

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Leadership Team, which includes the Chief of Police, the Deputy Chief of Police and three Lieutenants, is responsible for administering and managing the Urbana Police Department. There are three divisions in the Police Department as follows:

- Services Division
- Patrol Division
- Investigation Division

See attachment: [UPD Hierarchy \(black and white\).pdf](#)

200.2.1 SERVICES DIVISION

The Services Division is commanded by a Commander whose primary responsibility is to provide for the effective and efficient management and operations of this division. The Services Division consists of a Police Services Supervisor, Police Services Representatives, the Animal Control Officer, and any staff assistants.

200.2.2 PATROL DIVISION

The Patrol Division is commanded by two Commanders whose primary responsibilities are to provide general management direction and control for that Division. The Patrol Division consists of Uniformed Patrol and Street Crimes Unit.

200.2.3 CRIMINAL INVESTIGATIONS DIVISION

The Criminal Investigations Division is commanded by a Commander whose primary responsibility is to provide general management direction and control for the Criminal Investigations Division. The Criminal Investigations Division consists of a Sergeant, Detectives and an evidence technician.

200.3 COMMAND PROTOCOL

Command protocol in situations involving personnel of different sections or components engaged in a single operation, will be established as follows:

- (a) The command structure will always follow the chain of command.
- (b) Whenever the command structure cannot be easily distinguished by rank, responsibility of command remains with the Command Officer having primary functional responsibility.

Urbana Police Department

Urbana PD Policy Manual

Organizational Structure and Responsibility

- (c) Whenever the command structure is easily distinguished by rank, but the Command Officer having primary functional responsibility is of a lower rank, responsibility of command remains with the Command Officer of the highest rank.
- (d) In order to provide for unity of command, the ranking Command Officer may assume command of scenes or situations where Command Officers from two or more different Sections are present. However, he/she may relinquish or delegate the command function to a subordinate officer who is present.

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate another member of the Leadership Team to serve as the acting 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) Deputy Chief of Police
- (b) Assigned Lieutenant
- (c) On Duty Sergeant

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., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

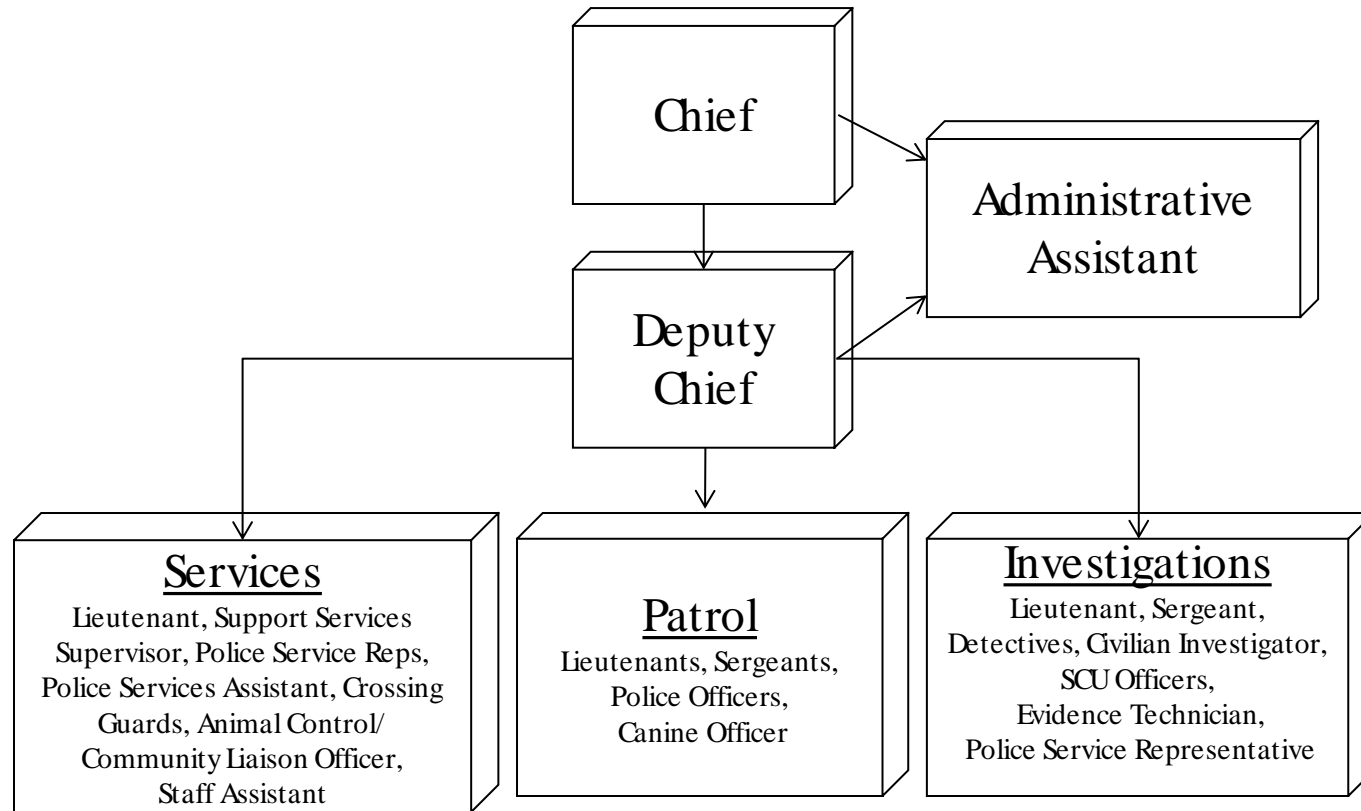
200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

