



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

Office with Primary Responsibility:	COP, COB, CSB, SSB	Effective Date:	August 31, 2012
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Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, SAS, IDC	Number of Pages:	26
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### .01 COMMAND STRUCTURE

#### A. Chief of Police

The Chief of Police has control and supervision over the Police Department, subject to approval by the City Manager.

#### B. Acting Chief of Police

1. When the Chief of Police is going to be absent, he appoints, for a temporary period, an Acting Chief of Police from one of the Assistant Chiefs.
2. An Acting Chief of Police exercises all the powers and performs all the duties of the Chief of Police.

#### C. Assistant Chiefs (Bureau Commanders)

1. Assistant Chiefs set a priority of command in their Bureaus to be effective when more than one officer of the same rank is on duty.
2. When an Assistant Chief is going to be absent, he selects, for a temporary period, an Acting Assistant Chief from one of the Deputy Chiefs.

#### D. Deputy Chiefs (Division Commanders)

1. Deputy Chiefs set a priority of command in their Divisions to be effective when more than one officer of the same rank is on-duty.
2. Deputy Chiefs request another Deputy Chief to command their Division during their absence.

#### E. Officer in Command after Normal Business Hours

1. The Night Commander holds the rank of Captain and is the designated “Officers in Command” after normal business hours. As the highest ranking highest-ranking, on- duty member of the Department, the Night Commander oversees operations to ensure all Sections, Units, Details, and Offices remain functional and operate within their chains of command, and that members comply with all Department policies and procedures. He also reports major incidents to the Command Staff and makes command notifications when necessary.
2. If the Night Commander is unavailable, an on- duty Lieutenant shall assume the duties of the Night Commander position and therefore would be responsible for the entire city for that shift.
3. The Night Commander performs the duties of Officer in Command from 2200 – 0600 hours.
4. In the event of an unusual occurrence or a serious police incident after normal business hours, the Officer in Command shall request the Communications Unit to notify a Deputy Chief, in accordance with GM Procedure 314, *Command Notification*. The Deputy Chief notified will then become the Officer in Command of the Department.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 302 – Organization*

### **.02 ORGANIZATIONAL FUNCTIONS**

#### **A. Chain of Command**

1. The Chain of Command follows the below order:
  - a. Chief of Police;
  - b. Assistant Chief;
  - c. Deputy Chief;
  - d. Captain;
  - e. Lieutenant;
  - f. Sergeant;
  - g. Detective-Investigator; and
  - h. Police Officer.
2. All officers follow the chain of command when they wish to communicate with officers of higher rank.

*NOTE: The police officer's next in command is a Sergeant since the rank of Detective-Investigator is not a supervisory rank*

3. At crime scenes, Investigations Division supervisory officers supersede equivalent supervisory rank officers from other divisions.
4. The chain of command may be bypassed in emergencies.

#### **B. Organizational Component Command Structure**

1. Bureau – A group commanded by an Assistant Chief
2. Division - A group commanded by a Deputy Chief.
3. Section/Office - A group commanded by a Captain or civilian manager.
4. Unit or Shift/Office - A group directed by a Lieutenant or civilian supervisor or manager.
5. Detail/Office - A group supervised by a Sergeant or civilian supervisor.

#### **C. Unity of Command**

1. Each organizational component, as depicted on the Department's organizational chart, is under the direct command, direction, or supervision of only one commander, director, or supervisor at any given time.
2. Each member is accountable to only one commander, director, or supervisor at any given time.
3. Sworn members may only be supervised by sworn members of a higher rank. Civilian members do not have supervisory authority over sworn members.

#### **D. Span of Control**

1. The span of control of each supervisory officer should not exceed fifteen (15) members, under normal working conditions.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 302 – Organization*

2. During times of temporary, unusual, or emergency situations, the span of control may be increased.

### **E. Authority and Responsibility**

1. Supervisors who delegate authority are accountable for that delegated authority.
2. All supervisory officers shall be held accountable for the performance of employees under their immediate control.
3. All members have the authority to make decisions necessary for the effective execution of their responsibilities.

### **.03 DEPARTMENTAL FUNCTIONS**

#### **A. Office of the Chief (COP)**

*[Refer to Organization Chart 1]*

The Chief of Police is responsible for the effective performance and overall management of the Department. He ensures maximum possible responsiveness to community needs for police services by developing programs and policies that he deems necessary to maintain a modern, efficient, and effective Department.

#### **B. Chief of Staff (COS)**

The Chief of Staff, commanded by a Deputy Chief, assists the Chief of Police in the operations of the Chief's office. The Chief of Staff has administrative responsibilities for the Legal Advisors Officer, Police Media Services Detail, Airport Command, Park Command, and both Internal/External Assistant Executive Officers.

##### **1. Airport Command (CAV)**

Airport Command provides police protection and security for the San Antonio International Airport, including the terminals, Air Operations Area, and airport complex. Police protection and security is provided for the general public, law enforcement support to the airlines, vendors, tenants, passengers, and TSA passenger screening operations. Controls and directs traffic and issues city ordinance violations, parking and traffic citations, and misdemeanor citations. Airport Police enforce Federal, State, and local laws and city ordinances.

##### **2. Park Command (XPA)**

Park Police provides police protection and security for over 200 San Antonio parks, including swimming pools, community centers and sports & recreational facilities. Park Police operations include an ATV Unit, Downtown Bike Unit, Community, and River Walk Patrol. The San Antonio Park Police's primary duties are to preserve the peace, protect life and property, and to enforce the laws of Texas and San Antonio. Park police issue warnings, issue citations, make arrests, and investigate crimes from minor misdemeanors to serious felonies.

##### **3. Legal Advisors Office (CLA)**

The Legal Advisors Office, a group of Assistant City Attorneys provided by the Labor Relations Section of the City Attorney's Office, provides the Department with legal opinions and assistance necessary to perform the law enforcement function.

##### **4. Police Media Services Detail (CMS)**

The Police Media Services Detail, supervised by a Sergeant, is responsible for disseminating information to the public and the media concerning the Department's mission, goals, and activities.

##### **5. Assistant Executive Officer – External (CXE)**

The External Assistant Executive Officer, a Lieutenant, supports the Executive Officer and assists the Chief of Police in the performance of his duties and responsibilities. The External Assistant Executive Officer has administrative responsibilities for the following:



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 302 – Organization*

- a. **Administrative Sergeant (COP)**

The Administrative Sergeant assists the Internal Executive Officer with the administrative tasks of the office of the Chief of Police and has responsibility for Office Administrative Staff and the Executive Protection Detail.
  - b. **Drug Intervention Program (CDI)**

The Drug Intervention Program, supervised by a Sergeant, ensures that the drug testing of members complies with the standards mandated by Departmental policy and the current Collective Bargaining Agreement By and Between the City of San Antonio, Texas and the San Antonio Police Officers' Association.
  - c. **Off-Duty Employment Detail (CDD)**

The Off-Duty Employment Detail, supervised by a Sergeant, administers the Off-Duty Employment in City Facilities program.
  - d. **Executive Protection Detail (CEP)**

The Executive Protection Detail, supervised by a Sergeant, provides protection for elected city officials and security for City Hall.
6. **Assistant Executive Officer – Internal (CXI)**

The Internal Assistant Executive Officer, a Lieutenant, supports the Executive Officer and assists the Chief of Police in the performance of his duties and responsibilities. The Internal Assistant Executive Officer has administrative responsibilities for the following:

  - a. **Manpower Allocations Detail (CMA)**

Manpower Allocations Detail, supervised by a Sergeant, is responsible for the proper and efficient deployment of sworn personnel and the responsibility for coordinating work assignments.
  - b. **County Court Liaison Detail (CCL)**

The Court Liaison Detail, supervised by Sergeants, provides liaison between the District, County, and Juvenile Courts and the Department to ensure officer's attendance and participation. Sergeant will support Municipal Court Liaison during any prolonged absences.
  - c. **Municipal Court Liaison Detail (CML)**

The Court Liaison Detail, supervised by Sergeants, provides liaison between the Municipal Courts and the Department to ensure officer's attendance and participation. Sergeant will support District Court Liaison during any prolonged absences.
  - d. **Legal Asset Seizure Detail (CAS)**

The Legal Asset Seizure Detail, supervised by a Sergeant, is responsible for maintaining an inventory of all property, which is held for forfeiture. This detail also files asset seizure cases with the District Attorney's Office.
  - e. **Bureau Liaison (CBL)**

Under administrative direction, leads personnel, manages resources, and personally interact toward the completion of special projects and assignments across all bureaus and divisions, at the direction of the Chief of Staff.
7. **Training Academy Section (CTA)**

The Training Academy Section, commanded by a Captain, conducts the basic police-training program for recruit police personnel and provides for in-service and specialized training. This section also maintains complete certification records for the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 302 – Organization*

a. **Psychological Services Office (CPY)**

The Psychological Services Office, staffed by licensed psychologists, provides administrative support, counseling, education, and consultation services to sworn members and their families.

b. **Cadet/Probation/ Field Training Officer Training Unit (CCT)**

The Cadet, Probationary and Field Training Officer Unit, directed by a Lieutenant, is responsible for cadet training, the field training and monitoring of probationary officers, officer wellness and fitness, firearms, tactics, and driving skills.

