

# Organizational Structure and Responsibility

## 200.1 PURPOSE AND SCOPE

Discretionary NYSLEAP- 8.7 - 2.1

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

## 200.2 POLICY

Discretionary NY\_CALEA6.13 - 11.1.1 NYSLEAP- 8.7 - 2.2

The Syracuse 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 should have clearly identified responsibilities and a defined chain of command.

## 200.3 BUREAUS

Discretionary MODIFIED NY\_CALEA6.13 - 12.1.2 (d)

The Chief of Police is responsible for administering and managing the Syracuse Police Department. The department consists of:

- The Office of the Chief of Police
- Support Services Bureau
- Uniform Bureau
- Investigations Bureau

The Department shall maintain a table of organization that identifies the organizational components and establishes a chain of command and clear lines of authority. The table of organization shall be updated and re-issued whenever a Division level change in the structure of the Department is made. Each organizational component shall have only one person in command. In cases or incidents where more than one component of the Police Department is involved, the ranking supervisor at the scene of the incident shall assume command in the absence of orders to the contrary.

[Table of Organization](#)

[See procedures for DUTIES AND FUNCTIONS OF RANK](#)

### 200.3.1 THE OFFICE OF THE CHIEF OF POLICE

Agency Content

The Chief of Police commands the Office of the Chief of Police. The Chief of Police is the Chief Executive Officer of the Police Department and is the final authority in all matters of Department policy, operations, and discipline. The Chief of Police is responsible for planning, staffing, directing, coordinating, and controlling all Department functions and has the authority and responsibility to

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establish a formal organizational structure. The Chief of Police is accountable to the Mayor and Common Council of the City of Syracuse.

[See procedure for OFFICES / DIVISIONS UNDER THE OFFICE OF THE CHIEF OF POLICE](#)

#### 200.3.2 SUPPORT SERVICES BUREAU

**Discretionary** **MODIFIED**

The Support Services Bureau is commanded by the Support Services Bureau Deputy Chief, whose primary responsibility is to provide general management, direction and control for the Support Services Bureau. The Support Services Bureau is responsible for coordinating and overseeing the daily operations of the department and provides support services to all other department components.

[See procedure for DIVISIONS / SECTIONS UNDER THE SUPPORT SERVICES BUREAU](#)

#### 200.3.3 UNIFORM BUREAU

**Discretionary** **MODIFIED**

The Uniform Bureau is commanded by the Uniform Bureau Deputy Chief, whose primary responsibility is to provide general management, direction and control for the Uniform Bureau. The Uniform Bureau provides direct police services to the public. These services include street patrol, traffic control and enforcement, responding to emergency situations, calls for service, and community oriented policing operations.

[See procedure for DIVISIONS / SECTIONS UNDER THE UNIFORM BUREAU](#)

#### 200.3.4 INVESTIGATIONS BUREAU

**Discretionary** **MODIFIED**

The Investigations Bureau is commanded by the Investigations Bureau Deputy Chief, whose primary responsibility is to provide general management, direction and control for the Investigations Bureau. The Investigations Bureau is responsible for the investigation of crimes against persons and property, serious or unusual incidents following the initial response and investigation by patrol, and for investigating narcotic and vice activity.

[See procedure for DIVISIONS / SECTIONS UNDER THE INVESTIGATIONS BUREAU](#)

### 200.4 COMMAND PROTOCOL

**Best Practice** **MODIFIED**

#### 200.4.1 SUCCESSION OF COMMAND

**Best Practice** **MODIFIED** **NY\_CALEA6.13 - 12.1.2 (a), 12.1.2 (b)**

The Chief of Police exercises command over all members of the Syracuse Police Department. During planned absences, the Chief of Police will assign, in writing, a designee 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, or in exceptional situations, is as follows:

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- (a) First Deputy Chief
- (b) Uniform Bureau Deputy Chief
- (c) Investigations Bureau Deputy Chief
- (d) Support Services Bureau Deputy Chief

#### 200.4.2 UNITY OF COMMAND

Best Practice MODIFIED NY\_CALEA6.13 - 11.2.1, 11.3.2, 12.1.2 (c) NYSLEAP- 8.7 - 40.3

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. Only one member shall be in complete command of a situation at any given time. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

During incidents where members of different bureaus are present, the ranking officer shall be in command of all members, unless otherwise directed. When officers of equal rank are present from different bureaus, the ranking officer from the bureau primarily responsible for the type of incident shall be in command of all members, unless otherwise directed.

Ranking officers may exercise command over subordinate officers not of their regular command whenever such action is necessary to avoid jeopardizing the police mission or the reputation of the Police Department. If a superior conscripts a subordinate not of his command from a regular assignment the superior shall inform the subordinate's commander as soon as possible.

#### 200.4.3 CHAIN OF COMMAND

Agency Content

The communication of orders, directives, reports, etc. should ordinarily go upward and downward through established channels in the organizational hierarchy through each successive level of command. Adherence to the chain of command shall not be circumvented except in an emergency. Each employee of the Department is responsible to, and will report to, a person of the next highest rank in their assignment.

[See procedure for ORDER OF RANK](#)

#### 200.5 AUTHORITY AND RESPONSIBILITIES

Best Practice MODIFIED NY\_CALEA6.13 - 11.3.1 (a), 11.3.1 (b) NYSLEAP- 8.7 - 2.7 (A), 2.7 (B)

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority. Supervisors will be held accountable for members under their immediate control.

