	Eugene Police Department	

Organizational Structure and Responsibility

200.1   PURPOSE AND SCOPE

The organizational structure of the Eugene Police Department is designed to create an efficient means to accomplish the Department's mission and goals and to provide the best possible service to the public.

200.2   DIVISIONS

The Chief of Police is responsible for administering and managing the Eugene Police Department. There are six divisions in the Police Department:

- Office of the Chief
- Patrol Operations
- Investigations
- Operations Support
- Finance & Administration
- 911 Communications

200.2.1   OFFICE OF THE CHIEF

The Office of the Chief is commanded by the Chief of Police. The Chief of Police oversees the Office of the Chief, The Deputy Chief, Finance, and Administration and the 911 Communications Divisions. Included in the Office of the Chief are the following specialized functions:

- Public Information Office
- Professional Standards and Internal Affairs
- Planning and the Police Commission
- Policy Analysis and Development

The Deputy Chief is responsible for the overseeing the Patrol, Investigations, and Operations Support Divisions, including Training and Quartermaster services.

200.2.2   PATROL DIVISION

The Patrol Division is commanded by a Division Manager with the rank of Captain whose primary responsibility is to provide general management direction and control for that division. The Patrol Division includes all patrol teams, as well as several specialized functions:

- Crisis Negotiations Team
- K-9 Unit
- Street Crimes Unit
- Traffic Safety Unit

- SWAT
- Metro Explosive Disposal Unit

200.2.3   INVESTIGATIONS DIVISION

The Investigations Division is commanded by a Division Manager with the rank of Captain whose primary responsibility is to provide general management direction and control for that division. The Investigations Division consists of teams of detectives assigned by various areas of specialty, along with personnel responsible for forensic evidence, and property control. The Division includes the following functions:

- Financial Crimes Unit
- Property Crimes Unit
- Violent Crimes Unit
- Special Investigation Unit
- Arson Investigation Team
- Major Collision Investigation Team
- Evidence Control Unit
- Forensic Evidence Unit

200.2.4   OPERATIONS SUPPORT DIVISION

The Operations Support Division is commanded by a Division Manager with the rank of Captain or a civilian employee serving as a Division Manager whose primary responsibility is to provide general management direction and control for the division. The Operations Support Division consists of a variety of support functions for the department, including:

- Downtown Bike Team
- Operations Support/ Patrol Scheduling
- Youth Services Officer
- Airport Assignment
- Community Engagement Team
- Community Service Officers
- Court Liaison
- Park Resource Officers
- Bailiff
- Animal Welfare Unit
- Records Unit

200.2.5   FINANCE & ADMINISTRATION DIVISION

The Finance & Administration Division is commanded by a Division Manager whose primary responsibility is to provide general management direction and control for the division. The Finance & Administration Division consists of Financial Services, Administrative Services, the department's Volunteers in Policing program, and the Crime Analysis Unit. Additional services to the department include:

- Recruiting
- Background Investigations
- Promotions (Sergeant/ Lieutenant/ Captain)
- Financial Services (including contracts and payroll)

- Grant Administration
- Technical Support Unit
- Facilities Management
- Human Resources
- Risk
- Fleet

200.2.6   911 COMMUNICATIONS DIVISION

The 911 Communications Division is commanded by a Division Manager whose primary responsibility is to provide general management direction and control for the division. The 911 Communication Division's primary services are 911 Technology & Quality Improvement, Communications Operations, and 911 Training and Development. Additional services include:
- 911/PSAP
- Police and Fire Dispatch
- 911 Technology and Communications Applications

200.3   NOTIFICATIONS REGARDING SIGNIFICANT INCIDENTS

The attached Notification Matrix should be used to ensure that department command staff are appropriately notified of significant incidents and is used in addition to any specific notification requirements that may be contained in individual policies.

The scene supervisor will be responsible for making any required notifications or ensuring that they are made. Internal Affairs personnel will normally notify the police auditor in cases where that notification is needed. The division manager referred to in the matrix is the division manager of the employee(s) or unit(s)/team(s) with primary responsibility to deal with the incident in question.

COMMAND NOTIFICATIONS MATRIX

Incident Type	Div Mgr	DC	Chief	PIO	IA	Auditor
Arrest of City of Eugene employee	X	X	X	X	E	E
Armed robbery	**					
Bomb- actual device or explosion	X	X	X	X		
EDU callout	E	E	E			
Bomb threat		E		X		
City employee death or serious injury	X	X	X	X	X	E
City vehicle crash with serious injury	X	X	X	X		
Civil disobedience	X	X	E	X	X	X
EPD employee transported to hospital	X	X	E	X		
Event with high public/media interest	X	X	E	X	**	E
Fatal traffic crash	E	E	E	E		
Flooding	**	**	**	**		
Hate crime	X	E	E	**		
Homicide	X	X	X	X		
Incidents involving a political figure or his/her immediate family	X	X	E	X		
Kidnapping	X	E	E	X		
Large narcotic seizures	E	E		E		
Large-scale electrical outage	E	E		E		
Major incident city property/employee	X	X	X	X	X	E
Private aircraft crash	X	X	E	X		
Commercial aircraft crash	X	X	E	X		
Bus crash	X	E		E		
Train crash	X	E		**		
Major weather event affecting EPD	X	X	**	E		
Officer-involved shooting	X	X	X	X	X	X
Vehicle pursuit	E	E				
Vehicle pursuits resulting in crash	X	X		X		
Other agency search warrant (in Eugene)	X	E	E			
SWAT callout	E	E	E	E		
SWAT events where gas is deployed	E	E	E	X		
Terrorist threat or event in Eugene	X	X	X	X		
Use of force - person transported by medic unit or hospitalized	X	X	E	E	X	X

X: Requires notification in person or by phone
E: Electronic notification (e.g., e-mail, text message)
** Possible notification depending on severity (phone call or electronic, as appropriate)