



ORGANIZATION

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Organization
Responsibilities

I. PURPOSE

The purpose of this order is to define the organizational structure of the Iowa City Police Department.

II. POLICY

It is the Policy of the Iowa City Police Department to maintain an organizational structure, which allows for the rapid response to the needs of the residents and visitors of Iowa City. While members of this department are primarily assigned to a particular function, it is recognized that on occasion they will be called upon to assist in a function other than their primary area of responsibility.

III. DEFINITIONS

IV. PROCEDURES

A. CHIEF OF POLICE

The Chief of Police is responsible to the City Manager of the City of Iowa City. The Chief of Police is granted authority to act from Iowa Code and the City Ordinances of Iowa City. The Chief of Police directly supervises up to ten employees and is functionally responsible for up to one hundred twenty (120) employees. The Chief of Police plans, directs, evaluates and manages the operations of the Iowa City Police Department. The Chief of Police is further empowered to formulate and implement new policy, operations and disciplinary procedures. The Chief of Police is further directed to foster positive relationships between the Police Department, outside agencies and the general public. Some of the responsibilities of the Chief of Police are:

- review all significant incidents involving the department
- develop and provide training for members of the department
- develop and administer the budget for the department
- reviews or conducts internal investigations
- appoints, promotes within the department
- evaluates staff
- develops and implements policy
- amend, suspend, supersede or cancel any rule, regulation or order
- develop and implement changes in procedure

The Iowa City Police Department consists of two divisions: Field Operations and Administrative Services. Division commanders are responsible directly to the Chief of Police.

B. FIELD OPERATIONS

Field Operations consists of the Patrol and Investigative sections. Each section commander is responsible to the Commander of Field Operations. The Commander of Field Operations is directly responsible for six to ten employees and functionally responsible for up to 70 employees. Some of the responsibilities of the Commander of Field Operations are:

- oversees, directs and reviews daily patrol and investigative operations
- directs Lieutenant of Investigations
- meets with command staff and reviews areas of concern
- informs Chief of Police as to ongoing activities of the assigned division
- conducts internal investigations

- prepares and submits required reports
- participates in planning and research
- assists in budget development
- other duties as assigned

(For more complete description see City of Iowa City job descriptions)

1. PATROL SECTION

The patrol section is divided into three different watches, Days, Evenings, and Late night watch. Each watch is headed by a Lieutenant who is usually responsible for ten to sixteen employees. The Lieutenant of each watch is responsible to the Commander of Field Operations. The Patrol Lieutenants are responsible for the day to day operations of their respective watches. Some of the duties, which they are responsible for, are:

- supervise field personnel
- assist/conduct internal investigations
- supervise the preparation of assignments and daily briefings
- reviews reports
- prepares reports on activities/functions
- evaluates subordinates
- conducts watch meetings
- other duties as assigned

(For more complete description see City of Iowa City job descriptions)

Under each Watch Commander are two Sergeants. The Sergeants on each watch are directly responsible to their respective watch commander. Patrol Sergeants supervise between ten to fourteen officers on a regular basis. Some of the duties, which patrol sergeants, are responsible for:

- conducts daily watch meetings/briefings
- supervises and prepares assignments
- reviews reports
- FATS instruction/training
- supervision of Field Training Officers and Probationary Officers
- conducts investigations
- inspects and maintains vehicles and equipment
- visits officers in the field
- other duties as assigned

(For more complete description see City of Iowa City job descriptions)

Patrol officers comprise the remainder of the sworn personnel on each watch and are responsible to their respective watch supervisors. Patrol officers are responsible for routine law enforcement duties, including but not limited to:

- patrol/community policing

- traffic enforcement
- collision investigation
- identification/collection of evidence
- investigation of crimes
- preparing reports
- responding to calls for public service
- other duties as assigned

(For more complete description see City of Iowa City job descriptions)

Community Service Officers (CSO) (non-sworn) are responsible to the supervisors of the watch to which they are assigned. Some of the responsibilities of CSOs are:

- enforces parking regulations
- directs traffic
- collects stray animals
- impounds vehicles
- provides court messenger duties
- other duties as assigned

Community Service Officers are assigned to the Day and Evening watches.

(For more complete description see City of Iowa City job description)

School Crossing Guards (non-sworn) are responsible to the Chief's Administrative Secretary. Responsibilities of School Crossing Guards are:

- direct traffic at the intersection to which they are assigned
- assist children in crossing the street
- coordinate student crossings with student crossing guards

2. INVESTIGATIVE SECTION

The Investigative Section is headed by a Lieutenant who is responsible for the overall operations. The Lieutenant of Investigations is responsible to the Commander of Field Operations. Some of the responsibilities of the Lieutenant of Investigations are:

- supervise personnel
- conduct internal investigations
- assignment of cases
- review of reports
- prepares reports on activities/functions
- evaluates subordinates
- coordinates multi-jurisdictional investigations with other agencies
- other duties as assigned

