
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 OFFICE OF THE CHIEF OF POLICE

The Chief of Police is responsible for the overall administration and management of the Irvine Police Department. The Office of the Chief of Police consists of the following positions:

I. Assistant Chief of Police

The Assistant Chief of Police reports directly to the Chief of Police and manages the various functions of the department, which are organized under the Administrative, Operations and Support Services Divisions.

II. Public Information Office

The Public Information Office is managed by the Public Information Officer who is responsible for the coordination of all official information released to the public, such as official statements, media information, publications, public presentations, department internet content and social media postings.

III. Administrative Services Division

200.3 DIVISIONS

The Chief of Police is responsible for administering and managing the Irvine Police Department. There are three divisions in the Police Department as follows:

- Administrative Services Division
- Operations Division
- Support Services Division

200.3.1 ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is commanded by a commander, whose primary responsibility is to provide general management direction and control for the Administrative Services Division. The Administrative Services Division consists of the Office of Professional Development, Office of Professional Standards, Auxiliary Services, Fiscal Services, Special Projects, and Office of Emergency Management.

- **Office of Professional Development**

The Office of Professional Development is managed by a lieutenant. This office consists of the Training, Chaplains, Recruitment and Personnel Units. The Chief of Police maintains control over recruitment and hiring functions of the office.

- **Office of Professional Standards**

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The Office of Professional Standards operates under the direction of a lieutenant who manages Internal Affairs, Risk Management and Worker's Compensation. The Professional Standards lieutenant reports directly to the Chief of Police.

- **Auxiliary Services**

The Auxiliary Services Unit is managed by a Business Services Administrator and consists of Property & Evidence, Custody Operations/Contract, Technical Services, Police Facilities Maintenance, and Animal Services.

- **Fiscal Services / Budget**

Under the supervision of a Senior Management Analysis, the Fiscal Services Unit develops and manages the department operating budget, accounts, purchases, revenue and contracts.

- **Special Projects**

The Administrative Services Division Commander manages unique projects and efforts as determined by the Chief of Police, including research and planning, facilities use, and significant events.

- **Office of Emergency Management**

The Office of Emergency Management is managed by a lieutenant who provides direction and oversight for the development and implementation of the City's Emergency Management Plan and response. The programs operating under Emergency Management include the Emergency Operations Center, Orange County Mutual Aid coordination, Technical Reserves, Community Emergency Response Team (CERT), Irvine Disaster Emergency Communications (IDEC), and Homeland Security Grants.

200.3.2 OPERATIONS DIVISION

The Operations Division is commanded by a commander, whose primary responsibility is to provide general management direction and control for the Operations Division. The Operations Division consists of Field Services Bureau, Traffic Bureau, Honor Guard and Crime Scene Investigations.

- **Patrol Bureau**

The Patrol Bureau is managed by lieutenants who serve as Watch Commanders for specific shifts. These lieutenants provide general direction for all field services, including patrol operations, traffic enforcement, Open Space patrol, Field Training program, Directed Enforcement Team, Crime Scene Investigations, canine (K-9) officers, and Reserve Officer program.

- **Area Lieutenants**

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Designated lieutenants assigned to the Patrol Bureau serve as Area Lieutenants for each of the three (3) geographical areas of the city. The Area Lieutenants serve as a point of contact for the community and coordinate department efforts to address quality of life issues.

- **Traffic Bureau**

The Traffic Bureau is managed by a lieutenant who provides direction and oversight of traffic related operations including motorcycle enforcement, Area Traffic Officers, Special Events, Parking Enforcement, Traffic Investigations, Community Service Officers, Crossing Guards, Police Explorers and Volunteers in Policing.

- **Crime Scene Investigations**

The Crime Scene Investigations (CSI) unit is managed by a CSI supervisor who provides direction and oversight of the unit. The CSI supervisor reports directly to the assigned Operations Lieutenant.

- **Honor Guard**

The Administrative Services Division Commander manages the Honor Guard which has responsibility for representing the department at formal ceremonial and community events, including law enforcement funerals.

200.3.3 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by a commander whose primary responsibility is to provide general management direction and control for the Support Services Division. The Support Services Division consists of the Criminal Investigations Bureau, Specialized Investigations Bureau, and the Business Services Bureau.

- **Criminal Investigations Bureau**

The Criminal Investigations Bureau is managed by a lieutenant who is responsible for overall operations in General Investigations, Victim Services, and the Crime Analysis Unit.

- **Special Investigations Bureau**

The Special Investigations Bureau is managed by a lieutenant who is responsible for overall operations of the Special Investigations Unit, Mental Health Unit and the Youth Services Unit.

- **Business Services Bureau**

The Business Services Bureau operates under the direction and control of the a Business Services Administrator, who manages Communications Unit, Front Desk Operations, Records Unit, Regulatory Affairs Unit, and the Technology Unit.

200.4 COMMAND PROTOCOL

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200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences, the Chief of Police will designate the Assistant Chief of Police 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) Assistant Chief of Police
- (b) Designated Division Commander
- (c) Designated Lieutenant
- (d) Command Duty Officer

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

200.4.3 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.