

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Dave Knopf
Assistant Chief of Police

**SUBJECT: DUTY MANUAL REVISIONS:
DEPARTMENT ORGANIZATION
SECTIONS A 1301 – A 2004**

DATE: January 21, 2021

APPROVED

Memo# 2021-003

BACKGROUND

The Duty Manual is being revised to more accurately reflect the Department's current organizational structure. The sections addressing this part of policy were authored at different periods in history and contain little uniformity of structure. Some of the Offices and Bureaus include a listing of units and their associated duties while others are described in more general terms that do not define which unit performs which duties. A recent review of these sections revealed that many units were listed inaccurately both by their position in the organization and by their listing of duties. Concurrently, many units were not described at all.

Sections between A 1301 and A 2004 are being added, revised, moved, or deleted in order to create a uniform and accurate description of the Department's organizational structure. These updates will describe who is in command of each Office or Bureau followed by a general description of the functions and responsibilities of that Office or Bureau. These sections will no longer list specific units by name but instead, the list of units and their positions within the organization will be represented on the Department's organizational chart.

The Chief Officer or Deputy Director of each Office or Bureau will define the functions, duties, and responsibilities of each unit under their command. Any questions or disputes regarding the functions, duties, or responsibilities of units within an Office or Bureau will be resolved by the Chief Officer or Deputy Director in command.

ANALYSIS

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike through~~ form.

A 1301 ORGANIZATIONAL OFFICES AND BUREAUS:
Revised 1-21-21

The following Offices and Bureaus are hereby established and will consist of the respective Commanding Officer or Director and the staff assigned to aid in the operation of the Office or Bureau.

- OFFICE OF THE CHIEF OF POLICE
- OFFICE OF THE ASSISTANT CHIEF OF POLICE
- OFFICE OF THE CHIEF EXECUTIVE OFFICER
- BUREAU OF FIELD OPERATIONS
- BUREAU OF INVESTIGATIONS
- BUREAU OF TECHNICAL SERVICES
- BUREAU OF ADMINISTRATION

A 1302 ORGANIZATIONAL CHART:

Revised 1-21-21

The Department maintains an Organizational Chart. It depicts what Divisions and Units are under the command of each organizational Office or Bureau listed in section A 1301. The chart is available for review on the Department's Internet and Intranet websites. Following is the established organizational chart of the Department by functional subdivisions.

A 1500 ~~OFFICE OF THE CHIEF OF POLICE:~~ DEPARTMENT ORGANIZATIONAL STRUCTURE:

Revised 1-21-21

The San Jose Police Department's organizational structure is comprised of Offices and Bureaus, each represented by a Chief Officer or Director, whose duty is to uphold the Department's mission, values, and standards.

~~The Office of the Chief of Police provides departmental leadership and administration and is comprised of functional units designated by the Chief of Police to provide assistance to, and ensure cooperation with, subdivisions of the Department, other agencies, Department Heads, members of the community, and the City administration.~~

A 1500.5 OFFICE OF THE CHIEF OF POLICE:

Added 1-21-21

To achieve the Department's mission, the Office of the Chief of Police is created.

- Provides broad administrative and command direction through establishment and maintenance of policy to guide departmental actions and programs.
- Ensures that Department policies, actions and programs are efficiently and effectively performed.
- Determines departmental and community needs and relays those needs to the City administration.
- Maintains contact with the community to ensure a productive police/community spirit.

The Office of the Chief of Police provides departmental leadership and administration and is comprised of functional units designated by the Chief of Police to provide assistance to, and ensure cooperation with, subdivisions of the Department, other agencies, other City departments, members of the community, and the City administration.

A 1501 OFFICE OF THE CHIEF OF POLICE - FUNCTIONAL DESCRIPTION:

Revised 1-21-21

In order to ensure maintenance of departmental policy and achieve departmental goals, the Office of the Chief of Police is organized by function.

Various Units are assigned to the Office of the Chief of Police for the purpose of achieving the functions of the office. The current list of Units assigned to the Office of the Chief of Police is contained on the Department's Organizational Chart as described in section A 1302. The functions, duties, and responsibilities of each Unit are determined at the behest of the Chief of Police. Any questions or disputes regarding the functions, duties, or responsibilities of a Unit assigned to the Office of the Chief of Police will be resolved by the Chief of Police or his/her designee.