(1) **Armory and Supply Office (CAO)**

The Armory and Supply Office, staffed by an armorer, is responsible for purchasing, maintaining, and distributing all weapons and ammunition.

c. **Recruiting and Development Unit (CLD)**

The Officer Recruiting and Development Unit, directed by a Lieutenant, is responsible for the recruiting and processing of police applicants, the training and career development of sworn officers, including in-service and promotional training, external training and education, and the Citizens' Police Academy.

(1) **Applicant Processing (CAP)**

The Applicant Processing Detail, supervised by a Sergeant, is responsible for processing all applicants for the Department.

(2) **Recruiting Detail (CRD)**

The Recruiting Detail, supervised by a Sergeant, is responsible for recruiting qualified applicants for the position of police officer.

(3) **Polygraph Detail (CPL)**

The Polygraph Detail, staffed with sworn personnel, is responsible for conducting tests with scientific devices designed to detect deception.

8. **Organizational Development Section (CXO)**

The Program Development Section, commanded by a Captain, has responsibility for facilitating, developing, and monitoring departmental initiatives that advance the mission of the San Antonio Police Department. These programs vary in scope and function, and as such, the Program Development Section works with every Section, Unit, Detail, and Office in order to achieve its charge.

C. **Professional Standards Section (CPR)**

The Professional Standards Section, commanded by a Captain, has responsibility for the unit that investigates complaints against officers and for the Officer Concern Program. Through the Quality Assurance Unit and the Accreditation Unit, the Department is continually audited and reviewed for compliance to policy and procedure as well as the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards.

1. **Internal Affairs (CIA)**

The Internal Affairs Unit, directed by a Lieutenant, is responsible for investigating complaints against officers and performs administrative reviews of police incidents to determine whether policy, training, equipment, or disciplinary issues should be addressed. The Internal Affairs Lieutenant also directs the Officer Concern Program Coordinator.

a. **Officer Concern Program (CIA)**

The Officer Concern Program, supervised by a Sergeant from the Internal Affairs Unit, identifies unacceptable behavioral traits in officers before those behavioral traits develop into disciplinary problems for the officer and the Department.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 302 – Organization*

### 2. **Quality Assurance (CQA)**

The Quality Assurance function is established under the authority and direction of the Office of the Chief of Police. The audit/review process is an essential mechanism for evaluating the quality of the department's operations, ensuring that the department's goals are being pursued, and ensuring that control and integrity are maintained throughout the department.

#### a. **Accreditation (CAM)**

The Accreditation Office, directed by an Accreditation Manager, has responsibility for ensuring that all policies, procedures, and mandatory inspections/inventories/audits, both departmental and unit level, comply with accreditation standards mandated by CALEA.

### D. **Service and Support Bureau (SSB)**

*[Refer to Organization Chart 10/11]*

The Services and Support Office, directed by a civilian manager, is the Assistant Police Director and has the administrative responsibilities for the sections and office that provide the administrative, operational, and community support functions for the Department. The Services and Support Office is also responsible for reporting the results of the Uniform Crime Reports.

#### 1. **Human Resources (SHR)**

The Human Resources Office, directed by a civilian, is a liaison between the Police Department and the Human Resources Department regarding non-sworn personnel.

#### 2. **Information Systems (SIS)**

The Information Systems Office, directed by a civilian manager, is responsible for mainframe programming, data retrieval and compilation, and SAPDWEB intranet information maintenance and update.

#### 3. **Strategic Intelligence and Analytics (SIA)**

The Strategic Intelligence & Analytics office, supervised by a civilian manager is responsible for providing criminal statistical and intelligence analytics for all levels of the San Antonio Police department, city management and the residents of San Antonio. Analytical products include web enabled data, geographic information systems maps, tactical crime trends and support of internal department data augmentation and search tools via SIWEB. They also support the with analysis and web enabled search tools the San Antonio Regional Intelligence Center and the South Texas Fusion Center. These tools are also provided via a citrix portal to over 60 regional law enforcement entities and over 600 non-SAPD users.

#### 4. **Strategic Innovation and Assessment (SSI)**

The Office of Strategic Innovation and Assessment (SSI) is responsible for assisting the Chief of Police and Command Staff, at the direction of the Assistant Director of Police, in project management, innovative program development, process and outcome assessment, and strategic planning. The goal of the Office is to assess, monitor and improve the quality of operational, technical and administrative processes, programs and systems. These goals are supported by a methodology designed to define problems and goals, measure and analyze performance, design action plans, optimize practices, validate processes, and manage initiatives and applications.

##### a. **Research and Planning Detail (SRP)**

The Research and Planning Office, supervised by a Senior Management Analyst, is responsible for supporting the Chief of Police and/or the Command Staff in the identification, development, and implementation of the goals and objectives of the Department through continuing research and analysis, organizational studies, statistical evaluation, strategic, designing systems and solutions to complex problems, revising/updating the General Manual (GM) and Standard Operating Procedures (SOP's), and publication activities. The SRP also researches grant opportunities and provides technical assistance and grant writing support for Department grant applications.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 302 – Organization*

### 5. **Administrative Services (SAS)**

The Administrative Services Office, is directed by a civilian, Administrative Services Officer, who is responsible for the Fiscal Services, Contractual, Fleet, Facilities, Ground Transportation, Fleet Services, and Records and Administration Offices. This office provides the administrative and operational support function for the Department.

#### a. **Facilities Administration (SFA)**

The Facilities Administration Office, supervised by a civilian, is responsible for the inventory control of the Department's assets, furniture and manages the Facilities Maintenance Office and the Capital Projects Office.

##### (1) **Property Room (SHP)**

The Property Room, supervised by a civilian manager, is responsible for the custody of all personal, found, recovered, and evidentiary property, except impounded vehicles.

#### b. **Fiscal Service (SFS)**

The Fiscal Services Office, supervised by a civilian manager, is responsible for developing, submitting, and implementing the Police Department's annual budgets. Additional responsibilities include developing fiscal plans, monitoring grants and Department contracts, and preparing cost estimates for a broad array of projects.

##### (1) **Accounting and Personnel Office (SAP)**

The Accounting and Personnel Office, supervised by a civilian, is responsible for the management of the Department's accounting, personnel, and payroll functions.

#### c. **Contract Administration (SMU)**

The Contract Administration Office, supervised by a civilian, is responsible for procuring materials, services and other necessary items requested and/or required to support the Department's mission of ensuring public safety. In addition, the office conducts monitoring functions, compliance reviews, and performance evaluations for all Departmental contracts.

##### (1) **Contract Towing Office (SWC)**

The Vehicle Storage Detail, reporting to a Lieutenant, is responsible for monitoring the City towing contract, enforcing towing regulations on all wreckers operating within the city, and monitoring hazardous material accidents. Additionally, the Vehicle Storage Unit is responsible for posting, preparing and auctioning eligible vehicles from the vehicle storage facility.

#### d. **Ground Transportation Office (SGT)**

The Ground Transportation Office, directed by a civilian manager, is responsible for regulating and enforcing vehicle for hire rates and services.

#### e. **Fleet Services Management (SFI)**

The Fleet Services Office, supervised by a civilian, is responsible for the vehicle fleet of the Department. This office ensures that the vehicle fleet is maintained, repaired, and replaced in a timely manner.

#### f. **Records and Administration (SRO)**

The Administration and Records Office, supervised by a civilian manager, has the administrative responsibilities for units that perform report entry, develop and maintain criminal history records, examine latent prints, and regulate the city's alarm ordinance.

##### (1) **Records Office (SRG)**

The Records Office, supervised by a civilian manager, is the official recorder of all SAPD activities that result in a police report. This includes any "offenses" (generally crimes), "incidents," or "crashes".



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 302 – Organization*

(2) **Uniform Crime Reporting (SUR)**

The Uniform Crime Reporting Detail, supervised by a Sergeant, is responsible for compiling crime data from ITSD and the Department's computer mainframe. This data is checked for accuracy and reported to the Department of Public Safety.

(3) **Service and Security Agents (SSA)**

The Service and Security Agents, supervised by civilian managers, are responsible for monitoring and maintaining the fire alarm systems in police facilities. They also are responsible for controlling access to restricted areas of police facilities, issuing parking passes for the police headquarters parking lot, performing necessary security functions and staffing the front desk at the Police Headquarters building, and operating the TLETS/NLETS Telecommunication System. They also provide access to the Property Room after working hours and they provide front desk staffing for each of the Department's substations.

(4) **ID Prints (SID)**

The ID Prints Office, supervised by a civilian manager, provides identification and criminal history background check services for both law enforcement and the public. The ID Print Unit is responsible for the production, maintenance, storage, and dissemination of criminal record information such as arrest fingerprint cards, deceased fingerprint cards, latent print evidence, officer field copies, criminal history transcripts, and applicant fingerprint cards.

(5) **Alarm Investigations (SAI)**

The Alarms Investigations Office, supervised by a civilian manager, is responsible for the regulation and enforcement of the city's alarm ordinance through issuance of alarm system permits for business/residential alarm sites.

