



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: MARCH 01, 2002	REVISED DATE: MARCH 18, 2014	NO. PAGES: 1 of 12	NUMBER: 1.2.01
SUBJECT: <b style="text-align: center;">ORGANIZATIONAL STRUCTURE			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <b style="text-align: center;"><i>Calvin D. Williams, Chief</i>			

Substantive changes are in Italic

PURPOSE: To delineate the organizational structure of the Cleveland Division of Police.

POLICY: The Division of Police is under the direct command of the Chief of Police. The Deputy Chiefs and the Executive Officer report directly to the Chief of Police.

PROCEDURES:

I. Organizational Chart

- A. The organizational structure shown in the Attachment reflects the organization of the Division of Police and is an integral part of this order.
- B. The Division shall be divided into three areas of responsibility:
 - 1. Administrative Operations.
 - 2. Field Operations.
 - 3. Homeland Special Operations
- C. Each operation shall be divided into districts or bureaus under a Commander who shall report to a Deputy Chief.
- D. Districts and bureaus are divided into sections.
- E. Sections are divided into units under the command of an officer-in-charge (OIC).

PAGE: 2 of 12	SUBJECT: ORGANIZATIONAL STRUCTURE	GPO NUMBER: 1.2.01
------------------	--------------------------------------	-----------------------

II. Office of the Chief of Police

The Chief of Police is responsible for the daily operation of the Division, assignment and transfer of personnel, the discipline of employees, and any other duty as authorized by the Charter of the City of Cleveland. The following report directly to the Chief of Police:

- A. Executive Officer: the Executive Officer shall hold the rank of Deputy Chief and shall work directly under the Chief of Police and be responsible for the daily operation of the Chief's Office including the Case Preparation Office, the Public Affairs Office, and the Council Liaison.
- B. Deputy Chiefs of Administrative, Field, and Homeland Special Operations: responsible for the daily activities of districts, bureaus, or sections.
- C. Case Preparation/Equal Employment Officer: handles administrative disciplinary hearings held by the Chief of Police, Director of Public Safety, and/or designees; responsible for the processing of racial, sexual or age discrimination complaints.
- D. Public Affairs Office: liaison between the Division and the media.
- E. Council Liaison: liaison between the Division and City Council.
- F. Employee Assistance Unit: provides peer counseling and referral service for members of the Division and their families.
- G. *Bureau of Integrity Control* consisting of the following units:
 - 1. Internal Affairs Unit: responsible for investigating allegations of felony crimes committed by police officers and incidents of Domestic Violence involving members of the Division.
 - 2. Inspection Unit: conducts inspections designed to maximize the performance of police personnel by securing compliance with Division rules, regulations, policies and procedures; as the custodian of public records, maintains the Division's archives and disposes of obsolete records.

PAGE: 3 of 12	SUBJECT: ORGANIZATIONAL STRUCTURE	GPO NUMBER: 1.2.01
------------------	--------------------------------------	-----------------------

3. Overtime Review Unit: responsible for the oversight and review of all overtime generated within the Division of Police; and the investigation of any overtime irregularities.

III. Administrative Operations

The Deputy Chief of Administrative Operations is responsible for the bureaus and functions that assist the Chief of Police in maintaining the day-to-day operation of the Division of Police. The following report directly to the Deputy Chief of Administrative Operations:

A. Commander of the Bureau of Support Services

1. Record Section

- a. Mail Center: delivers and collects mail throughout Police Headquarters; prepares mail for U.S. Postal Service delivery and inter-office mail delivery.
- b. Record Unit: Maintains and distributes criminal history records, accident records and crime reports. Enters property into computer systems.
- c. Report Intake/Review Unit: responsible for computer entry of police reports and maintenance of LEADS records.
- d. Court Unit: maintains court attendance log sheets, logs and distributes subpoenas, maintains court vouchers.
- e. Warrant Unit: processes bonds, enters and removes warrants into and from computer systems, validates warrants, Temporary Protection Orders and missing persons.
- f. Public Records Unit: responds to public record requests.
- g. Record Management System Support Unit: coordinates and maintains the Record Management System, LEADS, and produces statistical data.