In the absence of the Lieutenant of Investigations, the Sergeant of Investigations shall assume duties of Investigation's Supervisor. The Sergeant in the Investigative Section is responsible for:

- case preparation
- reviews reports
- supervision of Support watch
- maintains records on forfeiture vehicles
- prepares reports on activities/functions
- supervise and oversee the operation of the Street Crimes Action Team (SCAT)
- assumes duties of Lieutenant of Investigations during their absence

Investigators/officers in the Investigative Section are responsible to the Lieutenant of Investigations. Some of the responsibilities of Investigators are:

- conducts interviews/interrogations
- case preparation
- collection of evidence
- conducts follow up investigations
- disseminate intelligence to patrol
- other duties as assigned

Officers and investigators of the Iowa City Police Department are of equal rank. Investigations is a temporary assignment and upon completion of a rotation, investigators return to the patrol section or are otherwise reassigned.

Street Crimes Action Team (SCAT) are directly responsible to the Sergeant of the Investigations Section. Some of the responsibilities of SCAT officers are:

- conduct gang related investigations
- conduct drug related investigations
- targeted patrol/investigations
- special assignments as needed
- other duties as assigned

C. ADMINISTRATIVE SERVICES

Administrative Services consists of the following sections; Emergency Communications, Police Records, Animal Control, Planning and Research, Community Relations and Property Control. The head of each section is directly responsible to the Commander of Administrative Services. The Commander of Administrative Services is directly responsible to the Chief of Police. The Captain of Administrative Services is directly responsible for six to ten employees and functionally responsible for up to thirty employees. Some of the responsibilities of the Commander of Administrative Services are:

- oversees, directs and reviews daily activities of the assigned sections
- oversees all departmental training
- evaluates personnel under their command
- meets with supervisors of affected sections and reviews areas of concern
- informs the Chief of Police of ongoing activities of the assigned division
- conducts internal investigations
- prepares and submits required reports
- participates in planning and research
- assists in budget development
- other duties as assigned

1. POLICE RECORDS

Police Records is under the direction of a Police Records Supervisor.(non-sworn) The records supervisor is directly responsible to the Sergeant of Planning and Research. The record supervisor is regularly responsible for up to seven employees. Some of the responsibilities of the records supervisor are:

- manage in-house records and computer systems
- trains and evaluates subordinates
- assists in development of computer applications
- completion of scheduled reports
- coordinate computer usage, training
- acts as liaison with other agencies
- maintains supplies and equipment
- assists in form development
- manage, schedule and oversee Station Masters (for issues involving Station Masters, the Records Supervisor is directly responsible to the Commander Administrative Services)
- other duties as assigned

(For more complete description see City of Iowa City job description)

a. Senior Police Records Clerk are responsible to the supervisor of police records.(non-sworn) Some of the responsibilities of Senior Records Clerks are:

- reviews case reports and arrest information
- classifies, indexes and prepares information for entry in Records Management System
- enters above data into RMS
- answers phones and provides information and reports as appropriate
- makes referrals on requests for information
- maintains records

- collects money for record services
- other duties as assigned

(For more complete description see City of Iowa City job description)

b. Records Clerks are responsible to the Records Supervisor.(non-sworn) Some of the responsibilities of Records Clerks are:

- answers phones and provides information and reports as appropriate
- responds to requests for information
- maintains log of officers reports and files various records
- maintains court schedule for officers
- assists officers in locating files
- other duties as assigned

(For more complete description see City of Iowa City job description)

c. Station Masters are responsible to the Records Supervisor. (non-sworn) Some of the responsibilities of Station Masters are:

- assist general public with non-emergency services at the Police Department
- Enter complaints into CAD system and relay information to JECC for dispatch.
- Complete minor crime and non-action field reports
- Assists departmental personnel in the performance of their duties
- Monitors radio/alarms
- Communicates information to police, fire and ambulance personnel via radio
- Enters information on CAD including tows, stolen vehicles, tickets and other information
- Creates incident reports for calls for service
- Other duties as assigned.

(For more complete description see City of Iowa City job description)

d. The Chief's Administrative Secretary (non-sworn) is responsible to the Chief of Police. The Administrative Secretary is responsible for the following duties:

- maintains payroll records and union contracts
- reviews and submits maintains inventories and supplies
- serves as a liaison between school crossing guards and the department
- completes reports as required
- answers phone and provides information or makes referrals

- maintains training records
- maintains Policy and Procedures manual
- maintains forfeiture funds
- maintains records on current grants and insures that files are in compliance
- other duties as assigned

2. ANIMAL SERVICES

The Animal Services section is responsible for enforcement of laws and ordinances pertaining to animals, issuance of licenses and permits, sheltering of animals, animal welfare and destruction of sick/injured or unclaimed animals. The Animal Shelter is under the direction of the Animal Services Supervisor (non-sworn). The Animal Services Supervisor is responsible to the Commander of Administrative Services, and supervises between two to five employees. Some of the responsibilities of the Animal Services Supervisor are:

- administers daily operations of the animal shelter
- trains and evaluates subordinates
- enforces ordinances and assists in updating of animal control regulations
- heads Animal Services Advisory Board
- supervises the treatment and adoption of animals
- provides public information/tours/lectures
- completes required documentation of activities
- assists in budget preparation
- other duties as assigned

(For more complete description see City of Iowa City job descriptions)

- a. Under the Animal Services Supervisor are Animal Services Officers (non-sworn).

