

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: ORGANIZATIONAL STRUCTURE

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I. Purpose

To designate an organizational structure, through which organizational components are arranged, defined, directed and coordinated. This policy will also define the general authority and responsibilities of command and supervisory personnel.

II. Statement of Policy

It shall be the policy of the Covington Police Department that the department be organized in such a manner so as to provide maximum efficiency and effective and to provide clear channels of communication, direction and control between management and employees.

III. Organizational Structure

A. Chief of Police

The Chief of Police is the chief executive officer of the department to include the following components: Investigative Division, Patrol Division, Support Services and Community Outreach Division.

B. Assistant Chief of Police

The Assistant Chief of Police will serve as the second in command of the daily operation of the department. The Assistant Chief will serve as the Administrative Assistant to the Chief of Police and will assume command and control of the department in the absence of the Chief of Police.

C. Criminal Investigative Division

A captain commands the Investigative Division, with one lieutenant assigned specific supervisory duties. Officers assigned to the DEA Task Force also come under the CID umbrella. General investigations shall be the primary duties for each sergeant or investigator. Officers are primarily supervised by their respective sergeant or lieutenant with overall supervision and responsibility for the division's performance resting with the captain.

D. Patrol Division

The Patrol Division is divided into the morning, and day watches with 4 teams working 12-hour shifts each. A lieutenant, who serves as the Watch Commander, commands each watch. Overall supervision and performance of each watch is the responsibility of the lieutenant. Patrol sergeants serve primarily as road supervisors. Patrol lieutenants are responsible for employee relations, evaluations and discipline. Patrol sergeants assist officers in the completion of reports, investigation of serious incidents and field training. Sergeants serve as the Assistant Watch Commander and have full command authority in the absence of the lieutenant. Overall supervision and responsibility for the division's performance rests with the Captain.

E. Support Services/Community Outreach Division

The Support Services Division is comprised of records, customer service, training, accreditation, certification, research, career development, crime prevention/community relations, community oriented policing and public relations.. Support Services is commanded by a Captain who serves as primary supervisor over the division's personnel, a lieutenant, who also serves as Office of Professional Standards, an Office Manager and other supervisory personnel as required. The Support Services Division will have secondary management support.

IV. Chain of Command

To ensure that each person employed in the police department is accountable to only one supervisor at a given time; police personnel will follow the chain of command in their respective divisions.

V. Organizational Chart

An organizational chart shall be displayed in the building and shall be updated annually, or as needed.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

Stacey L. Cotton
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Chief of Police