PAGE: 4 of 12	SUBJECT: ORGANIZATIONAL STRUCTURE	GPO NUMBER: 1.2.01
------------------	--------------------------------------	-----------------------

2. Personnel Section

- a. Medical Unit: maintains medical records, tracks employee sick time, is responsible for pre-employment medical exams and provides other medical services.
- b. Personnel Unit: maintains personnel records, conducts background investigations, coordinates employee benefits and retirements, and is responsible for the hiring process.
- c. Timekeeping Unit: maintains timekeeping records for Division personnel (except civilian employees in CCS and Record File) and ensures accurate payment of wages and benefits; distribution of payroll checks.
- d. Budget Unit: responsible for fiscal operations within the Division of Police (excluding payroll and benefits).
- e. Policy and Procedures Unit: researches, drafts and develops procedural orders and policies for the Division; administers the clothing allowance.

3. Training Section

- a. Academy Unit: trains and tests police recruits; develops, implements, and documents on-going training for Division personnel. Responsible for Field Force training.
- b. Gymnasium Unit: is responsible for the physical training and testing of police recruits; develops and implements physical fitness and self-defense training programs for members of the Division; completes research and training associated with the Taser and other intermediate weapons or devices.
- c. Ordnance Unit: administers firearm and ordnance training and testing for police recruits and sworn members of the Division; also responsible for issuing, maintaining, storing, testing, and making recommendations involving Division-issued firearms, ordnance, and OC sprays.

PAGE: 5 of 12	SUBJECT: ORGANIZATIONAL STRUCTURE	GPO NUMBER: 1.2.01
------------------	--------------------------------------	-----------------------

B. Commander of the Bureau of Communications and Property Control

1. Communications Control Section
 - a. Call Takers: receive calls for service, ensure correct priorities, and forward calls to dispatchers.
 - b. Dispatchers: assign calls for service.
 - c. Expeditors: handle reports that do not require the dispatch of a police officer.
 - d. Telephone Exchange: accepts internal and external non-emergency calls, routing same to the appropriate administrative office or city service; answers the Public Safety Helpdesk hotline and creates trouble tickets for computer related service.
2. Logistics Section: purchases, deploys and maintains vehicles and ancillary equipment assigned to the Division of Police.
 - a. Transportation Unit: ensures that Division vehicles are properly equipped and maintained; acts as liaison between Division of Police and Department of Motor Vehicle Maintenance.
 - b. Mobile Support Unit: provides the installation, maintenance, and repair of MDC and Digital Video equipment; provides training and instruction in their use.
3. Property Section
 - a. Property/Forfeiture Unit: maintains and disposes of property and evidence for the Division; processes and maintains forfeiture requests and records.
 - b. Supply Unit: orders and distributes office supplies for the Division; provides bulk property and evidence storage.
 - c. Impound Unit: maintains inventory and performs related services, including release and disposal of vehicles towed by the Division of Police.

PAGE: 6 of 12	SUBJECT: ORGANIZATIONAL STRUCTURE	GPO NUMBER: 1.2.01
------------------	--------------------------------------	-----------------------

- d. Vehicle Custodial Unit: provides a secure setting for vehicles held for processing and safekeeping until released to the owner.

IV. Field Operations

The Deputy Chief of Field Operations is responsible for the neighborhood police districts and personnel, responding to citizen calls for service, public order maintenance, traffic flow and control, and the community policing strategies for the Division of Police. The following report to the Deputy Chief of Field Operations:

- A. Special Events Coordinator: responsible for planning and staffing for major sporting and entertainment events, demonstrations and protests occurring within the City of Cleveland, and *Field Force coordination*; supervisory oversight of the Ceremonial Team.
- B. Commander of the Bureau of Community Policing
 - 1. Community Relations Section
 - a. Auxiliary Police Unit: assists district patrol officers with a variety of functions, primarily involving traffic control, through the use of unarmed volunteers.
 - b. Community Relations Unit: increases community awareness through crime prevention programs in schools, businesses, and neighborhoods.
 - c. School Crossing Guard Unit: provides safe street crossings for elementary school children walking to and from school.
 - d. School Resource and Education Unit: presents classroom instruction to elementary and middle school students designed to help decrease substance abuse, gang involvement and youth violence in the City of Cleveland.
 - e. Recruitment Unit: processes routine inquiries for employment opportunities, attends job fairs and career seminars to distribute information to interested persons.
- C. Commander of each of the neighborhood police districts