The Office of the Chief of Police contains Units whose functional responsibilities include, but are not necessarily limited to:

- Media Relations
- Website Maintenance
- Strategic Communications and Community Partnerships
- Video and Social Media Productions

A 1510 OFFICE OF THE ASSISTANT CHIEF OF POLICE:

Added 1-21-21

- In the absence of the Chief, assumes the duties of the Office of the Chief with authority to act in accordance with City and departmental policy.
- Provides command direction to specific subdivisions of the Department.
- Releases information concerning Department operations and procedures.
- Ensures that departmental policies, actions, and programs are efficiently and effectively performed.
- Assists the Chief of Police in matters concerning Department operations.

The Office of the Assistant Chief of Police provides leadership and administrative direction to functions of the Department as designated by the Chief of Police.

A 1511 OFFICE OF THE ASSISTANT CHIEF OF POLICE – FUNCTIONAL DESCRIPTION:

Added 1-21-21

To achieve the Department's mission, the Office of the Assistant Chief of Police is created.

Various Bureaus, Divisions, and Units are assigned to the Office of the Assistant Chief of Police for the purpose of achieving the functions of the office. The current list of

Bureaus, Divisions, and Units assigned to the Office of the Assistant Chief of Police is contained on the Department's Organizational Chart as described in section A 1302. The functions, duties, and responsibilities of each Bureau, Division, or Unit are determined at the behest of the Assistant Chief of Police. Any questions or disputes regarding the functions, duties, or responsibilities of a Bureau, Division, or Unit assigned to the Office of the Assistant Chief of Police will be resolved by the Assistant Chief of Police or his/her designee.

The Office of the Assistant Chief of Police contains Bureaus, Divisions, and Units whose functional responsibilities include, but are not necessarily limited to:

- Executive Officer
- Field Operations
- Investigations
- Administration
- Technical Services & Support
- Gaming Control
- Special Investigations
- Internal Affairs Investigations
- Vice Investigations
- Criminal Intelligence Investigations

A 1520

OFFICE OF THE CHIEF EXECUTIVE OFFICER:

Added 1-21-21

The Chief Executive Officer maintains police service to the community by assisting the Office of the Chief of Police in administrative matters; serving as a liaison to various City Departments and Committees; and overseeing fiscal, budget, research & development, cannabis control, and the criminal intelligence data center.

A 1521

OFFICE OF THE CHIEF EXECUTIVE OFFICER (XO) – FUNCTIONAL DESCRIPTION:

Added 1-21-21

To achieve the Department mission, the Office of the Chief Executive Officer is organized by function.

Various Units are assigned to the XO for the purpose of achieving the functions of the Office. The current list of Units assigned to the Office is on the Department's Organizational Chart as described in section A 1302. The functions, duties, and responsibilities of each Unit are determined at the behest of the XO. Any questions or disputes regarding the functions, duties, or responsibilities of a Division, or Unit assigned to the Executive Office will be resolved by the XO.

The functional Units and responsibilities of the Office of the Chief Executive Officer include, but are not necessarily limited to:

- Personnel Functions
- Fiscal Functions

- Research & Development
- Public Records Act Services
- Permitting
- Secondary Employment
- Cannabis Control
- Crime Data Intelligence Center
- Liaison to City Hall

A 1530

BUREAU OF FIELD OPERATIONS:

Added 1-21-21

Assists in maintaining police service to the community by providing for continuous availability of field units to respond to calls for service; to deter crimes by visible patrol; to detect, apprehend and process persons actively involved in criminal activity; to recover and return lost or stolen property; to ensure the safe movement of vehicular and pedestrian traffic; to provide follow-up investigation of offenses when warranted by time or circumstances; and to reduce both immediate and potential hazards to the community. Administration and management of those functions are accomplished through the Bureau Chief and assigned Department members.

A 1531

BUREAU OF FIELD OPERATIONS (BFO) - FUNCTIONAL DESCRIPTION:

Added 1-21-21

To achieve the Department's mission, the Bureau of Field Operations is organized by function.

Various Divisions, and Units are assigned to BFO for the purpose of achieving the functions of the Bureau. The current list of Divisions, and Units assigned to the Bureau is on the Department's Organizational Chart as described in section A 1302. The functions, duties, and responsibilities of each Division or Unit are determined at the behest of the Bureau Deputy Chief. Any questions or disputes regarding the functions, duties, or responsibilities of a Division, or Unit assigned to the Bureau will be resolved by the Bureau Deputy Chief.

