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.

200.2 DIVISIONS
The Chief of Police is responsible for administering and managing the Palos Verdes Estates Police Department. There are three divisions in the Police Department as follows:

- Administrative Division
- Operations Division
- Support Division

200.2.1 ADMINISTRATION DIVISION
The Administration Division commanded by the Police Chief whose primary responsibility is to provide general management direction and control for the Administration Division. The Administration Division consists of Custodian of Records and Professional Standards.

200.2.2 OPERATIONS DIVISION
The Operations Division commanded by a Captain whose primary responsibility is to provide general management direction and control for that Division. The Operations Division consists of Uniformed Patrol and special operations, which includes traffic, motors, Reserve Officers, quads, Police Service Aides, Parking Enforcement, Range, Training, and Volunteers.

200.2.3 SUPPORT DIVISION
The Administrative Division is commanded by a Captain whose primary responsibility is to provide general management direction and control for the Investigation Division, the Communication Center, and the Jail. The Investigation Division consists of the Investigations Bureau, Property, budgeting, purchasing, Animal Control, Contracts, Policy Manual, Community Relations and Disaster Preparedness.

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 Commander 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 is as follows:

   (a) Operations Captain
(b) Support Captain
(c) Watch Commander

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, Traffic), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 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.