E. **Operations Bureau (COB)**

*[Refer to Organization Chart 2]*

The Operations Bureau, commanded by an Assistant Chief, assists the Chief of Police in the operations of the Department, and has administrative responsibilities for the North Patrol Division, South Patrol Division, Tactical Support Division, and the Investigations Division.

1. **North (PNC) and South (PSC) Patrol Divisions**

*[Refer to Organization Charts 3 and 4]*

The Patrol function is divided into the North (PNC) and South (PSC) Patrol Divisions, each commanded by a Deputy Chief with administrative responsibilities for sections that provide front line crime suppression and prevention, timely response to citizen's requests for police services, protection of life and property, and the preservation of peace and order within the community. The North Patrol Division consists of the Northwest Patrol Section (PPS), the North Patrol Section (NPS), and the East Patrol Section (EPS). The South Patrol Division consists of the West Patrol Section (WPS), the South Patrol Section (SPS), and the Central Patrol Section (CPS).

a. **Executive Officer (PDC)**

The Executive Officer, a Captain, supports both the North (PNC) and the South (PSC) Patrol Divisions, each commanded by a Deputy Chief in the performance of his duties and responsibilities. The Executive Officer has overall administrative responsibilities for the Patrol Divisions and supervises the Administrative Sergeant and staff assigned. Responsible for oversight of projects assigned to the Patrol Division and facilitates the coordination throughout the Department. Assist with various tasks assigned by the Deputy Chiefs.

b. **Administrative Sergeant (PNC) Patrol Divisions Only**

The Administrative Sergeant has administrative responsibilities for the Patrol Divisions.

c. **Night Commanders (POC)**

The Night Commanders are the designated "Officer in Command" after normal business hours and serve as the Chief's representative during their duty hours. Additionally, the Night Commanders report major incidents to the Command Staff and make command notifications when necessary.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

d. **West (WPS); South (SPS); Central (CPS); Northwest (PPS); North (NPS); and East (EPS) Patrol Sections:**  
*[Refer to Organization Charts 3 and 4]*

Each Patrol Section is commanded by a Captain, with administrative responsibilities for patrol shifts, a community service detail, and a property crimes detail that provide front line crime suppression and prevention, protect life and property, and respond to citizen's requests for police services within the geographic boundaries of their respective section of the city. The Central Patrol Section also has responsibility for the Downtown Bike Patrol Unit. The Northwest Patrol Section also has responsibility for the Crisis Intervention Detail.

1. **Community Services Detail (SAFFE) – West (WCS); South (SCS); Central (CCS); Northwest (PCS); North (NCS); and East (ECS):**

Each Community Services Detail, supervised by Sergeants at the respective Patrol Section, consists of SAFFE officers, Crisis Intervention Officers, Crime Prevention Officers, Crisis Response Teams, and a School Safety Officer operating as a liaison between officers in the field and citizens or groups in need of direct or immediate police services.

(i) **Crisis Response Team (CRT) – West (WCR); South (SCR); Central (CCR); Northwest (PCR); North (NCR); and East (ECR):**

The Crisis Response Teams, located at the Department's various substations, pair Community Services Specialists and Police Officers to provide direct services to victims of domestic violence.

(ii) **Police Athletic League (CAL) – Central Service Area Only:**

The Police Athletic League, supervised by a Sergeant, offers a large variety of sports, education, and recreational programs to all of San Antonio's youth.

(iii) **Volunteers in Policing (CVP) – Central Service Area Only:**

Volunteers in Policing, supervised by a Civilian Manager, are a group of volunteer citizens who work assignments throughout the Department.

(iv) **Crisis Intervention Detail (CCI) – Central Service Area Only:**

The Crisis Intervention Detail, reports to the Assistant Station Commander of the Northwest Patrol Section. Officers work closely with the local mental health authority, SAPD Psychological Services and the Haven for Hope to provide alternatives to arrest and booking of individuals experiencing a Mental Health Crisis in accordance with GM Procedure 611 – *Mentally Ill Persons*.

(v) **Cellular on Patrol (CCP) – Central Service Area Only:**

Cellular on Patrol, supervised by COP Coordinators, is a group of volunteer citizens who patrol neighborhoods and report suspected criminal activities.

(vi) **Public Safety Team (CST) – Central Service Area Only:**

The Public Safety Team, supervised by a Sergeant, is a group of volunteers who are trained to issue Handicap Parking citations to the public and perform other non-hazardous duties for the Department. They provide information on the Americans with Disabilities Act to the public on the purpose of Handicap parking with the goal of reducing the number of violations.

2. **Investigative Detail – West (WID); South (SID); Central (CID); Northwest (PID); North (NID); and East (EID):**

Each Investigative Detail, supervised by a Sergeant, has administrative responsibilities for the Property Crimes Detectives in the respective Service Area.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

- (i) **Property Crimes Detectives – West (WPD); South (SPD); Central (CPD); Northwest (PPD); North (NPD); and East (EPD):**  
The Property Crimes Detectives, supervised by a Sergeant of the respective Investigative Detail, have investigative and case management responsibilities for all burglary, theft, and other miscellaneous property crime offenses in the respective Service Area.
- (3) **Patrol "A" Shift – West (WPA); South (SPA); Central (CPA); Northwest (PPA); North (NPA); and East (EPA):**  
Each Patrol "A" Shift, directed by a Lieutenant in the respective Patrol Section, has enforcement responsibilities for the basic police services provided by the respective Patrol Section. Duty hours for "A" Shift are in accordance with the current Collective Bargaining Agreement.
- (4) **Patrol "B" Shift – West (WPB); South (SPB); Central (CPB); Northwest (PPB); North (NPB); and East (EPB):**  
Each Patrol "B" Shift, directed by a Lieutenant in the respective Patrol Section, has enforcement responsibilities for the basic police services provided by the respective Patrol Section. Duty hours for "B" Shift are in accordance with the current Collective Bargaining Agreement.
- (5) **Patrol "C" Shift – West (WPC); South (SPC); Central (CPC); Northwest (PPC); North (NPC); and East (EPC):**  
Each Patrol "C" Shift, directed by a Lieutenant in the respective Patrol Section, has enforcement responsibilities for the basic police services provided by the respective Patrol Section. Duty hours for "C" Shift are in accordance with the current Collective Bargaining Agreement.
- (6) **Patrol "D" Shift – West (WPT); South (SPT); Central (CPT); Northwest (PPT); North (NPT); and East (EPT):**  
Each Patrol "D" Shift, directed by a Lieutenant in the respective Patrol Section, has enforcement responsibilities for the basic police services provided by the respective Patrol Section. Duty hours for "D" Shift are in accordance with the current Collective Bargaining Agreement.
- (7) **Downtown Bike Patrol Unit/Foot Patrol (CFP) – Central Service Area Only**  
The Downtown Bike Patrol Unit, directed by a Lieutenant, is divided into details that augment the efforts of the Central Patrol Section by providing a high degree of visibility in the downtown area. This unit falls under the Command of the Central Patrol Section Captain.
  - (i) **Bike Patrol "A" Detail (CFA) – Central Service Area Only**  
The Bicycle Patrol "A" Detail, supervised by Sergeants, augments the efforts of the patrol shifts in the downtown area. Duty hours for the "A" Detail are in accordance with the current Collective Bargaining Agreement.
  - (ii) **Bike Patrol "B" Detail (CFB) – Central Service Area Only**  
The Bicycle Patrol "B" Detail, supervised by Sergeants, augments the efforts of the patrol shifts in the downtown area. Duty hours for the "B" Detail are in accordance with the current Collective Bargaining Agreement.

### F. Operations Support Bureau (CSB)

*[Refer to Organization Chart 6]*

The Operations Support Bureau, commanded by an Assistant Chief, assists the Chief of Police in the administration of the Department, and has administrative responsibilities for Tactical Support Division, Terrorism Criminal Intelligence Division and the Investigations Divisions.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 302 – Organization*

### 1. **Tactical Support Division (TSC)**

*[Refer to Organization Chart 7]*

The Tactical Support Division, commanded by a Deputy Chief, consists of the Traffic Operations, Tactical Support, and Homeland Security and Emergency Operations Sections. The Tactical Support Division has administrative responsibilities for the sections and units that respond to critical incidents and unusual occurrences, suppress violent street crime, and conduct traffic operations.

#### a. **Administrative Sergeant (TSC)**

The Administrative Sergeant has the administrative responsibilities for the Division.

#### b. **Special Enforcement Section (TSE)**

The Special Enforcement Section, commanded by a Captain, has the primary responsibility for maintaining public safety via DWI and interdiction enforcement on roadways in San Antonio. Additionally, this Section provides canine support to all facets of the San Antonio Police Department.

##### 1. **Special Enforcement Unit (TCC)**

The Special Enforcement Unit, directed by a Lieutenant, is divided into two details consisting of highly trained uniformed officers who detect and apprehend criminal offenders, and augment the efforts of other Units within the San Antonio Police Department

###### (i) **DWI (TCC)**

The DWI Detail, supervised by Sergeants, works to increase enforcement of DWI laws and is responsible for the pro-active detection, investigation and arrest of alcohol and/or drug-impaired drivers.

###### (ii) **K-9 Detail (TKD)**

The K-9 Detail, supervised by a Sergeant, is responsible for assisting officers in the apprehension of suspects, the recovery of property, the recovery of evidence, and locating missing persons using highly trained canines.

