



**Policy Number: 200 – Organizational Structure and Responsibility**

**Effective Date: February 5, 2020**

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**Approved By: Denis Otterness, Chief of Police**

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## **200.1 PURPOSE AND SCOPE**

This policy establishes the organizational structure of the Montana State University Billings Police Department (Department) and defines general responsibilities of department members.

## **200.2 POLICY**

The Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

## **200.3 UNITS**

The Chief of Police is responsible for administering and managing the Montana State University Billings Police Department. There are three Divisions in the Department:

- Administration
- Patrol
- Parking Services

### **200.3.1 ADMINISTRATION**

The Administration Division is commanded by the Chief of Police, whose primary responsibility is to provide leadership, management, direction and control for the Department.

### **200.3.2 PATROL**

The Patrol Division is commanded by the Assistant Chief of Police, whose primary responsibility is to provide leadership, general management, direction and control for the Patrol Division. The Assistant Chief of Police also directly supervises the Department's Clery Program Assistant. The Assistant Chief of Police directs and manages the activities of the Patrol Division through a Patrol Sergeant. The Patrol Sergeant is responsible for the overall performance and direct supervision of Department Patrol Officers, the Police Department Administrative Associate, Parking Services Administrative Associate and other Parking Services personnel, and coordination and scheduling for Special Events.

### **200.3.3 PARKING SERVICES**

Parking Services is responsible for providing accessible, well-regulated parking for the University community. Parking Services is responsible for promoting compliance by students, faculty, staff and visitors for the convenience and safety of all. The Parking Services Division consists of an Administrative Associate, Parking Enforcement Officer and student workers.

## **200.4 COMMAND PROTOCOL**

### **200.4.1 SUCCESSION OF COMMAND**

The Chief of Police exercises command over all members of the Department. During planned absences, the Chief of Police will designate the Assistant Chief of Police 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. Sergeant

### **200.4.2 UNITY OF COMMAND**

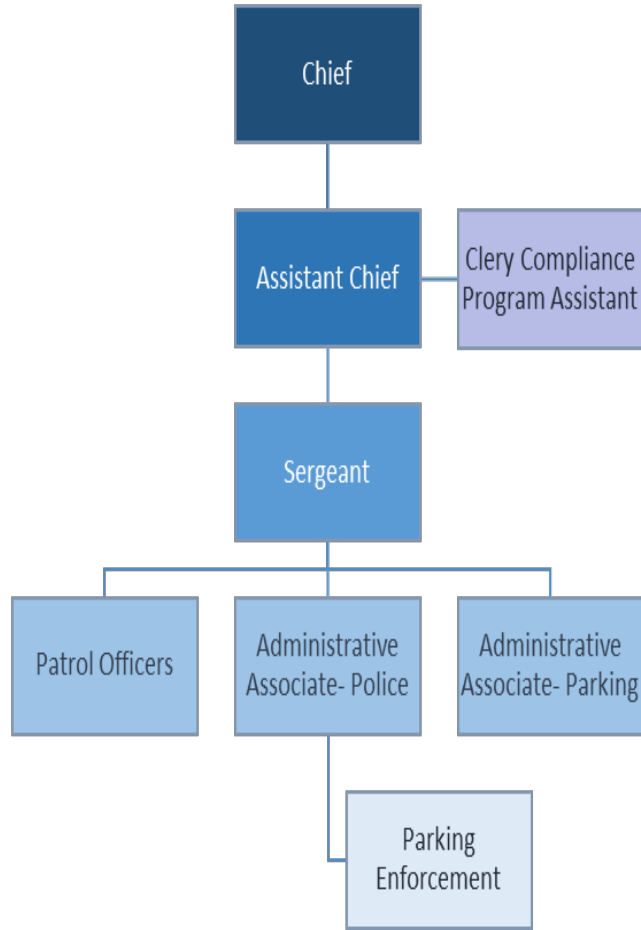
The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment, any supervisor may temporarily direct any subordinate if an operational necessity exists.

## **200.5 AUTHORITY AND RESPONSIBILITIES**

Each Department member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

In the absence of a supervisor, the senior officer present shall be in charge unless another has been designated to assume command. The senior officer will have the authority and responsibility of a supervisor to control others when a supervisor is not present. If an officer has been designated as being in charge, he will have the authority and responsibility of a supervisor to control others regardless of seniority.

### University Police Department Organizational Chart



(Cancels and Replaces 101.1 – Command Structure)