

## **CHAPTER 4 – DEPARTMENT ORGANIZATION**

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## CHAPTER 4 – DEPARTMENT ORGANIZATION & COMMAND STRUCTURE

### Section 4.00 – Department Organization

The Police Department performs its mission and goals by separating the organization into two (2) Divisions. These elements are the Operations Division and the Support Services Division, which are further subdivided into areas of expertise, staffed by specially trained personnel. Both Division Commanders and the Emergency Management Coordinator report directly to the Chief of Police.

#### OPERATIONS DIVISION:

\*A Captain commands the Operations Division which comprises the **Patrol and Investigations Units**.

In the Patrol Unit, the allocated staffing of two Lieutenants, four Sergeants and eighteen uniformed officers provide a variety of services on a 24/7 basis, such as response to citizen calls for service, complete reports, conduct preliminary investigations, proactive enforcement activities, investigate traffic crashes, and arrest offenders for violations of city ordinances, state statutes, and federal laws. The Division Commander and supervisors manage these activities by planning, assessing, and staffing to most effectively deliver police services to the community. The Division is also responsible for bicycle patrol, training, Raymore officers assigned to the Cass County Tactical Response Unit, and community policing activities such as the Citizen's Police Academy, Neighborhood Watch, National Night Out, child fingerprinting and bicycle safety seminars.

The Investigations Unit is composed of a specially trained and designated Sergeant, two Detectives and one School Youth Community Outreach Officer who follow up on criminal, special, and juvenile investigations. Assigned personnel conduct investigations on narcotic, liquor, and vice violations, work with local and federal investigators to assist in criminal investigations within the Kansas City Metro area, and are active members with the Metro Squad. They provide security checks for area businesses and speak at local seminars to help detect and prevent crimes. They assist the Patrol Unit with day-to-day activities, obtain search warrants, arrest warrants, and assist with crime scene processing. Background investigations and maintaining intelligence information are also the responsibility of assigned personnel.

#### SUPPORT SERVICES DIVISION:

This division includes the office of the Support Services Division Commander and is responsible for maintaining all departmental records of police incidents and motor vehicle accidents. This Division processes permits and licenses for solicitation, provides animal control, and coordinates police department information and technology needs with the City's Information Technology Services Department.

\*The Support Services Division provides continuous police communications and dispatch for the Raymore and Peculiar Police Departments, South Metro and West Peculiar Fire Protection Districts and includes local, state, and national computer access.

This Division is also responsible for the orderly maintenance of evidence and property collected, seized, or otherwise obtained by members of this department for the purpose of safekeeping and/or use as evidence in the prosecution of criminal cases, as well as being responsible for purchasing and supply. In addition, this Division is also responsible for planning and research, policy development, public information, fiscal responsibilities, and grant management.

#### A. Communications Unit

The Raymore Police Department Communications Unit has allocated staffing of one civilian Communications Supervisor, 8 civilian Communications Officers, and one on-call position. The Unit provides 24 hour-a-day dispatch and communications functions for the Raymore and Peculiar Police Departments, and the South Metro Fire Protection District. The Unit is also one of five public safety answering points (PSAPs) in Cass County, serving as a primary 911 answering point for the communities of Raymore, Lake Winnebago, and Peculiar.

In addition, the members of the Communications Unit are responsible for the operation of local, state, and federal computer database systems, which provide information regarding driving records, vehicle registration, wants and warrants, and homeland security communications. The Unit also provides emergency medical dispatching services as needed.

### **Section 4.01 – Command Structure**

The department command structure is based on a paramilitary model and the following ranks are recognized, in descending order of authority.

#### A. Chief of Police

The Chief of Police is appointed by the City Manager in accordance with provisions of the City Code. The Chief of Police is the chief executive officer of the department, exercises command over all personnel and maintains the rank of Colonel.

#### B. Captain

There are two Captain positions within the department, with each Captain responsible for the Operations Division and the Support Services Division, respectively. The rank of Captain is appointed by the Chief of Police. In the absence of the Chief of Police, a Captain shall be designated to assume command of the department.

#### \*C. Lieutenant

Lieutenants are appointed by the Chief of Police from among members of the department holding the rank of Sergeant in Raymore and have completed the established selection process. Lieutenants are responsible for command of patrol during day and evening hours and report to the Operations Division Captain.

#### D. Sergeant

Sergeants are appointed by the Chief of Police from among officers of the department who meet the selection criteria and have completed the established selection process. Sergeants are responsible for the supervision of a patrol sector and investigations personnel.

#### E. Police Officer/Detective

Police officers are appointed by the Chief of Police after completing an established selection process. Police Officers and Detectives have the primary responsibility of carrying out the department's mission and goals. In addition, an officer may hold the title of Master Police Officer or Detective if the minimum requirements for those grades have been met.

### **Section 4.02 – Civilian Employees**

Civilian employees operate in the position of Communications Officer, Records Clerk, Property/Evidence Technician, Animal Control Officer and Administrative Assistant. In addition, a Communications Supervisor oversees operations in the Communications Unit, with the remaining civilian personnel reporting directly to the Support Services Division Commander.

### **Section 4.03 – Chain-Of-Command**

The chain of command remains in effect at all times. The highest-ranking officer on-duty will be in charge of all police operations, and, in the absence of the Communications Supervisor, shall have supervisory authority over all civilian personnel in matters of daily operation. In instances where no sworn supervisory personnel are present, the police officer designated by the shift supervisor will be deemed to be in charge.

**\*Section 4.04 – Organizational Chart**

