	<u>SUBJECT</u> ORGANIZATIONAL STRUCTURE		<u>NUMBER</u> 105/07
	EFFECTIVE DATE: 08-13-09	AMENDS: 03-30-09	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA 11.1.1 / IACLEA 11.1.1 / TPCFA Texas Education Code §51.203 Art. 2.12(8) TX Code of Criminal Procedure	

.01 PURPOSE: The purpose of this policy is to describe the organizational structure and principles of command adopted by the Alamo Colleges Police Department in the performance of its legal mandate.

.02 AUTHORITY


- A. The functions, principles and duties of the Alamo Colleges Police Department members are defined in [Section 51.203, Texas Education Code](#).
- B. The Alamo Colleges Police Department is a component of the [Alamo Community College District](#), whose Chief of Police is accountable to the [Vice Chancellor of Finance & Administration](#) of the District. The Chief of Police is the Commander of the Alamo Colleges Police Department and is responsible for the overall operation of the Department including:
 - 1. Providing oversight and direction to the Command responsible for the operations of the Alamo Colleges Police Department.
 - 2. Budgetary matters.
 - 3. Personnel matters, including:
 - a) Promotion.
 - b) Discipline.
 - c) Transfer and reassignment of personnel.
 - d) Promulgation and approval of policies, procedures and directives.

.03 POLICY

- A. It is the policy of the Alamo Colleges Police Department to implement measures which will ensure that its members and non-sworn employees are fully acquainted with their duties and obligations under the law and with the administrative structure which has been established to support those activities.

.04 DEFINITIONS

- A. [CALEA - Commission on Accreditation for Law Enforcement Agencies](#).
- B. [IACLEA – International Association of Campus Law Enforcement Administrators](#).

	<u>SUBJECT</u> ORGANIZATIONAL STRUCTURE		<u>NUMBER</u> 105/07
	EFFECTIVE DATE: 08-13-09	AMENDS: 03-30-09	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA 11.1.1 / IACLEA 11.1.1 / TPCFA Texas Education Code §51.203 Art. 2.12(8) TX Code of Criminal Procedure	

C. [TPCAF – Texas Police Chief’s Association Foundation.](#)


D. FUNCTIONAL CONTROL - Authority and responsibility to direct the efforts of members or non-sworn personnel or technicians engaged in enforcing the law, conducting an investigation or delivering an authorized service, in order to ensure timely and efficient execution of duties and full compliance with the Alamo Colleges Police Department’s mandate. Functional control exists in a realm outside the traditional chain-of-command, and its bestowal may involve delegation of total or limited command authority.

.05 OBJECTIVES

- A. To acknowledge the mandate conferred upon the Alamo Colleges Police Department and the authority and responsibility designated to its Chief of Police.
- B. To define the Alamo Colleges Police Department organizational structure and the responsibilities and functions consigned to its components.
- C. To enact measures which will ensure command succession.
- D. To convey prominent principles of command.
- E. To ensure communication, coordination, cooperation and efficiency in the delivery of campus law enforcement services.

.06 RESPONSIBILITIES

- A. Chief of Police, Alamo Colleges Police Department: Authority and Responsibilities - Authority to command, staff, equip and direct the activities of the Alamo Colleges Police Department is vested in the Chief of Police.
- B. Authority / Duty of Members - Alamo Colleges Police Department officers are declared to be conservators of the peace and law enforcement officers with county wide jurisdiction in [Art. 2.12 \(8\) Texas Code of Criminal Procedure](#) and [Section 51.203, Texas Education Code](#).

	<u>SUBJECT</u> ORGANIZATIONAL STRUCTURE		<u>NUMBER</u> 105/07
	EFFECTIVE DATE: 08-13-09	AMENDS: 03-30-09	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA 11.1.1 / IACLEA 11.1.1 / TPCFA Texas Education Code §51.203 Art. 2.12(8) TX Code of Criminal Procedure	


.07 PROCEDURES

A. ORGANIZATIONAL STRUCTURE

1. [Organizational Placement](#) - Alamo Colleges Police Department is a component of the Alamo Community College District.
2. The Chief of Police, Alamo Colleges Police Department, reports to the [Vice Chancellor of Finance & Administration](#) of the Alamo Community College District.
3. The organizational structure of the Alamo Colleges Police Department is depicted in the [organizational chart found in Section 105/07](#) of the Operations Manual of the Alamo Colleges Police Department. This policy contains a functional description of each component.