#### b. **Traffic Section (TTE)**

The Traffic Section, commanded by a Captain, has the primary responsibility for maintaining public safety via traffic direction and the enforcement of traffic laws with an emphasis on expressway safety and DWI suppression. Additionally, the section facilitates control of special events, provides dignitary escort protection and supplies aerial support for police operations.

##### (1) **Traffic "A" Shift (TCA)**

The Traffic "A" Shift, directed by a Lieutenant, has an alternating work schedule with Traffic "B" Shift, and is responsible for the investigation of traffic accidents, traffic enforcement in selected geographical areas, crowd control during special events, and traffic assistance during unusual occurrences. The Shift also enforces federal safety regulations by conducting inspections of commercial vehicles.

###### (i) **Traffic Motorcycle Detail (TAM)**

The Traffic Motorcycle Detail, supervised by a Sergeant, is responsible for traffic enforcement in school zones, investigation of traffic complaints, outer perimeter traffic control of critical incidents, and traffic control at special events.

##### (2) **Traffic "B" Shift (TCB)**

The Traffic "B" Shift, directed by a Lieutenant, has an alternating work schedule with Traffic "A" Shift, and has responsibility for the investigation of traffic accidents, traffic enforcement in selected geographical areas, crowd control during special events, and traffic assistance during unusual occurrences. The Shift also enforces federal safety regulations by conducting inspections of commercial vehicles.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 302 – Organization*

- (i) **Traffic Motorcycle Detail (TBM)**

The Traffic Motorcycle Detail, supervised by a Sergeant, is responsible for traffic enforcement in school zones, investigation of traffic complaints, outer perimeter traffic control of critical incidents, and traffic control at special events.
- (3) **Helicopter Detail (THA)**

The Helicopter Detail, supervised by Sergeants, is responsible for detection and apprehension of criminal suspects, aerial surveillance and photography, monitoring roadway traffic patterns, and special services during parades and unusual occurrences.
- (4) **School Crossing Guard Office (TSF)**

The School Crossing Guard Office, supervised by a civilian manager, is responsible for the safe crossing of children in cross walks or cross-areas, which are located near schools.
- c. **Homeland Security and Emergency Operations Center (EOC) Section (THS)**

The Homeland Security Section, commanded by a Captain, is responsible for being the law enforcement coordinator for the Department for all natural and manmade disasters. This section works closely with the Emergency Management Coordinator for the City and is responsible for the coordination of all Homeland Security Grant allocations as they apply to the Police Department.

  - (1) **Special Operations Unit (TSO)**

The Special Operations Unit, directed by a Lieutenant, is divided into details consisting of highly trained uniformed officers who respond to violent incidents, detect and apprehend wanted persons, and augment the efforts of the Patrol Division.

    - (i) **SWAT “A” Shift Detail (TSA)**

The SWAT “A” Shift Detail, supervised by Sergeants, works on directed patrol projects as normal deployment, but responds to critical incidents when needed.
    - (ii) **SWAT “B” Shift Detail (TSB)**

The SWAT “B” Shift Detail, supervised by Sergeants, works on directed patrol projects as normal deployment, but responds to critical incidents when needed.
    - (iii) **Bomb Squad Detail (TBS)**

The Bomb Squad Detail, supervised by a Sergeant, is responsible for safe transportation and disposal of bombs, explosives, and hazardous devices. There are also Bomb Canines and handlers assigned to the Bomb Squad.
    - (iv) **Crisis Negotiators Detail (TCN)**

The Crisis Negotiators Detail, supervised by a Sergeant, is responsible for responding to critical incidents in order to maximize the prospect of resolving the situation, providing crisis management education and training to the public and private sectors, and augmenting the patrol efforts of the Special Operations Unit.
  - (2) **Communications Unit (SCU) (TCU)**

The Communications Unit, directed by a Lieutenant, is responsible for receiving, relaying, processing, and recording information necessary to provide police services, as they are required. The unit is also responsible for managing the community's universal emergency telephone number (911).

    - (i) **Radio System (TRM)**

The Radio System, staffed by a Detective, is responsible for the inventory and issuance of police radios and related accessories. Additionally, he serves as liaison between the Department, Communications Unit, and radio communications vendors for the maintenance of radios.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

### 2. Terrorism Criminal Intelligence Division (FTC)

[Refer to Organization Chart 8]

The Terrorism Criminal Intelligence Division, commanded by a Deputy Chief, has administrative responsibilities for the sections that conduct follow-up investigations and have case management responsibilities for illegal narcotic and vice offenses, for targeting repeat offenders, and for reducing gang-related offenses and apprehending violent criminal offenders. The Division is also responsible for the sections that manage the Department's radio communications and 911 call center, as well as the Unit that acts as the information and intelligence hub for the South Texas Region.

#### a. Fusion/Intelligence Section (FIS)

The Fusion/Intelligence Section, commanded by a Captain, is responsible for the Communications Unit and the Intelligence Unit, which also encompasses the Gang Detail.

##### (1) San Antonio Regional Intelligence Center (FIU)

The San Antonio Regional Intelligence Center (SARIC), commanded by a Lieutenant, is designed to serve as an all-crimes/all-hazards information and intelligence hub for South Texas regional law enforcement, fire, and emergency management services. This Unit reports directly to the Investigations Division Commander.

##### (i) Safe Street Task Force (FST)

The Safe Street Task Force supervised by a Sergeant and staffed by detectives, is responsible for investigating, gathering, and analyzing intelligence pertaining to gangs, drugs, and street violence. The task force includes officers from a variety of agencies and assigned Detectives will be working out of the San Antonio FBI Field Office at 5740 University Heights.

##### (2) Problem Oriented Policing Unit (POP)

The Problem Oriented Policing Unit, directed by a Lieutenant, is responsible for identifying and patrolling high crime target areas, executing warrants, deterrence of criminal activity, saturation patrol and criminal apprehension. Is also responsible for organizing group(s) of officers to work together as a team on identified POP projects using the SARA Model as their guide and coordinate efforts with various units to accomplish the mission at hand.

##### (3) Gang Unit (FGU)

The Gang Detail, supervised by Sergeants, gathers, analyzes, and disseminates gang-related information. The Gang Detail also provides support to other units and concentrates on reducing gang-related offenses and apprehending violent criminal offenders. This unit is also in charge of the Violent Crime Apprehension Team (VCAT) program, which responds to major criminal incidents to track down and arrest criminal offenders.

##### (i) 28 Gang Officers

The Gang Officers are responsible for gathering, analyzing, and dissemination of gang information in an effort to reduce crime and expedite the apprehension of criminal gang offenders. The officers also gather intelligence information from gang members and their associates and from other units within the Department and other law enforcement agencies.

##### (4) Mental Health Detail (FMH)

The Mental Health Detail, supervised by a Sergeant, are responsible for working closely with the local mental health authority, SAPD Psychological Services and the Haven for Hope to provide alternatives to arrest and booking of individuals experiencing a Mental Health Crisis in accordance with GM Procedure 611 – *Mentally Ill Persons*.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

### (5) Fusion Center (FCI)

The Fusion Center, directed by a Lieutenant, works to gather data from a diverse working group of law enforcement and non-law enforcement sources. This collected information is compiled and processed to yield field-worthy investigative intelligence. Their work efforts and work products are at the disposal of all participating law enforcement agencies and particularly serve to further the mission of the San Antonio Police Department and the State of Texas Homeland Security Strategy.

### b. Covert Section (FFC)

The Covert Section, commanded by a Captain, is responsible for the Narcotics Unit, Repeat Offenders Program Unit, VICE Unit, and Tactical Response Unit. The Captain also has administrative responsibilities for the units that investigate vice and narcotics offenses, identify, target and arrest repeat offenders, and provide electronic surveillance support.

#### (1) Narcotics Unit (FCN)

The Narcotics Unit, directed by a Lieutenant, is responsible for the enforcement of all drug laws under the Texas Controlled Substances Act of the Health and Safety Code

##### (i) High Intensity Drug Trafficking Area – Detail (FSH)

The HIDTA Detail, supervised by a Sergeant, is designed to generate financial disruption within drug marketing organizations. The detail focuses on the sophisticated aspects of the drug problem, money laundering, network operations, and hidden assets.

##### (ii) High Intensity Drug Trafficking Area – Intel (FHI)

The HIDTA Intel, supervised by a Sergeant, establishes the details and objectives. Has direct control over intelligence, analytical, and deconfliction support in major investigations.

#### (2) Repeat Offenders Program Unit (FRO)

The Repeat Offender Program Unit, directed by a Lieutenant, is a special task force directed at the habitual criminal. The unit objectives are to identify, target, and arrest repeat offenders.

##### (i) Joint Terrorist Task Force (FJT)

The Joint Terrorist Task Force, supervised by a Sergeant, is to leverage the collective resources of the member agencies for the prevention, preemption, deterrence and investigation of terrorists' acts that affect the United States and COSA interests, and to disrupt and prevent terrorist acts and apprehend individuals who may commit or plan to commit such acts.

#### (3) VICE Unit (FCV)

The Vice Unit, directed by a Lieutenant, is responsible for the enforcement of state and federal statutes and city ordinances pertaining to prostitution, gambling, pornography, and alcohol.

##### (i) SNAP Detail (FSS)

The Strategic Nuisance Abatement Program (SNAP) Detail, supervised by a Sergeant, is responsible for the investigation of common and public nuisances occurring on private and public property.

##### (ii) Technical Investigations Detail (FTI)

The Technical Investigations Detail, supervised by a sergeant, is responsible for providing electronic surveillance, video, audio, and still photography support, and Computer Forensic services to Departmental units and outside agencies requesting support. The detail is responsible for investigating breaches of computer security.

### 3. Investigations Division (IDC)

*[Refer to Organization Chart 9]*

The Investigations Division, commanded by a Deputy Chief, has administrative responsibilities for the Major Crimes and Special Crimes Sections. These sections conduct follow-up investigations and have case management responsibilities for crimes against persons, property, and illegal narcotic and vice offenses.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 302 – Organization*

### a. **Major Crimes Section (ICS)**

The Major Crimes Section, commanded by a Captain, has administrative responsibilities for units and details that investigate offenses against persons.

#### (1) **Homicide Unit (ICH)**

The Homicide Unit, directed by a Lieutenant, has investigative and case management responsibilities for all forms of murders, suicides, assaults, threats, and resisting arrest. The unit also investigates missing persons and curfew violations.

##### (i) **Traffic Investigation Detail (ITI)**

The Traffic Investigation Detail, supervised by a Sergeant, is responsible for investigating traffic crashes involving fatalities, intoxication manslaughter, intoxication assault, failure to stop and render aid, fleeing the scene of a crash, and other traffic related offenses.

#### (2) **Special Victims Unit (ICX)**

The Sex Crimes Unit, directed by a Lieutenant, has investigative and case management responsibilities for sex crimes, cases involving family violence, and kidnappings. Additionally, the unit conducts the registration of sex offenders.

##### (ii) **Victim's Advocacy (IVA)**

The Victims Advocacy Office, directed by a civilian manager, has administrative responsibilities for the units that provide services to victims of domestic violence and other crimes.

##### 1. **Child Services Office (ICA)**

The Child Services Office, staffed with a child and family therapist, provides therapeutic intervention to children and their families who have been physically or sexually abused or are witnesses to domestic violence.

##### 2. **Family Assistance Crisis Team (IFT)**

The FACT program is a collaborative effort designed to provide immediate crisis intervention services and address the issues of domestic violence or partner abuse in the community. Trained volunteers are available on Friday and Saturday nights from 8:00 p.m. to 3:00 a.m. at all police substations.

#### (3) **Night CID Unit (IND)**

The Night CID Unit, directed by a Lieutenant, has immediate investigative responsibilities for felony offenses occurring at night.

#### (4) **Crime Scene Unit (ICE)**

The Crime Scene Unit, directed by a Lieutenant, is responsible for evaluating and searching major crime scenes and utilizing the proper techniques to identify, collect, preserve, and document all physical evidence found at those scenes.

##### (i) **Photo Service Laboratory (IPL)**

The Photo Services Laboratory, under the supervision of Records and Administration, is responsible for furnishing photographic services that aid in crime detection and criminal identification, and is responsible for maintaining the Department's Mug Shot System.

#### (5) **Juvenile Processing (Civilian) (IJP)**

The Juvenile Processing Office, directed by a civilian, process juveniles involved in crime and delinquency. The unit also makes referrals to other community agencies dealing with youthful offenders.

### b. **Special Investigation Section (ICI)**

The Special Investigation Section, commanded by a Captain, has administrative responsibilities for units that investigate vehicle thefts, vice and narcotics offenses, identify, target, arrest repeat offenders, and provide electronic surveillance support.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 302 – Organization*

- (1) **Financial Crimes Unit (IFC)**

The Financial Crimes Unit, directed by a Lieutenant, has administrative responsibilities for the details that investigate financial crimes.

  - (i) **Forgery Unit (IFD)**

The Forgery Detail, supervised by a Sergeant, has investigative and case management responsibilities for all check forgeries, credit card abuses, and counterfeit offenses.
  - (ii) **White Collar Crime Detail (IWC)**

The White Collar Crime Detail, supervised by a Sergeant, has investigative and case management responsibilities for embezzlement, official integrity, and major fraud cases.
- (3) **Robbery Unit (IRU)**

The Robbery Unit, directed by a Lieutenant, has investigative and case management responsibilities for all robberies, purse snatchings, extortion, and requests for investigative assistance from other jurisdictions.
- (4) **Vehicle Crimes Unit (IVC)**

The Vehicle Crimes Unit, directed by a Lieutenant, has investigative and case management responsibilities for all motorized vehicle thefts, unauthorized use of vehicle, and other vehicle related crimes.

  - (i) **Regional Auto Crimes Team (IPR)**

Regional Auto Crimes Team (ReACT), supervised by a Sergeant, investigates all motorized vehicle thefts. This is to include all reports on unauthorized use of a vehicle, and other vehicle related crimes. The team may conduct salvage inspections and the identification of vehicles and vehicle parts through secondary means.

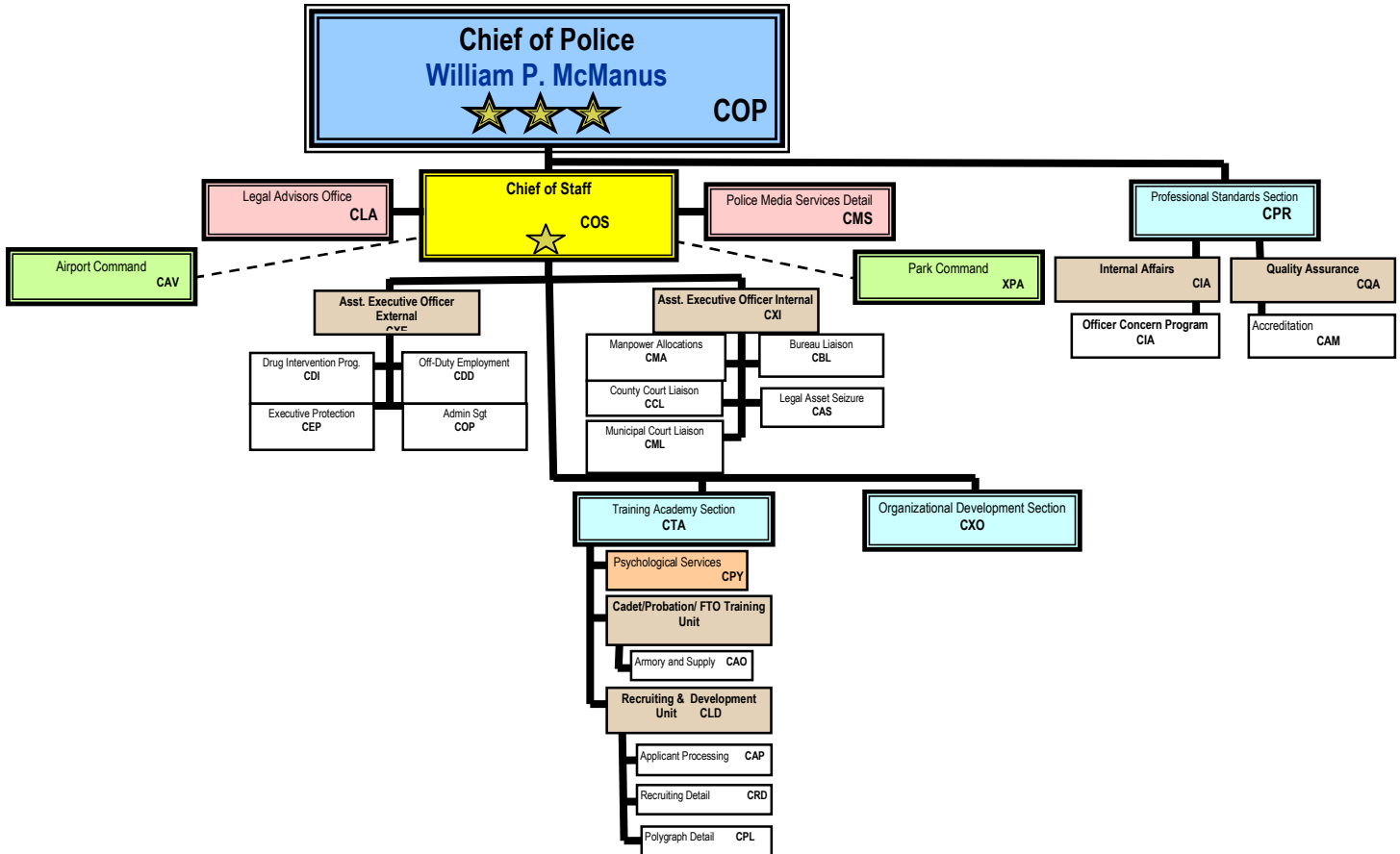


# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

Organizational Chart 1 - Office of the Chief



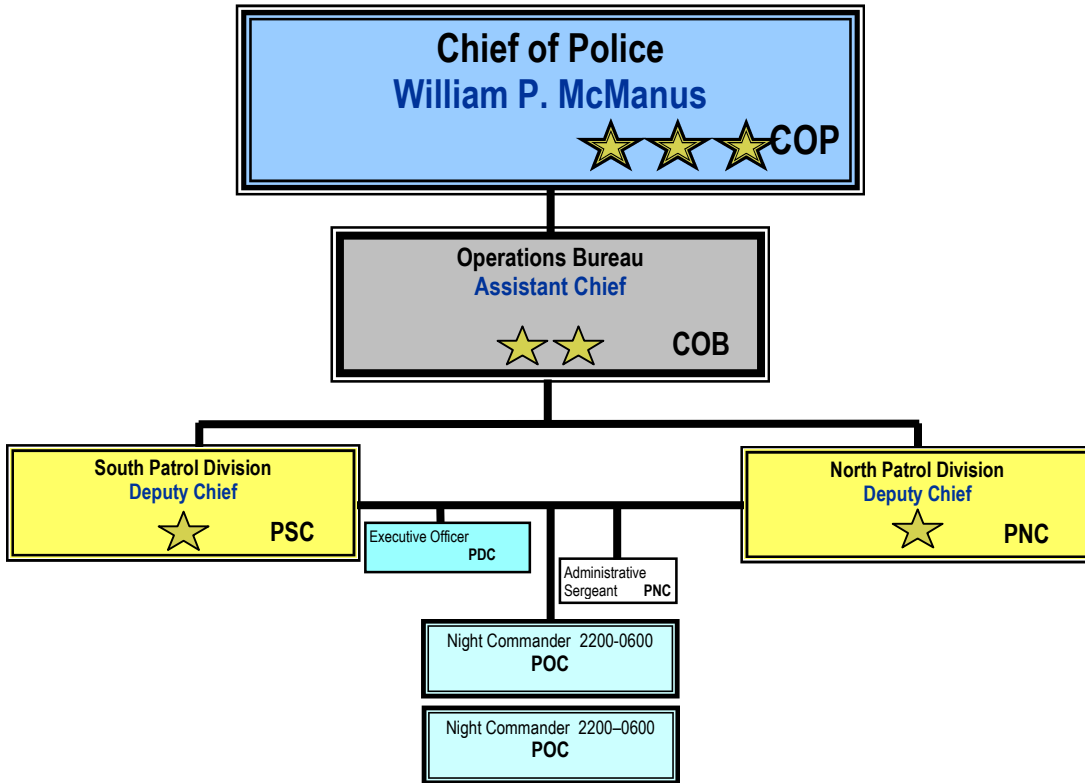


# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

### Organizational Chart 2 – Operations Bureau



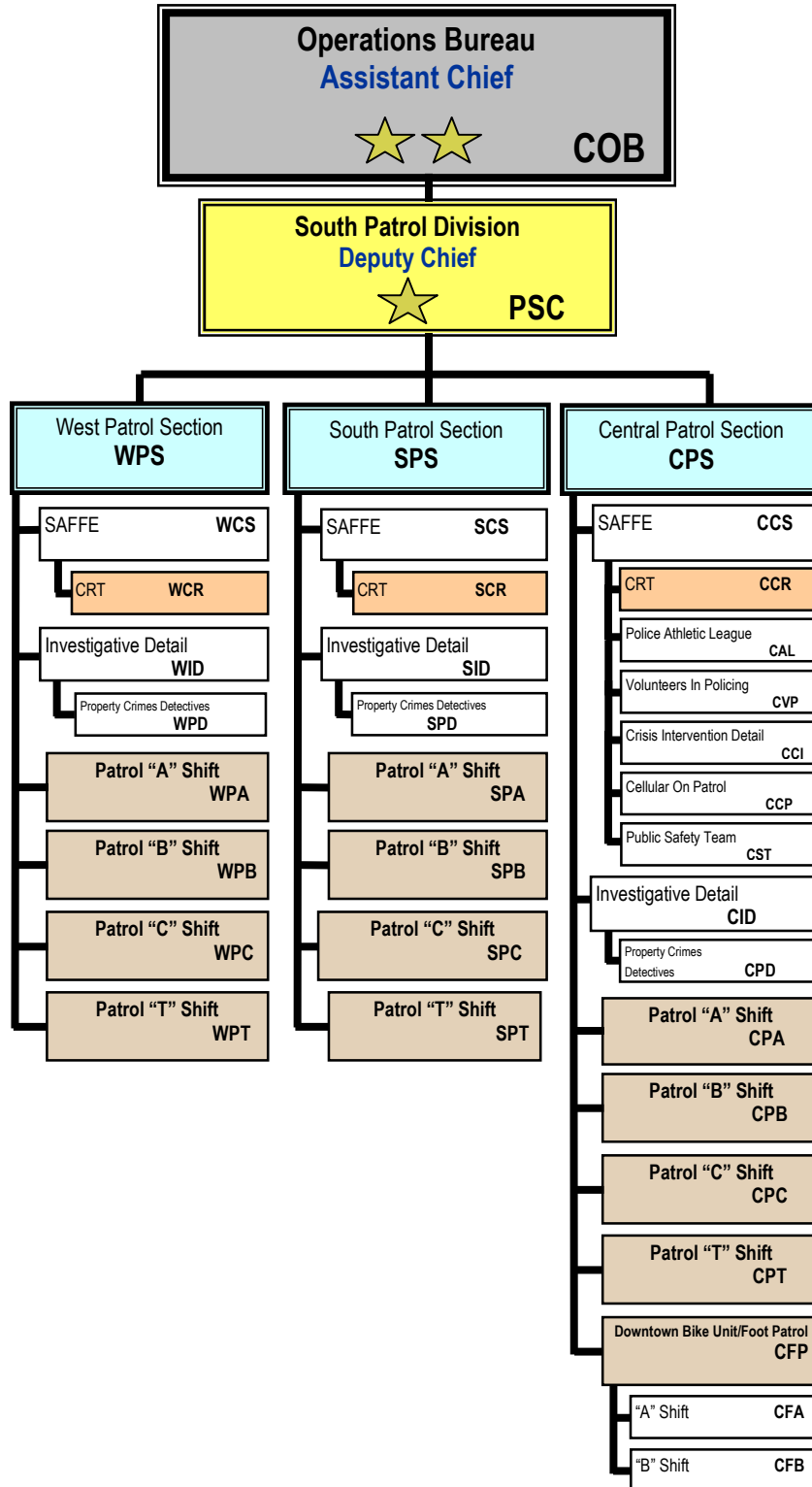


# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

**Organizational Chart 3 – South Patrol Division**



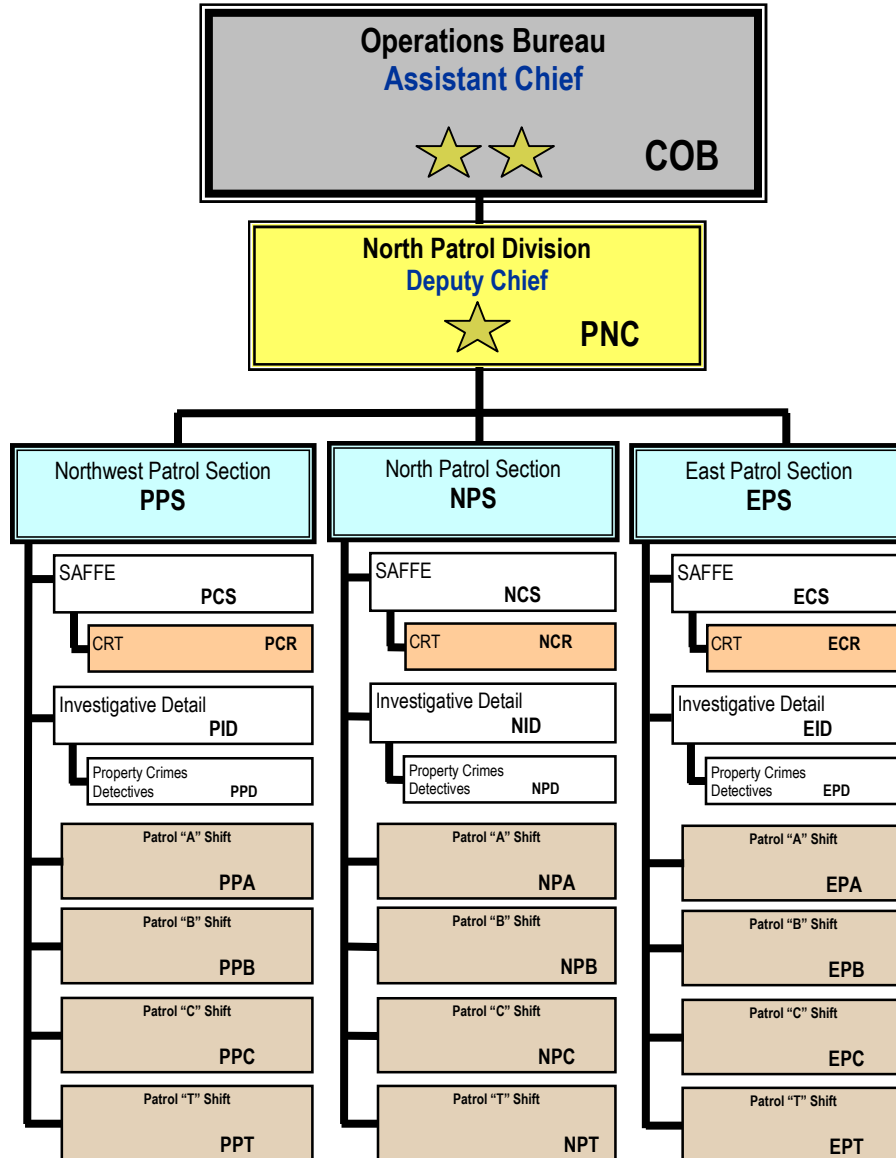


# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

Organizational Chart 4 – North Patrol Division



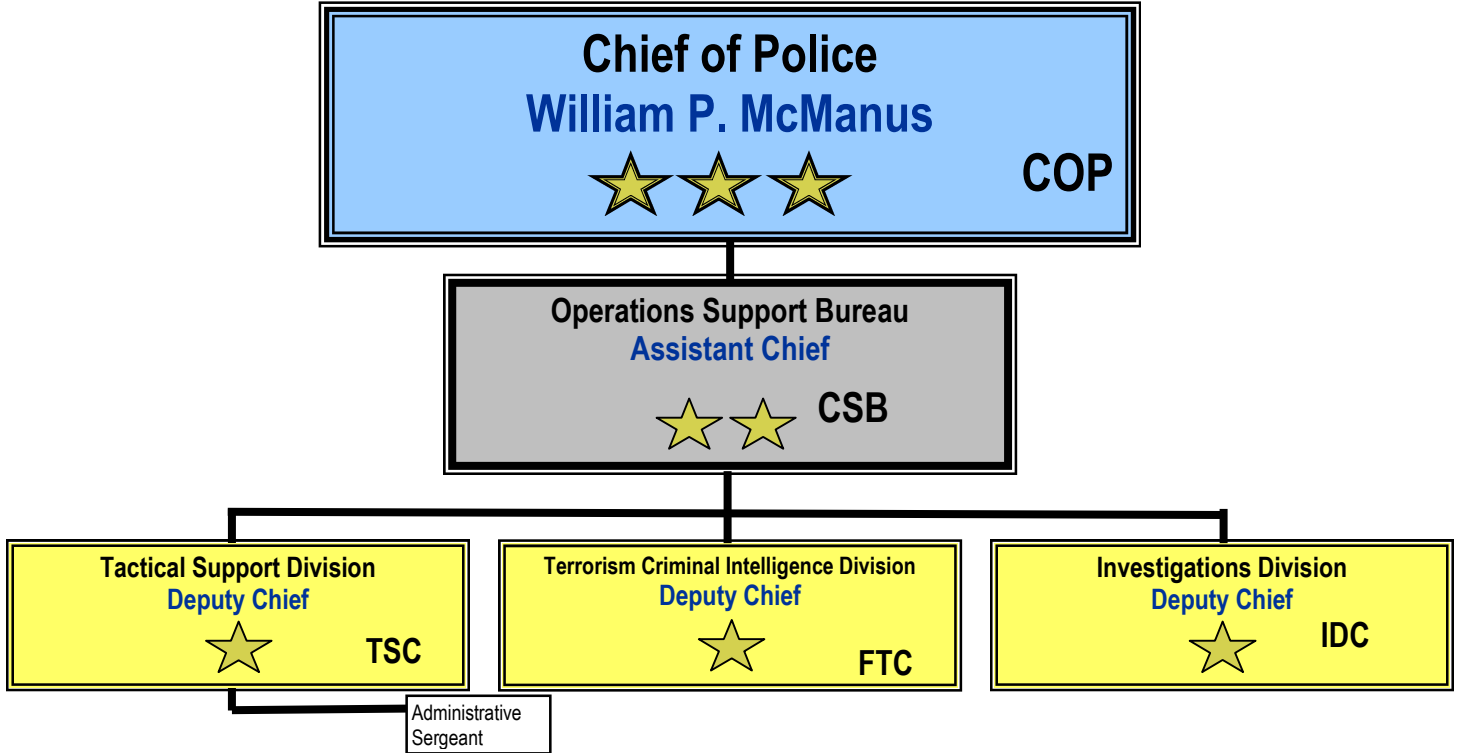


# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

Organizational Chart 6 – Operations Support Bureau



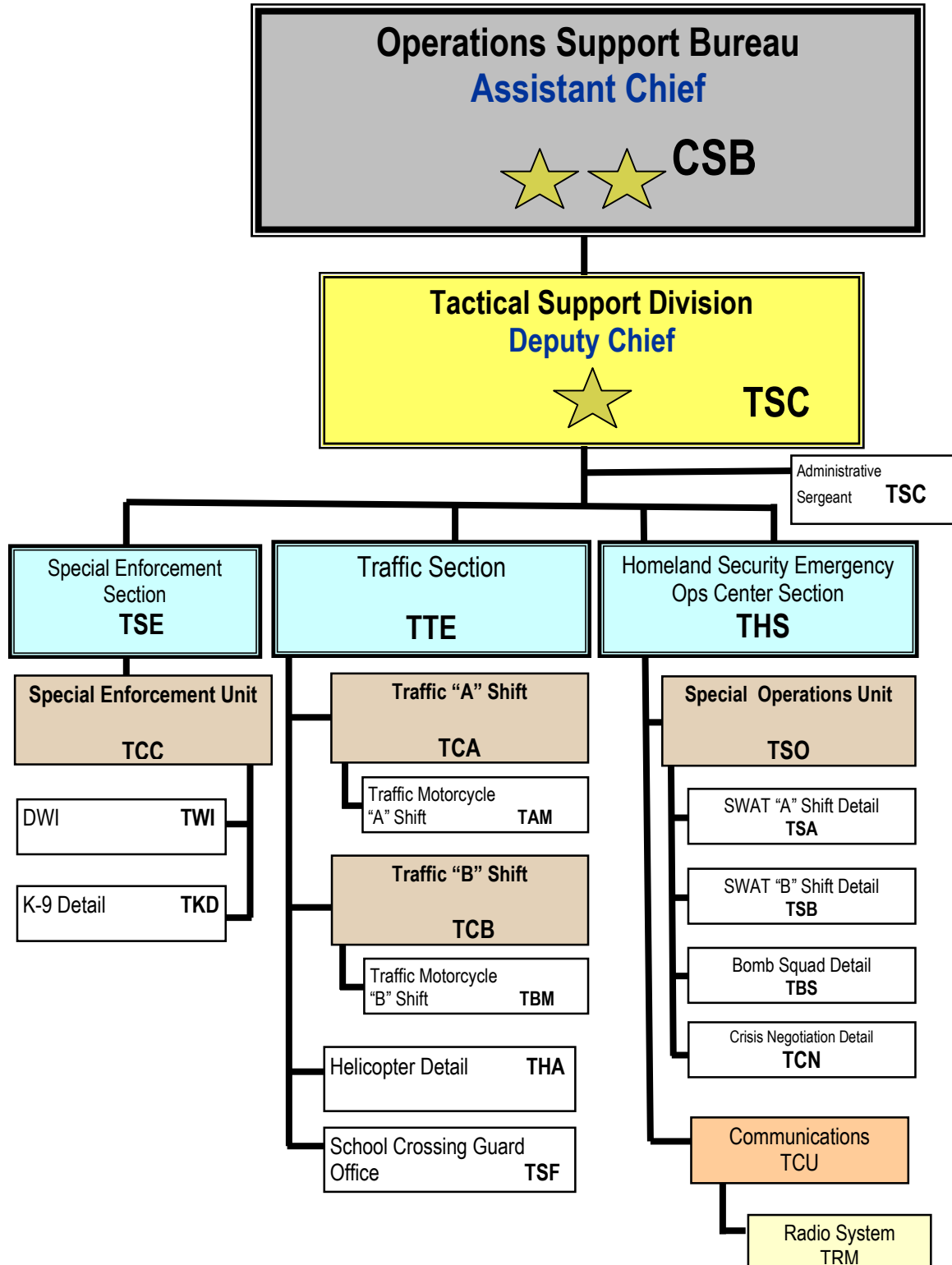


**SAN ANTONIO POLICE DEPARTMENT  
GENERAL MANUAL**



*Procedure 302 – Organization*

*Organizational Chart 7 – Tactical Support Division*



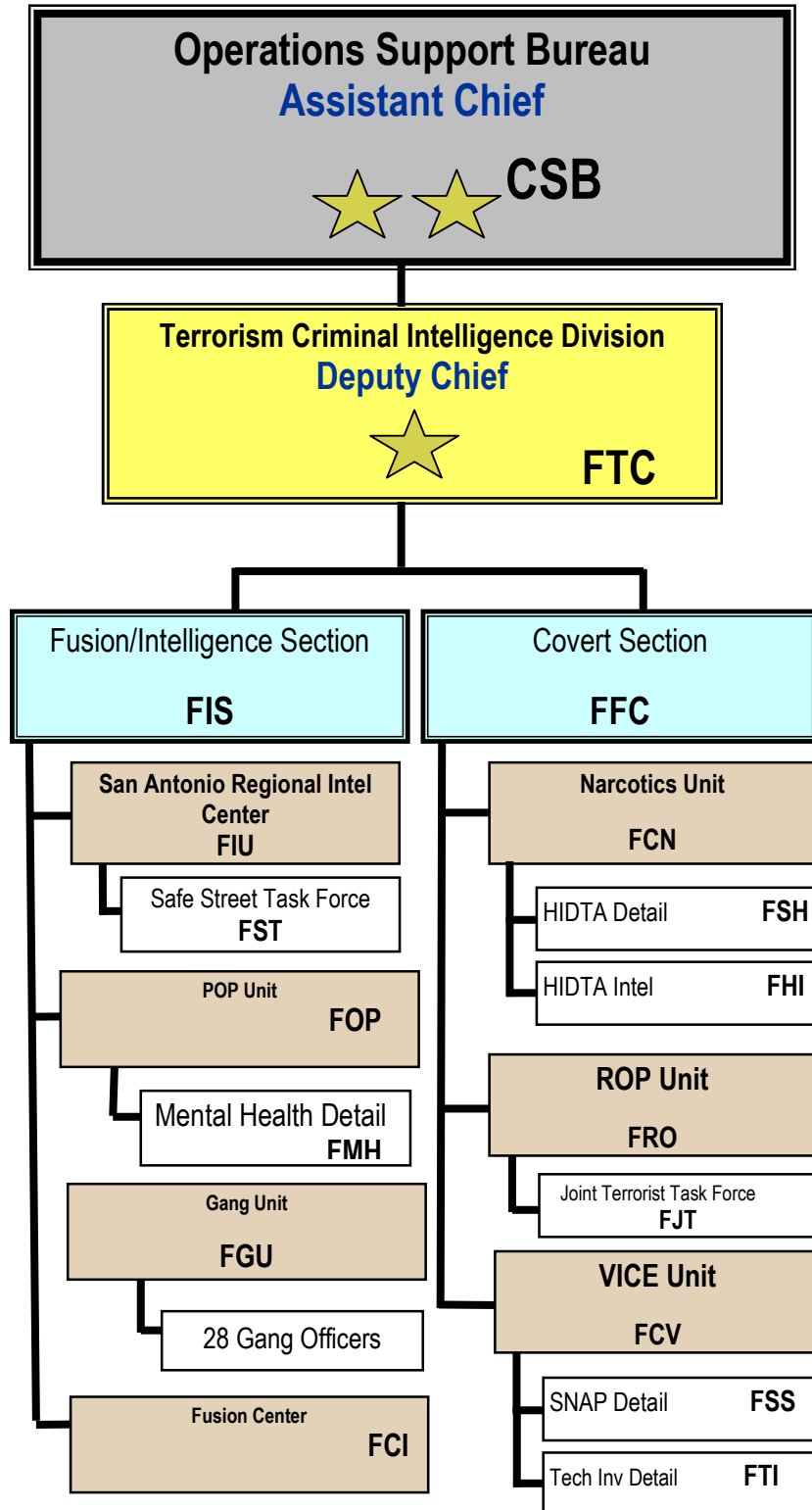


# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

