

Organizational Structure and Responsibility

201.1 VERSION

Agency Content

Review Date	Effective Date	Approving Authority
12/31/19	07/09/18	Eric D. English, Chief of Police

201.2 POLICY AND PURPOSE

Discretionary **MODIFIED**

This policy establishes the organizational structure of the Department and defines general responsibilities of department employees. The Harrisonburg Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment has clearly identified responsibilities and a defined chain of command.

201.3 ACCOUNTABILITY STATEMENT

Agency Content

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

201.4 BUREAUS

Discretionary **MODIFIED** **VLEPSC - ADM.07.03, ADM.07.01**

The Chief of Police is responsible for administering and managing the Harrisonburg Police Department. In addition to the Office of the Chief of Police, there are three bureaus in the Department:

- Administrative Bureau
- Operations Bureau
- Special Operations Bureau

[See attachment: 2019-2020 FY Org Chart - Public.pdf](#)

201.4.1 OFFICE OF THE CHIEF OF POLICE

Agency Content **VLEPSC - ADM.07.04 (b)**

The Office of the Chief of Police consists of the following:

- (a) Deputy Chief

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- (b) Professional Standards
- (c) Chaplain
- (d) Senior Program Support Specialist
- (e) Administrative Assistant

Employees assigned in these positions shall work shifts, times and assignments based on the needs of the community and agency, as directed by the Chief of Police. The Office of the Chief of Police will be responsible for publishing the annual report which will include agency statistics and activities.

201.4.2 ADMINISTRATIVE BUREAU

Discretionary **MODIFIED** VLEPSC - ADM.07.04 (b)

The Administrative Bureau is commanded by a Captain, whose primary responsibility is to provide general management, direction and control for the Administrative Bureau. The Administrative Bureau consists of technical and administrative services.

The Administrative Bureau consists of the following groups:

- (a) Administrative Lt
- (b) Accreditation Manager
- (c) Personnel Development Unit
- (d) Community Resource Unit
- (e) Records Unit
- (f) Property Unit
- (g) Systems Analysts
- (h) Custodian
- (i) Program Support Specialist

The Administrative Bureau Commander, in consultation with unit supervisors, shall assign and approve scheduling of the division's personnel based on the needs of the community and the Department.

The Records Unit shall maintain adequate staffing on its various shifts to provide coverage on a 24-hour basis.

All Bureau and Division Commanders shall ensure that scheduling, deployment and case assignment methods deliver timely, efficient and effective service to citizens while also ensuring that work hours and workloads are fairly distributed among all employees.

201.4.3 OPERATIONS BUREAU

Discretionary **MODIFIED** VLEPSC - ADM.07.04 (b)

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The Operations Bureau is commanded by a Captain, whose primary responsibility is to provide general management, direction and control for the Operations Bureau.

The Operations Bureau consists of the following:

- (a) Patrol Division
- (b) Downtown Officer
- (c) Business Resource Officer
- (d) Selective Enforcement Unit
- (e) MICT Team
- (f) Honor Guard

201.4.4 SPECIAL OPERATIONS BUREAU

Discretionary **MODIFIED** **VLEPSC - ADM.07.04 (b), OPR.02.05**

The Special Operations Bureau is commanded by a Captain, whose primary responsibility is to provide general management, direction and control for the Special Operations Bureau.

The Special Operations Bureau consists of the following groups:

- (a) Special Operations Division
 - 1. Animal Care and Control Unit
 - 2. Evidence Unit
 - 3. Operational Support
 - 4. K9 Unit
 - 5. Auxiliary Police Unit
- (b) Criminal Investigation Division
 - 1. Major Crimes Unit
 - 2. RUSH Drug Task Force
 - 3. Forensic Unit Evidence Team
 - 4. Intelligence Unit
 - 5. Violence Against Women Investigator
 - 6. Digital Evidence Forensic Unit
 - 7. Crimes Against Children
 - 8. Administrative Specialist
- (c) Crime Analyst
- (d) CNT/SWAT Teams

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Personnel assigned to the Special Operations Bureau work varying shifts, times and assignments based on the needs of the community and agency, as directed by the Special Operations Bureau Commander in consultation with the Criminal Investigation Division Commander and the Special Operations Division Commander.

201.5 COMMAND PROTOCOL

Best Practice **MODIFIED**

201.5.1 SUCCESSION OF COMMAND

Best Practice **MODIFIED** VLEPSC - ADM.07.02 (a), ADM.07.02 (b)

The Chief of Police exercises command over all employees of the Harrisonburg Police Department. During planned absences, the Chief of Police will designate a Commander to serve as the acting Chief of Police or perform the executive command function.

Except when designated as above, the order of command authority would be determined by the City Manager or his designee.

201.5.2 UNITY OF COMMAND

Best Practice **MODIFIED** VLEPSC - ADM.07.04 (c), ADM.07.04 (b), ADM.07.04 (a), ADM.07.04 (e), ADM.07.04 (d)

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Each organizational component of the Department is under the direct command of one supervisor. Supervisors are accountable for employees under their immediate supervision. Except where specifically delegated authority may exist by policy or special assignment, any supervisor may temporarily direct any subordinate if an operational necessity exists. Employees should proceed directly up the chain of command for resolution should they believe that they received conflicting or unlawful orders.

201.6 AUTHORITY AND RESPONSIBILITIES

Best Practice **MODIFIED**

Each employee will be assigned duties and responsibilities. Each employee is delegated the authority necessary to effectively execute those responsibilities. Each employee will also be held accountable for the appropriate application of that delegated authority.

201.7 OPERATIONAL AUDITS

Best Practice **MODIFIED** VLEPSC - ADM.19.01 (a), ADM.19.02 (d), ADM.19.01 (d), ADM.19.02 (a), ADM.19.02 (c)

Commanders are responsible for ensuring that line and staff inspections are conducted for reviewing and evaluating the operations of programs under their command. The focus of the inspections should include adherence to the Department's goals and mission statement, policies and procedures, and performance targets, as well as adequacy of resources and staffing or

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other subject matter as directed by the Chief of Police or the authorized designee. Line and staff inspections will be governed by the Inspections Policy.

Summary reports of staff and line inspections shall be forwarded through the chain of command to the Chief of Police or the authorized designee.

FY2020 Organization Chart
Updated 12/18/2019