Animal Services Officers are responsible to the Animal Services Supervisor. Some of the responsibilities of Animal Services officers are:

- enforces ordinances and conducts investigations
- conducts educational activities
- picks up injured, stray and dead animals
- attempts to locate owners of lost or injured animals
- administers euthanasia drugs as required
- maintains records for adoptions, licensing and reclaims
- verifies vaccinations of animals
- other duties as assigned

(For more complete description see City of Iowa City job descriptions)

- b. Also directly responsible to the Animal Services Supervisor are the Animal Care Technicians (non-sworn). Some of the responsibilities of Animal Care Technicians are:
- cleans and disinfects kennel area
 - cares for animals and performs animal behavior evaluations
 - Recommend animals for euthanasia and administers euthanasia drugs as required
 - prepare animals for rabies testing
 - supervises obedience training and shelter volunteers
 - dispatches animal control officers
 - perform adoption counseling
 - other duties as assigned
- (For more complete description see City of Iowa City job description)

- c. Also directly responsible to the Animal Services Supervisor are the Animal Center Assistants (non-sworn). Some of the responsibilities of Animal Center Assistants are:
- cleans and disinfects kennel area
 - performs general custodial duties
 - cares for animals and assists in animal behavior evaluations
 - supervises shelter volunteers
 - dispatches animal control officers
 - updates animal control log entries
 - collects fees and issues receipts
 - other duties as assigned
- (For a complete description see City of Iowa City job description)

3. PLANNING AND RESEARCH

The Planning and Research function is filled by a sergeant. The sergeant is directly responsible to the Commander of Administrative Services, but shall have access to the Chief of Police as needed. This position is responsible for statistical analysis of data, identification of trends, tracking and compilation of data for scheduled reports, forwarding of identified trends to appropriate sections or watches and media relations. In order to ensure the accurate and timely response to ongoing situations, the sergeant of Planning and Research shall have access to those resources and information necessary to develop required reports. Some of the responsibilities of the Sergeant of Planning and Research are:

- report review
- development of forms
- completes required reports
- updating of information for daily watch meetings

- completes weekly, monthly, quarterly and annual reports on activities
- provide statistics and information for citizen questions/requests
- completes information for government access channel (APB)
- other duties as assigned
- oversee the Records Supervisor
- oversee the Community Relations function

4. COMMUNITY RELATIONS

The Community Relations section is staffed by a uniformed officer who is directly responsible to the Sergeant of Planning and Research. The Community Relations Officer is trained in the areas of community relations, and crime prevention. Some of the functions of the Community Relations position is:

- develop, implement and maintain neighborhood watch organizations
- serve as liaison between community groups and the department
- provide advice/assistance in formulating crime prevention strategies
- coordinate speakers and speaking engagements
- develop informational displays for community events
- other duties as assigned

The Community Relations is a five year assignment. Upon completion of their Community Relations assignment, the officer returns to the Patrol Section or are otherwise reassigned. (When an officer is in their final year of the assignment, another officer may be added, on a part time basis for training purposes)

5. EVIDENCE CUSTODIAN

The position of Evidence Custodian (non-sworn) is directly responsible to the Commander of Administrative Services. In the absence of the Evidence Custodian, the duties are performed by the Commander of Administrative Services or designee. The Evidence Custodian is responsible for evidence/property, which comes in to the possession of the Iowa City Police Department. Some of the duties of the Evidence Custodian are:

- catalog and maintain evidence/property that is submitted
- store and process film
- submission of evidence to the appropriate lab
- complete evidence sheets/reports
- entry of evidence/property into records system
- return evidence/property upon receiving disposition of a case
- dispose of property/evidence according to law and existing policy
- other duties as assigned

6. TRAINING / ACCREDITATION OFFICER

The Training/Accreditation Officer is a sergeant who is directly responsible to the Commander of Administrative Services. Some of the duties of the Training/Accreditation Sergeant are:

- identification of training needs
- development of squad meeting training
- keeping of training records
- development of training courses
- posting of training opportunities
- implementation of required training
- maintenance of accreditation standards
- Citizen's Police Academy liaison
- other duties as assigned

7. COMPUTER SYSTEM ANALYST

The Computer System Analyst (non-sworn) is directly responsible to the Commander of Administrative Services. Some of the duties of the Computer System Analyst are:

- maintenance of departmental computers
- development of departmental software
- other duties as assigned

Samuel Hargadine, Chief of Police

WARNING

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions.