers
- Acts as a department media liaison in the absence of a department Public Information Specialist (PIS)
- Conducts supervisory investigations
- Audits work units and work performance
- Monitors overtime expenditures
- Coordinates special projects

8. WEST PATROL OPERATIONS DIVISION COMMANDER

The West Patrol Operations Division Commander manages the operations and personnel of the West Patrol Operations Division, which provides uniformed police service within the individual zones in the western part of the City of Dayton. The following personnel and units report to this Division Commander:

a. Assistant Division Commander

- Coordinates communication and correspondence to and from the office of the Division Commander
- Responsible for managing the uniformed personnel who provide basic police service
- Responsible for liaison with the various community and neighborhood groups within their geographic area
- GDPM – responsible for Greater Dayton Premier Housing properties
- Crime Prevention
- Community Problem Response Team

b. Night Watch Commander

- Inspect and take command of critical incidents
- Acts as the supervisor of the field sergeants and other patrol officers
- Acts as a department media liaison in the absence of a department Public Information Specialist (PIS)
- Conducts supervisory investigations
- Audits work units and work performance
- Monitors overtime expenditures
- Coordinates special projects

c. Property Crimes Investigations

- Commercial/residential burglaries and B & E's
- Grand theft auto and D.W.O.C.
- Theft of auto accessories
- Larceny
- Certain misdemeanor crimes
- Online Reporting
- Financial Crimes, Fraud and Forgery

II. ORGANIZATIONAL CHART

The Organizational structure of the Dayton Police Department is presented on an organizational chart, which will be periodically updated and maintained in the Office of the Chief of Police. The chart reflects the chain of command and the lines of authority and communication within the Police Department. (Current Organizational Chart available on the "P" drive under the MOP\Org Chart folder)

III. AUTHORITY AND RESPONSIBILITY

Commensurate authority shall accompany delegated supervisory/command responsibility. Relief command personnel and acting supervisors assume the same responsibility and command the same respect and response to command as the supervisor regularly assigned. In the absence of a designation, where a supervisory decision is needed, the senior officer shall assume such authority.

Limitations of delegated authority for Acting Division Commanders: Certain job duties are the specific responsibility of Majors and cannot be delegated to subordinate personnel including "Acting" Division Commanders (i.e. lieutenants temporarily performing the duties of a Major).

- conducting show cause hearings
- approving discipline (written reprimand or below)
- conducting pre-disciplinary hearings (hearing involving charges & specifications)
- chairing selection committees for specialized assignments