
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 DIVISIONS

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

- Administrative Division
- Operations Division

200.2.1 ADMINISTRATIVE DIVISION

The Administrative Division is commanded by the Captain of the Police Department, whose primary responsibility is to provide general management direction and control for the Administrative Division. The Administrative Division consists of the Dispatch Communications Center, Records Division, Detective Division and Property and Evidence Section and Volunteer Services.

200.2.2 OPERATIONS DIVISION

The Operations Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Operations Division. The Operations Division consists of Uniformed Patrol and Special Operations, which includes Traffic, Special Response Team, Crisis Negotiations Team, and K-9.

200.3 COMMAND PROTOCOL

200.3.1 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 Captain 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) Captain
- (b) Lieutenant
- (c) Detective Sergeant
- (d) Watch Commander

200.3.2 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

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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.

200.3.3 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.

200.3.4 TECHNIQUES OF SUPERVISION

A supervisor must frequently command the actions of subordinates by orders and directions in order to carry out proper police operations. This must be done forcefully and effectively and is essential to the control of the most critical police situations. A supervisor shall make use of positive disciplinary techniques, such as the following, to promote satisfactory supervisor-subordinate relationships:

Inspiration. The ideals and objectives of public service in the police field shall be developed and exemplified by the conduct and actions of supervisory members of the Department.

Explanation. Department policies and objectives shall be presented to the employee by means of reasoned consideration of issues. Supervisors shall adopt an attitude of guiding employees by sound logic and clear thinking, rather than by arbitrary orders and commands and shall strive for willing response and cooperation from subordinates.

Encouragement. Supervisors shall be aware that recognition of good work is an indispensable need in the employee's relationship with the Department and shall make certain that meritorious acts and accomplishments are rewarded, either by personal encouragement and praise, or by formal commendation.

The negative disciplinary procedures available to supervisors shall be used only after determining that the correction of delinquency by positive disciplinary means is not feasible.