Attachments

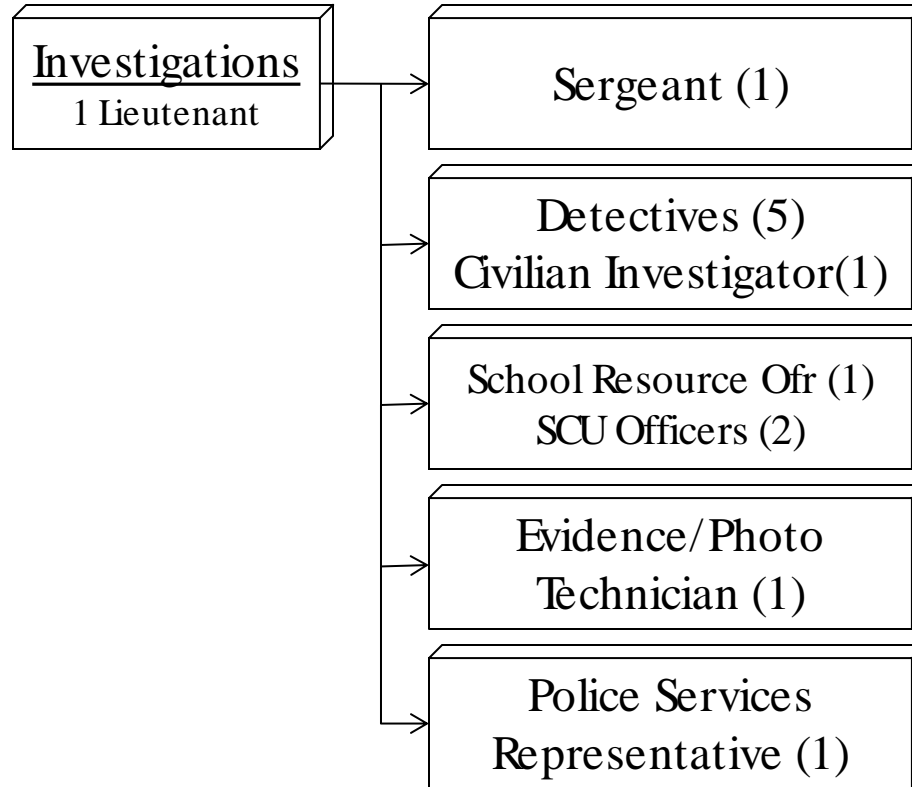
UPD Hierarchy (black and white).pdf

Administration Flowchart



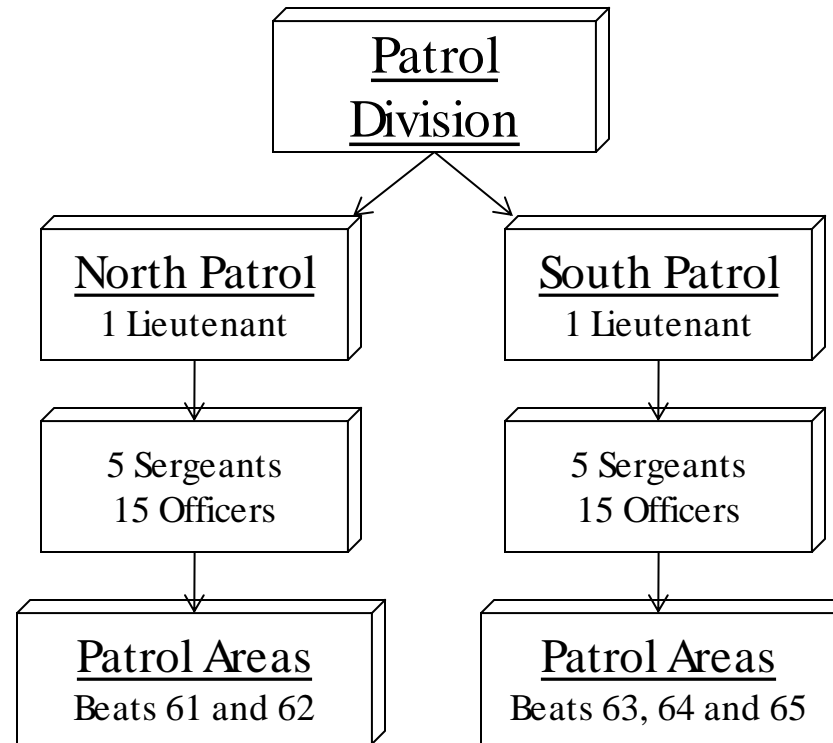
Administration - Provides overall leadership of the department to ensure effective and efficient operation and to perform those duties necessary to preserve the safety, peace and security of the citizens of Urbana. This is staffed by the Chief of Police, Deputy Chief of Police, department administrative assistant and two vehicles.

CID Flowchart



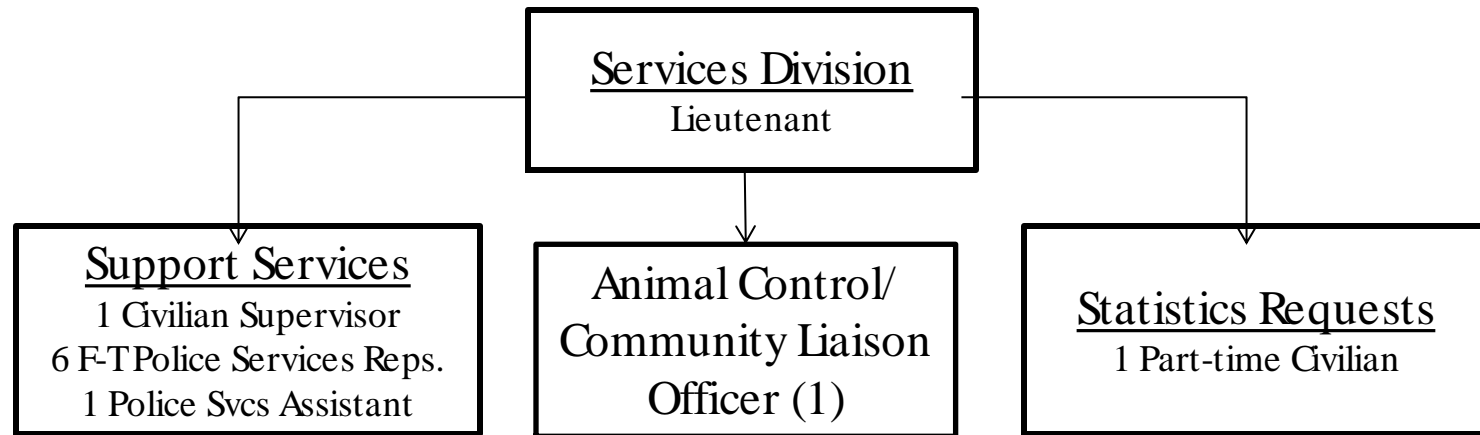
Criminal Investigations Division (CID) - Provides follow-up investigation, if needed, on felony cases reported to the department. CID handles high profile or major case investigations, multi-jurisdictional cases, and evidence/seizures of the department. CID provides these services with 10 sworn officers, three civilian employees, and 8 vehicles.

Patrol Command Flowchart



Patrol Division - The first responder to all requests for police service. This division provides the full-range of police services such as: crime prevention, traffic enforcement, accident investigation, criminal investigation enforcement of local, state and federal criminal laws, the apprehension of criminal violators in Urbana and animal control services. This is a twenty-four hour a day, seven-day-a-week operation, staffed with 42 sworn officers.

Services Flowchart



Support Services Division - Maintains the department's record system and information management system, provides statistical analysis for the department, is a backup dispatch center, provides Teleserve service (reporting of minor crimes or lost/mislaid property via telephone) to the public and is the primary contact point for public access to the department. The front desk is an eighteen-hours a day, seven days a week operation that is staffed with 6 civilian Police Service Representatives and 1 Civilian Supervisor. The services division also provides School Crossing services for the department. This division is staffed with 1 sworn officer, 9 civilian employees, and 1 part-time position.