The Bureau contains Divisions and Units whose functional responsibilities include, but are not necessarily limited to:

- Patrol Services
- Special Operations
- Community Services
- Airport Services
- Crisis Management Services
- Reserve Police Services
- Community Service Officer Program
- Administrative and Support Functions

A 1540 **BUREAU OF INVESTIGATIONS:**

Added 1-21-21

Assists in maintaining police service to the community by using analysis of reported crime to determine feasibility of follow-up investigation; the investigation of crimes deemed solvable; the investigation of the sale, distribution and use of illegal narcotics; the investigation of cases involving the sale or possession of stolen goods; the investigation of sex crimes; and the investigation of crimes committed by, against or involving juveniles. Administration and management of these functions are accomplished through the Bureau Chief and assigned Department members.

A 1541 **BUREAU OF INVESTIGATIONS (BOI) - FUNCTIONAL DESCRIPTION:**

Added 1-21-21

To achieve the Department mission, the Bureau of Investigations is organized by function.

Various Divisions, and Units are assigned to BOI for the purpose of achieving the functions of the Bureau. The current list of Divisions, and Units assigned to the Bureau is on the Department's Organizational Chart as described in section A 1302. The functions, duties, and responsibilities of each Division or Unit are determined at the behest of the Bureau Deputy Chief. Any questions or disputes regarding the functions, duties, or responsibilities of a Division, or Unit assigned to the Bureau will be resolved by the Bureau Deputy Chief.

The Bureau contains Divisions and Units whose functional responsibilities include, but are not necessarily limited to:

- Investigation of General Crimes
- Investigation of Person Crimes
- Covert Investigations
- Court Liaison Services
- Administrative Functions

A 1550 **BUREAU OF ADMINISTRATION:**

Added 1-21-21

Assists in maintaining police service to the community by providing recruitment, selection, and screening programs which ensure entry of the highest caliber Department members; the maintenance of Department member's records; the development and presentation of training programs; photo lab services and maintenance of fiscal and property control systems. Administration and management of these functions are accomplished through the Bureau Chief and assigned Department members.

A 1551 **BUREAU OF ADMINISTRATION (BOA) - FUNCTIONAL DESCRIPTION:**

Added 1-21-21

To achieve the Department mission, the Bureau of Administration is organized by function.

Various Divisions, and Units are assigned to BOA for the purpose of achieving the functions of the Bureau. The current list of Divisions, and Units assigned to the Bureau is on the Department's Organizational Chart as described in section A 1302. The functions, duties, and responsibilities of each Division or Unit are determined at the behest of the Bureau Deputy Chief. Any questions or disputes regarding the functions, duties, or responsibilities of a Division, or Unit assigned to the Bureau will be resolved by the Bureau Deputy Chief.

The Bureau contains Divisions and Units whose functional responsibilities include, but are not necessarily limited to:

- Recruiting & Backgrounding Operations
- Police Basic Training
- Training Services
- Property & Evidence Management
- Supply Services
- Records & Support Services
- Radio Communications & 911 Services
- Administrative Functions

A 1560

BUREAU OF TECHNICAL SERVICES:

Added 1-21-21

Assists in maintaining police service to the community by providing crime analysis, systems development, information technology support.

A 1561

BUREAU OF TECHNICAL SERVICES (BTS) - FUNCTIONAL DESCRIPTION:

Added 1-21-21

To achieve the Department mission, the Bureau of Technical Services is organized by function.

Various Divisions, and Units are assigned to BTS for the purpose of achieving the functions of the Bureau. The current list of Divisions, and Units assigned to the Bureau is on the Department's Organizational Chart as described in section A 1302. The functions, duties, and responsibilities of each Division or Unit are determined at the behest of the Bureau Deputy Director. Any questions or disputes regarding the functions, duties, or responsibilities of a Division, or Unit assigned to the Bureau will be resolved by the Bureau Deputy Director.

The Bureau contains Divisions and Units whose functional responsibilities include, but are not necessarily limited to:

- Systems Development
- Information Technology Services
- Crime Analysis Functions
- Administrative Functions

NOTE: The following sections have been moved or deleted. Because their content will be struck from the Duty Manual and for ease of reading, their content is not included in this memorandum. However, the titles will remain in the Duty Manual (as shown below) for historical reference.