B. DIRECTING PERSONNEL

1. Principles of Command
 - a. Members, appointed / promoted / granted any supervisory or management authority shall exercise responsibility for:
 - (1) Directing the workforce consigned to their respective command.
 - (2) Effective utilization of resources.
 - (3) Developing the professional capabilities of subordinates.
 - b. Unless exigent circumstances prevail, the span of control for managers / supervisors shall not exceed seven to ten subordinates for day-to-day operations.
 - c. Each organizational component shall be under the direct command of a single supervisor, who shall maintain accountability for the actions of members / non-sworn employees under his / her command.
 - d. Each member / non-sworn employee shall be accountable to only one supervisor / manager at any given time and shall obey the lawful orders and instructions of persons assigned to direct their activities.

	<u>SUBJECT</u> ORGANIZATIONAL STRUCTURE		<u>NUMBER</u> 105/07
	EFFECTIVE DATE: 08-13-09	AMENDS: 03-30-09	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA 11.1.1 / IACLEA 11.1.1 / TPCFA Texas Education Code §51.203 Art. 2.12(8) TX Code of Criminal Procedure	

2. Authority and Responsibility

- a. Members / non-sworn employees who are assigned the responsibility to perform a given task(s) shall be afforded the commensurate command or functional authority to effectively execute their duties.
- b. Members / non-sworn employees shall be held accountable for the judicious use of such authority as may be granted to them for its application in accordance with the provisions of law and in compliance with directives contained within this Manual.
- c. Chain of Command – Members / non-sworn employees shall acquaint themselves with positions identified in their respective chain of command and shall afford deference to persons occupying supervisory / management positions.
 - i. For purposes of unifying and coordinating the efforts of the Division, orders and instructions shall be communicated downward through the chain of command to respective operational components.
 - ii. Requests to contact superiors for official purposes shall be transmitted up the chain of command through succeeding managerial levels.

C. COMMAND SUCCESSION

- 1. Assignment of a subordinate in an "acting" or "temporary" assignment will be made when an incumbent commander / supervisor will be absent from official duties and / or unavailable.
 - 2. The incumbent will select the subordinate who will be assigned to act on behalf of the incumbent during the incumbent's absence.
- D. Such assignment shall be based upon the requirements of the position and the qualifications of those persons reasonably available to perform the work.
- E. Notification of the assigned individual and subsequent affected personnel will be made in a timely manner by whatever means of communication necessary to ensure adequate notice.
- F. Notification of the assignment will include the following information:



SUBJECT

ORGANIZATIONAL STRUCTURE

NUMBER

105/07

EFFECTIVE DATE:

08-13-09

AMENDS:

03-30-09

RESCINDS:

DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical

REFERENCES:

**CALEA 11.1.1 / IACLEA 11.1.1 / TPCFA
Texas Education Code §51.203
Art. 2.12(8) TX Code of Criminal Procedure**

1. Name, rank, title and location / telephone number of the individual assigned to the acting or temporary position in the absence of the incumbent.
2. Beginning and ending dates and times of the assignment. (If the information is not completely available at the time of assignment, an estimate of the pertinent information will be provided.)
3. Any special limitation(s) imposed on the acting or temporary authority of the assigned individual.

G. Notification by the chain of command will be as follows:


1. Deputy Chiefs will notify the Chief of Police.
2. Supervisors will notify their respective Deputy Chief and subordinate supervisors along with the Communications Division.

H. The Chief may require other positions or personnel to fulfill similar requirements in their absence and will establish procedures for those notifications.

I. In the event that an incumbent is unable to comply with an assignment due to unusual or special circumstances, the assignment and subsequent notifications will be made by the incumbent's immediate supervisor.

J. COORDINATING DIVISION FUNCTIONS

1. Command and supervisory personnel shall encourage and support the exchange of information among components of the Department in order to enhance the efficiency of the enforcement effort. Such exchanges shall, at a minimum, include:
 - a. Legal updates.
 - b. Officer safety information.
 - c. Enforcement intelligence.
 - d. Changes in procedures/directives.
 - e. Promotional/career development opportunities and employee benefit information.
2. Information may be conveyed to subordinates utilizing any combination of the following methods:

	<u>SUBJECT</u> ORGANIZATIONAL STRUCTURE		<u>NUMBER</u> 105/07
	EFFECTIVE DATE: 08-13-09	AMENDS: 03-30-09	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA 11.1.1 / IACLEA 11.1.1 / TPCFA Texas Education Code §51.203 Art. 2.12(8) TX Code of Criminal Procedure	

- a. During routine annual firearms qualification.
- b. During scheduled meetings/annual training.
- c. Through the issuance of newsletters or special orders.
- d. In meetings or special briefings conducted by subordinate supervisors.