Organizational Chart 8 – Terrorism Criminal Intelligence Division



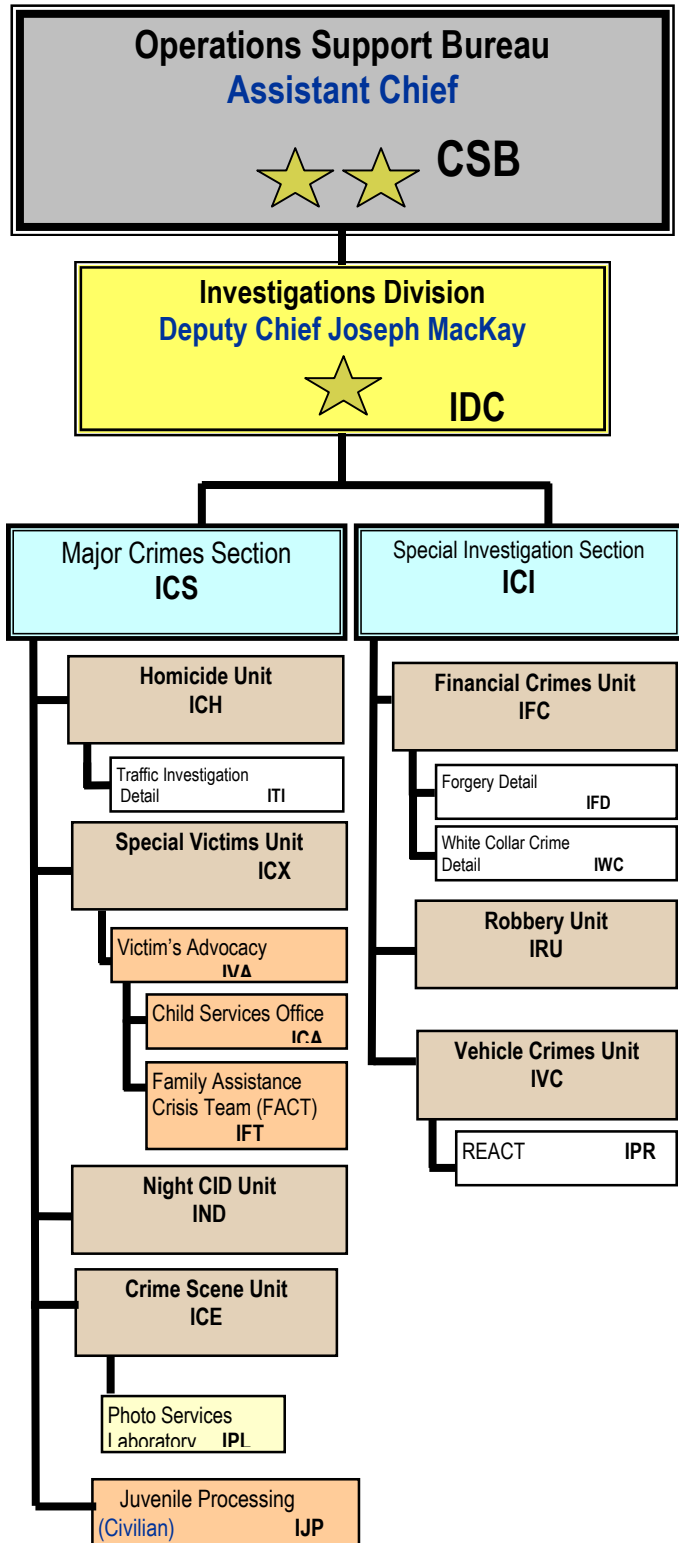


# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

Organizational Chart 9 – Investigations Division



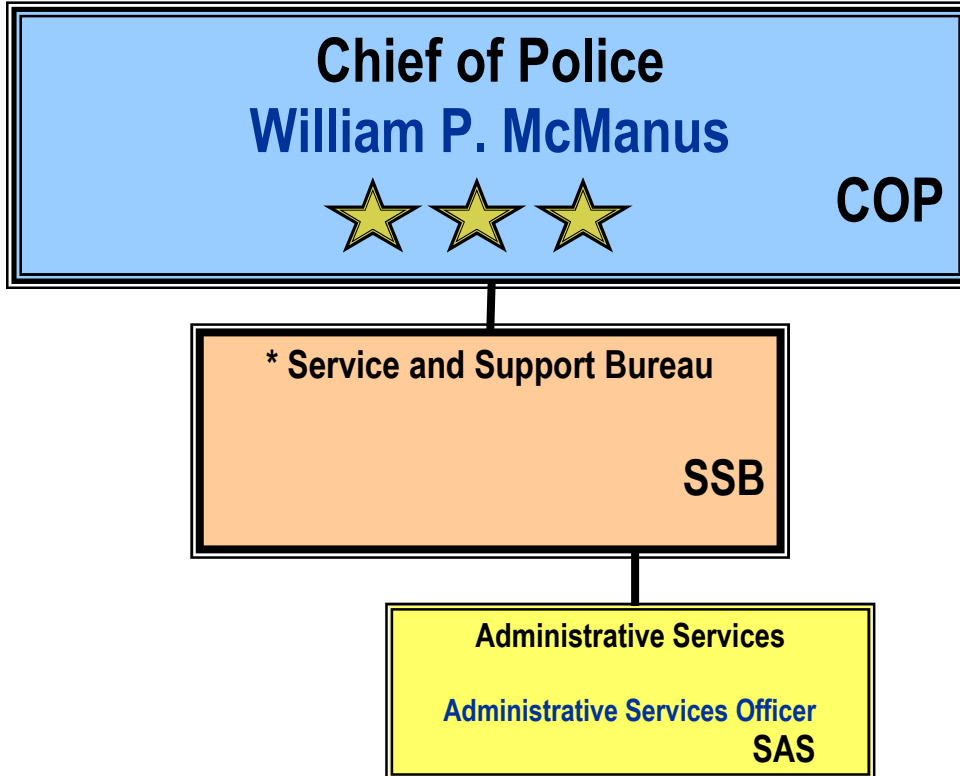


**SAN ANTONIO POLICE DEPARTMENT  
GENERAL MANUAL**



*Procedure 302 – Organization*

*Organizational Chart 10 – Service and Support Bureau*





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 302 – Organization

*Organizational Chart 11 – Service and Support Bureau Administrative Services*