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Each supervisory level shall be responsible for the effective execution of its functions and will be granted the commensurate authority to do so. Each member by virtue of his position in the Police Department is responsible for the use or failure to use delegated authority.

Supervisory personnel shall be accountable for the performance of the members under their immediate command and control. Whenever authority is delegated to a member of the Department, he shall be held accountable for the use of such authority.

An officer relieving or temporarily filling the position of a superior or supervisor in an acting capacity shall be vested with all the authority and responsibility of that superior or supervisor. Employees acting in the capacity of higher rank shall be accorded the same obedience and respect as the permanent ranking officer.

#### **200.6 COORDINATION OF EFFORT**

##### **Agency Content**

Efforts of the Department must be coordinated in order to ensure the goals and objectives of the Department are to be achieved. It shall be the duty of each member to coordinate to the maximum extent possible the efforts between shifts and functional Units in order to ensure superior performance.

#### **200.7 PLANNING AND RESEARCH**

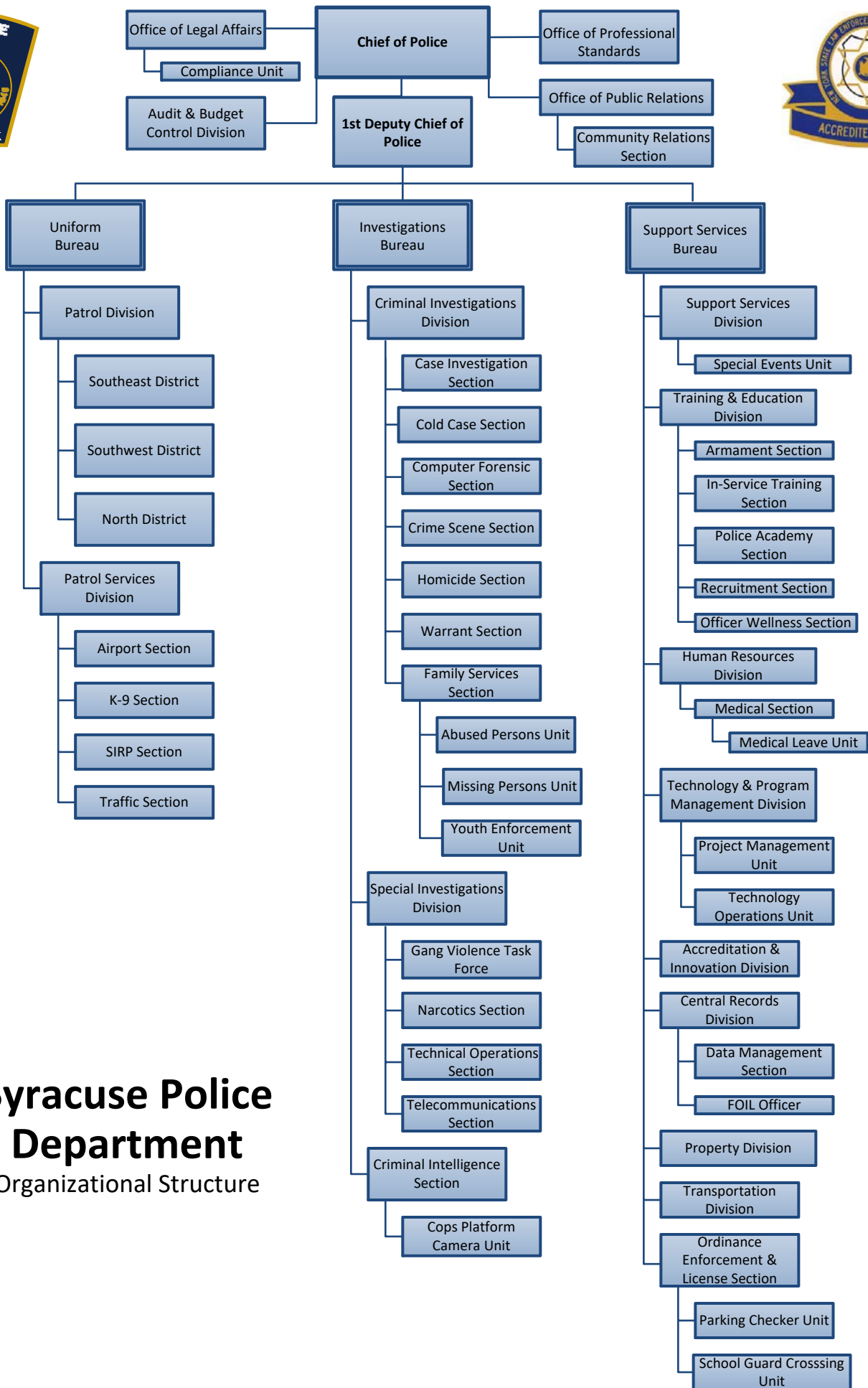
##### **Agency Content**

It is the policy of the Syracuse Police Department to utilize a planning process and to maintain an efficient and effective planning and research component in order to enhance management and operations. Planning and research activities are essential to agency management in order to improve decision-making. They are essential for the development of improved practices and procedures as well as for their application in actual operations. Planning and research must take place at all levels of the Department.

[See procedure for PLANNING AND RESEARCH](#)

## **Attachments**

## **Internal Breakdown\_Lexipol\_092221.pdf**



# Syracuse Police Department

## Organizational Structure