.08 ACCREDITATION AND POLICY ADMINISTRATION


A. The Accreditation and Policy Administration functions will reside with the Chief of Police and the Deputy Chief of Administration acting at the direction of the Chief, who is responsible for:

1. Overseeing the Department's progress toward achieving and maintaining voluntary compliance with recognized standards developed by the [Commission on Accreditation for Law Enforcement Agencies, Inc. \(CALEA\)](#), the [International Association of Campus Law Enforcement Administrators \(IACLEA\)](#) and the [TPCAF \(Texas Police Chief's Association Foundation\)](#).
2. Revising the Alamo Colleges Police Department Operations Manual on an annual basis or as directed, and assisting other components with the maintenance of specialty manuals.
3. Developing policy as directed by the Chief and as necessary to maintain compliance with Texas Statutes, federal law, nationally recognized model policies and national accreditation standards developed by appropriate accrediting entities.
4. Preparing grant proposals when assigned by the Chief and reviewing proposals prepared by other components.
5. Assisting other components with the research and development necessary for successful grant applications.

.09 PATROL DIVISION COMMAND

A. The Patrol Division is commanded by the Deputy Chief or Patrol who reports to the Chief of Police and is responsible for:

1. Providing direction to the operational activities of the Department's Field Operations through ensuring:

	<u>SUBJECT</u> ORGANIZATIONAL STRUCTURE		<u>NUMBER</u> 105/07
	EFFECTIVE DATE: 08-13-09	AMENDS: 03-30-09	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA 11.1.1 / IACLEA 11.1.1 / TPCFA Texas Education Code §51.203 Art. 2.12(8) TX Code of Criminal Procedure	

- a) The delivery of service in accordance with established Departmental standards and;
- b) The management of the performance of members of the Patrol Division in accordance with established Departmental standards.

.10 ADMINISTRATIVE DIVISION COMMAND

A. The Administrative Division is commanded by the Deputy Chief of Administration who reports to the Chief of Police and is responsible for:

1. Providing direction to the operational activities of the Department's Communications Operations.
2. Providing direction to the operational activities of the Department's Information Systems Operations.
3. Providing direction to the operational activities of the Department's Records Management systems.
4. Providing direction to the operational activities of the Department's clerical staff.
5. Providing direction to the operational activities of the Division's background investigation program to include:
 - a) Reviewing initial application for disqualification factors.
 - b) Reviewing completed background investigations for accuracy, completeness and thoroughness.
 - c) Coordinating the applicant Oral Interview.
 - d) Maintaining a list of qualified applicants that are ready for hire.

.30 CRIMINAL INVESTIGATIONS UNIT

A. While under the command of the Deputy Chief of Administration the Criminal Investigations Unit also keeps the Chief of Police informed of matters as determined by the Chief of Police. The Criminal Investigations Unit is responsible for:

**SUBJECT****ORGANIZATIONAL STRUCTURE****NUMBER****105/07****EFFECTIVE DATE:****08-13-09****AMENDS:****03-30-09****RESCINDS:****DISTRIBUTION: Administration, CID, Patrol,
Communications, Clerical****REFERENCES:****CALEA 11.1.1 / IACLEA 11.1.1 / TPCFA
Texas Education Code §51.203
Art. 2.12(8) TX Code of Criminal Procedure**

1. Conducting investigations on crimes and processing of evidence to file charges.
2. Conducting background investigations through Austin/FBI on ACCD employees/DPS staff.
3. Conducting internal affairs investigations.
4. Entering police reports in computer; compile data to identify high crime areas, suspects, and crime methods.
5. Responding 24 hours a day, if needed, to photograph crime scene and conduct crime scene search.
6. Preparing and filing cases with District Attorney's office.
7. Preparing cases for the ACCD attorney.
8. Conducting complete investigations and providing reports for lawsuits filed against ACCD.
9. Maintaining an evidence room, records, evidence lab, and supplies.
10. Processing crime evidence in laboratory.
11. Notarizing sworn statements of suspects and witnesses.