

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. Within this structure, personnel have the authority to make decisions to effectively execute their responsibilities and remain accountable for those decisions. The organizational structure also clearly defines a chain of command so each employee has only one supervisor and specific positions are responsible for each Departmental component.

200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Union City Police Department. There are three divisions in the Police Department as follows:

- Office of the Chief
- Field Operations Division
- Support Services Division

200.2.1 OFFICE OF THE CHIEF

- Field Operations Division
- Support Services Division

200.2.2 FIELD OPERATIONS DIVISION

The Field Operations Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Field Operations Division. The Field Operations Division consists of Uniformed Patrol, Special Weapons and Tactics, Traffic and Community Services.

200.2.3 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Support Services Division. The Support Services Division consists of the Professional Standards Unit, Investigations Section, Records Section, Communications Section, Personnel and Training Section and the Property and Evidence Section.

200.3 COMMAND PROTOCOL

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 a Division Captain to serve as the acting Chief of Police.

In the absence of the Chief of Police, unless otherwise designated by the Chief of Police, the succession of command shall be:

Union City Police Department

Union City PD Policy Manual

Organizational Structure and Responsibility

- Field Operations Division Captain
- Support Services Division Captain
- Watch Commander

Such assignments shall remain in effect during the absence of the Chief of Police and the person acting in his capacity shall assume and be vested with the authority of that office. The person acting in the capacity of the Chief of Police shall not have the authority to promote, demote or dismiss any employee.

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 SUPERVISORY ACCOUNTABILITY FOR EMPLOYEES

All commanders, managers, supervisors and coordinators, or those delegated to such responsibilities, are responsible for the performance of employees under their immediate control.

200.3.4 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.

200.4 REVISIONS

Revised: February 9, 2017

Revised: October 25, 2017

Revised: June 18, 2018 - Section 200.3.2

Revised: January 17, 2020