- A 1502 **CHIEF OF POLICE:**
Deleted 1-21-21
- A 1503 **SPECIAL INVESTIGATIONS UNIT:**
Deleted 1-21-21
- A 1504 **INTERNAL AFFAIRS UNIT:**
Deleted 1-21-21
- A 1505 **LIABILITY INVESTIGATOR:**
Deleted 1-21-21
- A 1506 **RESEARCH AND DEVELOPMENT UNIT:**
Deleted 1-21-21
- A 1600 **OFFICE OF THE ASSISTANT CHIEF OF POLICE:**
Revised & Moved to A 1510 1-21-21
- A 1601 **OFFICE OF THE ASSISTANT CHIEF OF POLICE – FUNCTIONAL DESCRIPTION:**
Revised & Moved to A 1511 1-21-21
- A 1602 **COMMAND FUNCTIONS:**
Deleted 1-21-21
- A 1603 **FUNCTIONAL SUBDIVISIONS:**
Deleted 1-21-21
- A 1604 **BUREAU OF FIELD OPERATIONS:**
Deleted 1-21-21
- A 1606 **BUREAU OF INVESTIGATIONS:**
Deleted 1-21-21
- A 1607 **BUREAU OF TECHNICAL SERVICES:**
Deleted 1-21-21
- A 1608 **BUREAU OF ADMINISTRATION:**
Deleted 1-21-21
- A 1700 **BUREAU OF FIELD OPERATIONS:**
Revised & Moved to A 1530 1-21-21
- A 1701 **BUREAU OF FIELD OPERATIONS – FUNCTIONAL DESCRIPTION:**
Revised & Moved to A 1531 1-21-21
- A 1702 **BFO ADMINISTRATION:**
Deleted 1-21-21

- A 1703 **BFO HEADQUARTERS:**
Deleted 1-21-21

- A 1704 **BFO PATROL DIVISIONS (FOOTHILL, CENTRAL, WESTERN, SOUTHERN):**
Deleted 1-21-21

- A 1705 **SPECIAL OPERATIONS DIVISION:**
Deleted 1-21-21

- A 1706 **COMMUNITY SERVICES:**
Deleted 1-21-21

- A 1707 **AIRPORT DIVISION:**
Deleted 1-21-21

- A 1708 **POLICE ACTIVITIES LEAGUE:**
Deleted 1-21-21

- A 1800 **BUREAU OF INVESTIGATIONS:**
Revised & Moved to A 1540 1-21-21

- A 1801 **BUREAU OF INVESTIGATIONS – FUNCTIONAL DESCRIPTION:**
Revised & Moved to A 1541 1-21-21

- A 1802 **BOI ADMINISTRATION:**
Deleted 1-21-21

- A 1803 **BOI FUNCTIONS:**
Deleted 1-21-21

- A 1900 **BUREAU OF ADMINISTRATION:**
Revised & Moved to A 1550 1-21-21

- A 1901 **BUREAU OF ADMINISTRATION – FUNCTIONAL DESCRIPTION:**
Revised & Moved to A 1551 1-21-21

- A 1902 **BOA ADMINISTRATION & FUNCTIONS:**
Deleted 1-21-21

- A 1903 **FISCAL UNIT:**
Deleted 1-21-21

- A 1904 **PERSONNEL UNIT:**
Deleted 1-21-21

- A 1905 **TRAINING UNIT:**
Deleted 1-21-21

- A 1906 **PROPERTY AND EVIDENCE UNIT:**
Deleted 1-21-21

- A 1907 **PSYCHOLOGICAL SERVICES:**
Deleted 1-21-21

- A 1908 **CITY ATTORNEY INVESTIGATORS (SERGEANTS AND OFFICERS):**
Deleted 1-21-21

- A 2000 **BUREAU OF TECHNICAL SERVICES:**
Revised & Moved to A 1560 1-21-21

- A 2001 **BUREAU OF TECHNICAL SERVICES – FUNCTIONAL DESCRIPTION:**
Revised & Moved to A 1561 1-21-21

- A 2002 **BTS ADMINISTRATION:**
Deleted 1-21-21

- A 2003 **COMMUNICATIONS DIVISION:**
Deleted 1-21-21

- A 2004 **OPERATIONS SUPPORT SERVICES DIVISION:**
Deleted 1-21-21

ORDER

Effective immediately, all Department personnel shall adhere to the above Duty Manual sections.



Dave Knopf
Acting Chief of Police

DK:PC