



Policy Number: 200 – Organizational Structure and Responsibility

Effective Date: February 5, 2020

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Approved By: Brandon Gatlin, Chief of Police

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 Enforcement

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. The Chief of Police also directly supervises the Department's Clergy Compliance Specialist.

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 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, and Parking Enforcement personnel.

200.3.3 PARKING ENFORCEMENT

Parking Enforcement is responsible for promoting compliance on the University and City College campuses by students, faculty, staff, and visitors for the convenience and safety of all. Parking Enforcement is also responsible for issuing parking citations when violations of parking regulations are observed. Parking Enforcement personnel consists of the Parking Enforcement Officer and student workers; however, the patrol division supports Parking Enforcement through the issuance of parking citations, traffic control, and assistance with related duties.

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

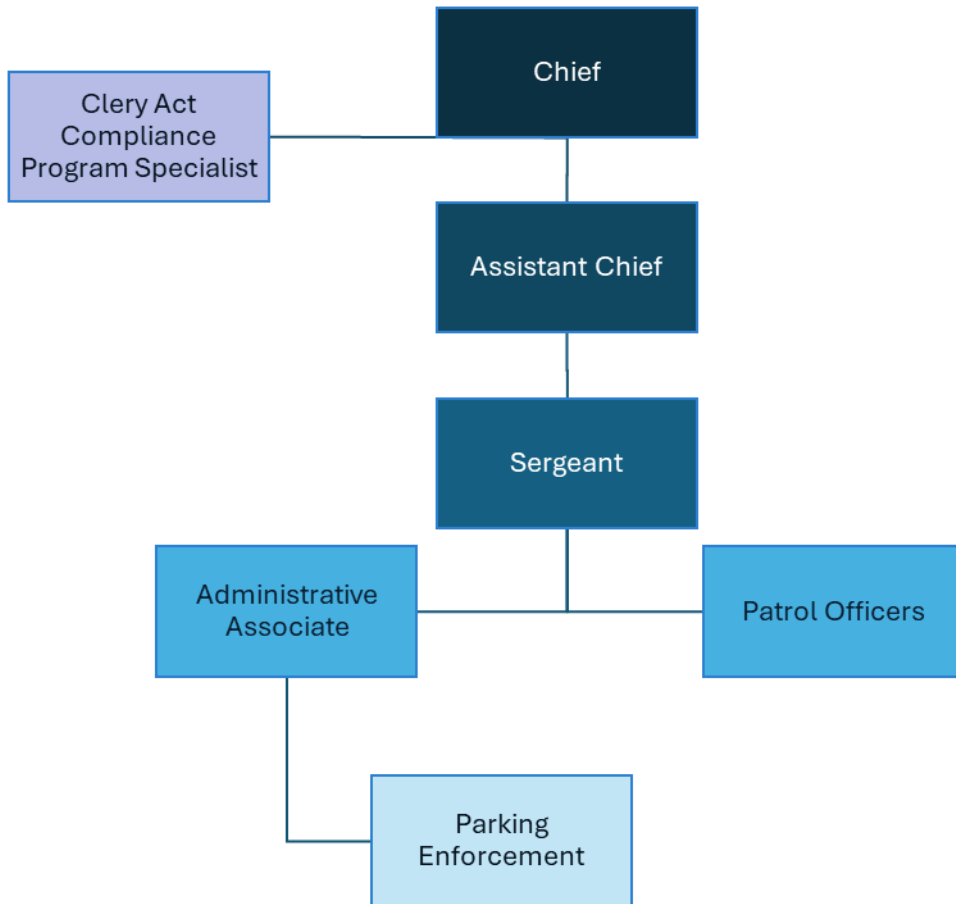
The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment,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