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# KANSAS CITY, KANSAS POLICE

## GENERAL ORDER

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SUBJECT: Organization and Duties

REFERENCE: CALEA LE Ch.11, Ch.12; CO Ch 1; TR Ch 2

CROSS REFERENCE:

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#### I. PURPOSE

- A. To familiarize all personnel with the organizational structure of the Department and its chain of command.
- B. To familiarize all personnel with the basic duties of the positions within the organizational structure of the Department.
- C. To identify the agency's specific area of responsibility.

#### II. STRUCTURE

- A. The Department is comprised of two (2) bureaus.
  1. The Operations Bureau
  2. The Services Bureau
- B. The Chief of Police is the Department's Chief Executive Officer and each bureau is commanded by a Deputy Chief of Police.
  1. The Night Commander has command of Police Department personnel during the evening tour of duty, subject to the direction of the Operations Bureau Director. This does not include the authority to supersede the Chief's written directives, including general orders.
  2. In cases of anticipated absence, the Chief of Police shall designate a Bureau Director or other ranking officer, in writing, to assume command of the Department. This may be done by email.
  3. If the Chief of Police does not have an opportunity or as a result of some unusual situation is unable to appoint a successor prior to his absence, the succession of command will be as follows:

- a. Operations Bureau Director
  - b. Services Bureau Director
4. In all cases, the County Administrator will be notified of the successor.
- C. The Office of the Chief of Police.
1. The Chief's Office sets the overall goals and provides the guidance of the Department.
  2. Units and functions within the Office of the Chief of Police:
    - a. Professional Standards Unit
      - (1). Research & Development
      - (2). Media Relations
      - (3). Community Affairs
      - (4). O.K. Program
      - (5). CALEA
    - b. Internal Affairs Unit
      - (1). CVSA
    - c. Training Academy
- D. Operations Bureau.
1. The Operations Bureau provides patrol and response services, as well as enforcing traffic laws and investigating accidents on public roadways, twenty-four hours a day, every day of the year. Operations also provides strategic and tactical support to the Police Department.
  2. Units within the Operations Bureau.
    - a. East Patrol Division
    - b. West Patrol Division
    - c. Night Commander
    - d. Community Support Division
      - (1) COPPS
      - (2) SRO
      - (3) Animal Control
      - (4) TSU
      - (5) Narcotics
      - (6) SCORE
      - (7) K-9

- (8) Task Force
- (9) EOD
- e. Alarm Coordinator

E. Services Bureau

1. The Services Bureau provides, criminal investigations, logistical support and victim services as well as providing a wide range of support services to general police department operations such as police chaplains. The Bureau formulates and implements records retention and provides crime analysis.

a. Criminal Investigation Division

- (1). Night Response Unit
  - (2). Property Unit
    - (a). Financial Crimes
    - (b). Burglary/Auto Theft
    - (c). Pawn Shop
    - (d). Arson
    - (e). Auto Release/Tow Lots
  - (3). Major Case Unit
    - (a) Homicide
    - (b) Robbery
  - (4). Persons Crimes
    - (a) Child/Dependent Adult Abuse
    - (b) Assault/Battery
    - (c) Missing Persons
  - (5). Case Screening
  - (6). Crime Scene Investigation (CSI)
  - (7). Logistics
  - (8). Victim Services
  - (9). Police Chaplains
- b. Staff Support Division
- (1) Communication
  - (2) Technology
  - (3) Crime Analysis
  - (4) Records
    - (a) Tele Serve

Police Department will be maintained on file in the Research and Development/Accreditation Unit within the Professional Standards Unit.

- 1. A currently issued General Order or a direct order from the Chief of Police supersedes any other Department directive or procedure. (See G.O. 1.1, Written Directives)
  - 2. Any perceived conflict in a Department policy or Procedure will be documented on an investigative report and forwarded through the chain of command to the office of the Chief of Police.
- B. Supervisory personnel are accountable for the performance of employees under their immediate control.
- C. Employees will obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank.
- 1. In the event an employee is given two different orders that conflict, the last order given will be followed unless retracted or modified.
    - a. When receiving an order conflicting with another directive the employee will:
      - (1) First inform the supervisor and ask for resolution of the conflict or if no resolution is found;
      - (2) Follow the most recent order.
    - b. In the event that the conflicting order is not altered or retracted, the employee shall not be responsible for disobedience of the order or directive previously issued.
  - 2. Employees are never required to carry out any unlawful orders. If a supervisor gives an employee an order which the employee believes is unlawful, the employee will first advise the supervisor that he or she believes the order is unlawful. If the matter is not immediately resolved, the employee will take the issue to the supervisor's commander for review of the incident, to determine whether the order is unlawful, and if any policy, discipline, or training issues need to be addressed in regard to the incident or subject matter.
- D. An acting supervisor or commander will have the same responsibilities and duties of the rank which they are performing.
- E. Proportionate authority will be given to effectively execute an order.
- 1. The employee is fully accountable for the use of delegated authority.
  - 2. The employee is fully accountable for the failure to use the delegated authority.
- F. The ranking commanding officer on the scene of an incident will be in command of the situation.
- 1. The ranking officer should delegate the proper amount of authority to the ranking officer of the unit with the expertise in the on-going operation, such as Criminal Investigation Division, S.C.O.R.E., CSI, etc.
  - 2. Command protocol is addressed in each unit's Standard Operational Procedure Manual and General Orders pertaining to particular operations.

**III. RESPONSIBILITIES**

A. Specific duties for specialized units are addressed in their Standard Operational Procedure Manual. A copy of the Standard Operating Procedures for each unit within the

#### **IV. SPAN OF CONTROL**

- A. From time to time it may become necessary, due to an emergency situation or other circumstance, to increase the number of employees under a supervisor's span of control. However, this should not become a standard practice.

#### **V. INFORMATION EXCHANGE**

- A. The exchange of information with specialized and support components of the Department are encouraged, including attendance of Investigations personnel and Community Policing Officers at patrol roll calls.
- B. Information exchange is accomplished through staff meetings, administrative reporting processes, and weekly Crime Strategy/Senior Staff Meetings.

#### **VI. UNITY OF COMMAND**

- A. Each organizational component is under the direct command of only one supervisor.
- B. Each employee should be accountable to only one supervisor at any given time.
  - 1. Under ordinary circumstances, each employee should be able to identify their immediate supervisor.
  - 2. Under certain circumstances, a command may be given outside the chain of command in order to expedite the operation.
  - 3. When the chain of command is broken, the employee's immediate supervisor should be notified at the earliest opportunity.

#### **VII. AREA OF RESPONSIBILITY**

- A. The Department's jurisdiction and area of responsibility includes the geographic boundaries of the Unified Government of Wyandotte County - City of Kansas City, Kansas. The topic of jurisdiction is addressed more fully in G.O. 1.11. (See Attachments)

#### **VIII. ATTACHMENTS:**

- A. Police Department Organizational Chart
- B. Map of Area of Responsibility, Division and District Boundaries