PAGE: 7 of 12	SUBJECT: ORGANIZATIONAL STRUCTURE	GPO NUMBER: 1.2.01
------------------	--------------------------------------	-----------------------

1. Patrol Section: the primary responder to dispatched calls for police services.
 2. Support Section
 - a. Detective Unit: investigates Ethnic Intimidation/Hate Incidents, missing persons, and felonies not assigned to specialized units; investigate all juvenile felony and misdemeanor arrests and named suspect reports not assigned to specialized units; maintain a Missing Persons investigator.
 - b. District Traffic: provides enforcement for traffic complaints, traffic control at special events and tows abandoned autos in each district.
 - c. Community Services Unit: responds to quality of life issues in identified target areas in the City of Cleveland; serve as the Division's Field Force squads.
 - d. Vice Unit: investigates suspected vice activities and enforces laws governing liquor, gambling, prostitution, and drug offenses.
 - e. Downtown Services Unit (DSU) (District 3 only): responsible for providing police services in the Downtown Business District. Officers on foot, bicycle, and motor patrol beats provide increased police visibility and handle quality of life issues, parking enforcement, traffic control, and special event staffing as needed.
- D. Commissioner of the Bureau of Traffic
1. Traffic Enforcement Section
 - a. Motorcycle Unit: enforces traffic laws; provides motor escorts; *manages the Photo Enforcement Program.*
 - b. Mounted Unit: enforces parking and traffic laws, provides crowd control, and provides directed patrols in neighborhoods.
 - c. Traffic Controllers: direct and control traffic in the downtown area during rush hour and special events.

PAGE: 8 of 12	SUBJECT: ORGANIZATIONAL STRUCTURE	GPO NUMBER: 1.2.01
------------------	--------------------------------------	-----------------------

V. Homeland Special Operations

The Deputy Chief of Homeland Special Operations is responsible for support and follow-up investigative functions and homeland security. Homeland Special Operations supports Field Operations personnel in responding to calls for service, creating and updating the Division's drug enforcement strategies and specialized functions to assist with preserving public order. The following report to the Deputy Chief of Homeland Special Operations:

A. Commander of the Bureau of Special Investigations

1. Administrative Section

- a. Central Charging Office: make all computer entries for detectives' felony investigations.
- b. Criminal Statement Unit: each morning, supplies the prosecutor with a felony docket and forwards statement packages.

2. Investigative Section

- a. Homicide Unit: investigates homicides, police-involved shootings, and felonious assaults on police officers, in-custody deaths of prisoners, deaths of young children and other deaths of a suspicious nature.
- b. Financial Crimes Unit: investigates con games, computer-based crime and theft of precious metals; monitors activities of pawn shops, second hand dealers and scrap yards.
- c. Accident Investigation Unit: investigates serious non-fatal and fatal traffic accidents and conducts follow-up investigations of hit-skip traffic accidents.

3. Special Victims Section

- a. Sex Crimes/Child Abuse Unit: conducts follow-up investigations of felony sex crimes, child pornography cases and misdemeanor sex offenses committed against juveniles.

PAGE: 9 of 12	SUBJECT: ORGANIZATIONAL STRUCTURE	GPO NUMBER: 1.2.01
------------------	--------------------------------------	-----------------------

- b. Domestic Violence Unit: responds to Domestic Violence scenes and conducts investigations; work with advocates to provide service to victims and their families.
4. Technical Section
- a. Crime Scene and Records Unit: collects and processes crime scene evidence, photographs crime scenes, photographs and fingerprints prisoners and homicide victims, examines and classifies fingerprints, and creates and maintains criminal and civilian files.
 - b. Forensic Unit: provides scientific analysis needed by any unit within the Division of Police and assists other law enforcement agencies when necessary.
 - c. Photography Unit: photographs victims, special events, personnel for photo ID cards and maintains files of negatives for future use; provides photos to requesting personnel pursuant to Division policy.
- B. Commander of the Bureau of Special Services
- 1. Strategic Enforcement Section
 - a. Northern Ohio Law Enforcement Task Force: Multi-agency group of local and federal investigators focusing on major state, national and international drug traffickers.
 - b. Narcotics Unit: suppresses and mitigates illegal drug activity through the enforcement of applicable laws.
 - c. Special Weapons and Tactics Unit: resolves hostage situations and barricaded suspect incidents, executes search warrants, and provides dignitary protection.
 - d. STANCE; Standing Together Against Crime Everyday-This is a cooperative effort (Six City Initiative) between CDP-FBI-CMSD-CMHA-CCSO-Adult Parole.

