

**POLICY
200**

**EFFECTIVE
DATE
02-15-15**

**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 four divisions in the Police Department, in addition to the Office of the Chief:

- Patrol Division
- Investigations Division
- Operations Support Division
- Technical Services Division

200.2.1 PATROL OPERATIONS 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 a number of specialized functions:

- Downtown and West University Patrol
- Patrol Scheduling
- School Resource Team
- Airport Assignment
- Crime Prevention
- Traffic Enforcement Unit

200.2.2 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, property control, and animal welfare.

200.2.3 OPERATIONS SUPPORT DIVISION

The Operations Support Division is commanded by 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 financial services, quartermaster, operations support sergeant, the department's Volunteers in Policing program, and the Crime Analysis Unit.

200.2.4 TECHNICAL SERVICES DIVISION

The Technical Services Division is commanded by a Division Manager whose primary responsibility is to provide general management direction and control for the division. The Technical Services Division includes the Communications Section (911/PSAP, police and fire dispatch) and the Records Section (records, technology support and field technology.)

200.2.5 ASSISTANT CHIEF OF POLICE

The Assistant Chief of Police (AC) is responsible for overseeing and providing guidance and support to each of the department's division managers. The department's SWAT, EDU and Professional Standards sections report directly to the Assistant Chief.

200.2.6 OFFICE OF THE CHIEF

The Office of the Chief is commanded by the Chief of Police. Included in this office are public information, police planning/Police Commission liaison, and the chief's executive assistant.

200.3 NOTIFICATIONS REGARDING SIGNIFICANT INCIDENTS

In order to ensure that department command staff is notified of significant incidents, in addition to any specific notification requirements that may be contained in individual policies, notifications of such incidents will be made in accordance with the attached notification matrix. 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 to be made. The division manager referred to in the matrix is the division manager of the employee(s) or unit(s) with primary responsibility to deal with the incident in question.

COMMAND NOTIFICATIONS

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