



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



120.01 ORGANIZATIONAL AND RANK STRUCTURE DEFINED 6-05-17

PURPOSE

The purpose of this policy is to define the organizational and chain of command structure of the Department.

POLICY

It shall be the policy of the Sacramento Police Department to maintain an organizational structure that provides for the orderly and timely flow of information and decisions both up and down the chain of command.

PROCEDURE

A. DEFINITIONS

The structures of the Sacramento Police Department are outlined in the definitions in this order. These definitions provide standardized terminology to use when discussing the organization and operations of the Department.

1. DEPARTMENT – The Sacramento Police Department.
2. OFFICE – The primary subordinate organizational unit in the Department.
3. DIVISION – A primary subordinate organizational unit of an office. A division has Department-wide responsibility for performing a specific function.
4. SECTION – Usually the secondary unit of an office, the primary unit of a division. A section is assigned to perform part of the responsibility of the division.
5. UNIT – A subdivision of a section/district assigned to perform a specialized activity.
6. DETAIL/TEAM – A subordinate part of a unit designed to handle specific tasks or projects. The assignment may be temporary or permanent.
7. AREA – A primary geographic subdivision of the Department. Currently, only the Office of Operations uses this subdivision.
8. DISTRICT – A district is a primary geographical subdivision of an area and the primary organizational unit of a watch.
9. BEAT – A beat is the primary geographical subdivision of a district.
10. WATCH – A primary organizational unit of an area command. A watch is a designated span of time personnel are scheduled to work, i.e. Day, Mid, or Late.

B. CHAIN OF COMMAND

1. The Department shall have two separate but related ranking orders of authority to reflect the different but interrelated operations of the Department.
2. Line operations of the Department that are involved in enforcement and emergency operations shall function through the following chain of command:
 - a. Chief of Police (COP).
 - b. Deputy Chief of Police.
 - c. Captain.
 - d. Lieutenant.
 - e. Sergeant.
 - f. Officer.
3. Administrative Operations of the Department that are involved in administration shall function through the following chain of command:
 - a. Chief of Police.
 - b. Deputy Chief.
 - c. Division Commander/Manager.
 - d. Section Commander/Administrator.
 - e. Unit Supervisor.
 - f. Shift/Team/Detail/Leader.
 - g. Other employees.



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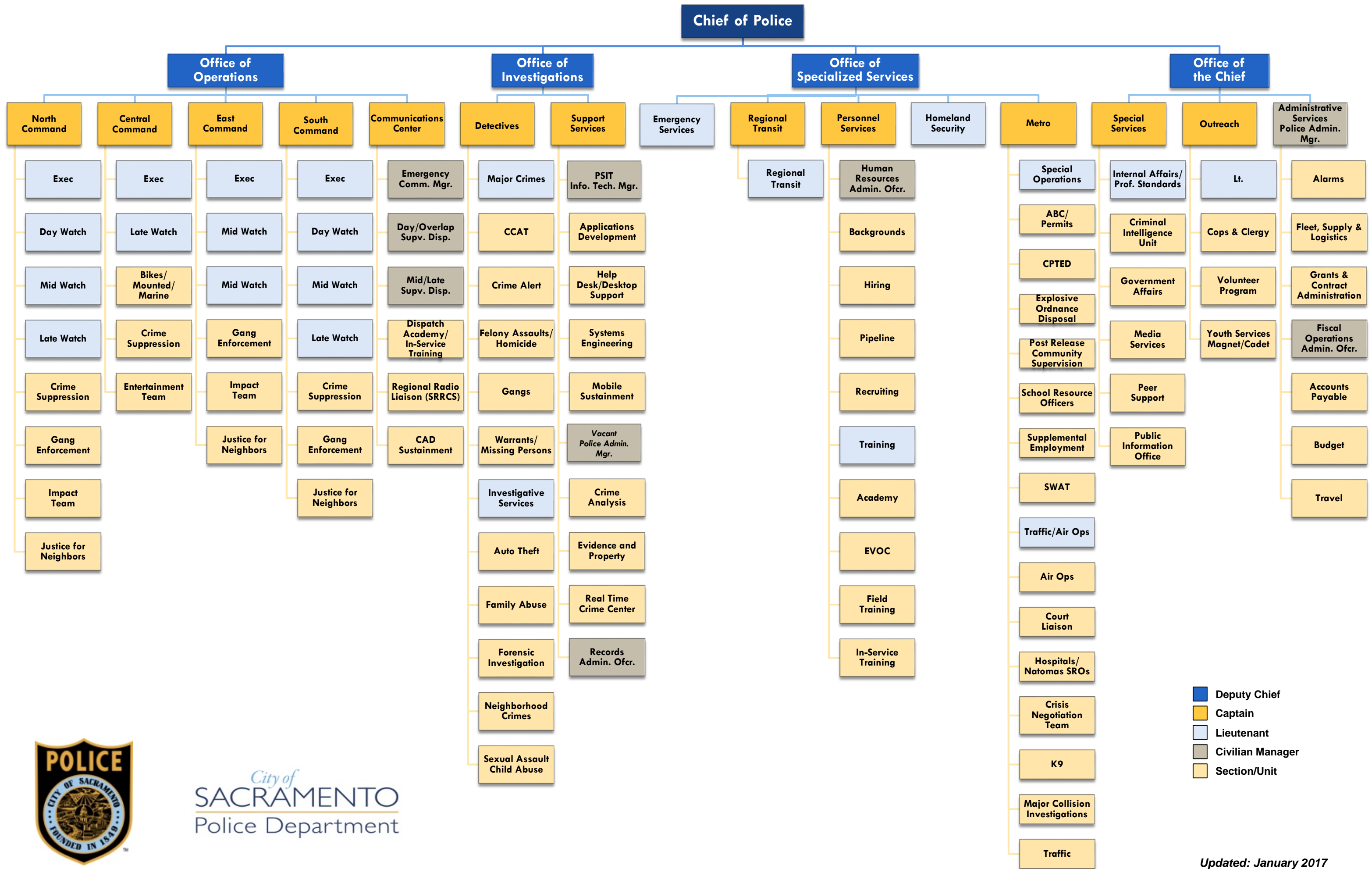


C. COMMAND OF THE DEPARTMENT

1. The COP shall exercise command over all personnel within the Department.
2. In the absence of the COP, a deputy chief shall be designated as the "Acting Chief of Police" based on succession to the command. NOTE: Succession as Acting Chief of Police is subject to approval by the City Manager.
3. In the absence of the Chief or Deputy Chiefs, the Special Services Captain in the Office of the Chief shall be designated as the ranking authority of the Department. This includes supervisory responsibility for all personnel in the Department.
4. During a long-term absence or disability of the COP, a member of the Department designated by the City Manager shall perform the duties and exercise the powers of the COP.

D. DEPARTMENT ORGANIZATION

1. The Department organizational chart, Diagram 120.01.01, illustrates the hierarchical structure of the Sacramento Police Department.
2. All orders, instructions, reports and formal communications should adhere to the channels indicated on this chart and in the chain of command except in cases of emergency.



- Deputy Chief
- Captain
- Lieutenant
- Civilian Manager
- Section/Unit



City of
SACRAMENTO
Police Department