PAGE: 10 of 12	SUBJECT: ORGANIZATIONAL STRUCTURE	GPO NUMBER: 1.2.01
-------------------	--------------------------------------	-----------------------

- e. Gang Impact Unit: In cooperation with Homicide and District Investigative Units the GIU proactively addresses violent gang activity while conducting street level narcotics and gun violence interdiction activities.
- f. NOVFTF: Northern Ohio Violent Fugitive Task Force-Multi-agency group of local and federal investigators focusing on violent and high profile fugitives.
- g. Domestic Violence Warrant Unit: verifies and serves arrest warrants related to Domestic Violence, Menacing by Stalking and Violation of Protection Orders; consults with victim organizations; advises victims.
- h. VCTF: Violent Crimes Task Force – targets pattern violent crimes, conducts follow up investigations on cold case missing children, human trafficking cases, and cold case homicides.
- i. HIDTA: High Intensity Drug Trafficking Area: Federally funded entity providing direct support on drug investigations for intelligence, training and enforcement on a local and national level.

C. Commander of the Bureau of Homeland Services

1. Intelligence Section

a. Intelligence Unit:

- 1. In collaboration with the Northeast Ohio Regional Fusion Center (NEORFC), gather, coordinate, and disseminate intelligence information as it relates to Homeland Security.
- 2. Investigate bombings (or threats thereof), organized crime, and allegations of public corruption.
- 3. Assist with dignitary protection as directed by the Deputy Chief of Homeland Operations.
- 4. Participate in State or Federal Task Forces as directed by the Deputy Chief of Homeland Operations.

PAGE: 11 of 12	SUBJECT: ORGANIZATIONAL STRUCTURE	GPO NUMBER: 1.2.01
-------------------	--------------------------------------	-----------------------

5. Investigate all other issues of a sensitive nature as directed by the Chief of Police.
 6. Ensure that all information of a sensitive nature requiring timely notification is forwarded through the chain of the command to the Chief of Police in real time
- b. Crime Analysis Unit: responsible for maintaining and reporting statistical data for the Division. The Division's Missing Person Liaison shall report to the Crime Analysis OIC.
 - c. Missing Person Liaison: investigates and follows up on missing persons complaints, works with Crime Analysis and the NEORFC.
 - d. Security Detail Unit
 1. Mayor's Security Detail: provides security to the Mayor while in transport to and at Mayoral events and functions.
 2. City Hall Security: provides security to City Hall and City Council.
2. Domestic Preparedness Section
 - a. Bomb Squad: provides bomb technicians to handle suspected explosive devices.
 - b. Canine Unit: provides trained canine teams for drug enforcement, explosives detection, tracking, searching and criminal apprehension.
 - c. Police Headquarters Security: coordinate with the Jail Liaison to ensure security at Cleveland Police Headquarters.
 3. Ports Section
 - a. Airport Unit: enforces state laws, city ordinances and FAA regulations at Cleveland Hopkins International Airport.

PAGE: 12 of 12	SUBJECT: ORGANIZATIONAL STRUCTURE	GPO NUMBER: 1.2.01
-------------------	--------------------------------------	-----------------------

- b. Aviation Unit: provides air support to the Division of Police to include search capabilities, detection of criminal activity, and apprehension of criminal offenders.
 - c. Northern Border Initiative Unit: Police boat patrol to ensure the safety and security of the northern border of the United States.
- VI. Reporting directly to the Director of Public Safety but closely associated with the Division of Police are the Office of Professional Standards (OPS) and the position of Grants Coordinator.