
Organizational Structure and Responsibility

200.1 PURPOSE

The purpose of this directive is to describe the structure of the Prairie Village Police Department and the function and responsibilities of the positions and components as shown on the organizational chart. This information shall be available to all Department personnel.

200.2 SCOPE

The functions of all positions and/or units within the Department will be identified and will coincide with the Department's organizational chart. In addition to the functions listed for each position, personnel assigned to these positions perform other duties as outlined in the City's job description for their job.

200.3 AGENCY ORGANIZATIONAL STRUCTURE

A. Administration.

1. Chief of Police. The Chief of Police is the chief executive officer of the Department, and as such, is responsible for all actions of the Department.
2. Executive Assistant. The executive assistant provides direct administrative support to the Chief of Police and the Command Staff, maintains confidential reports and files for the Department; and administers the expense side of the Department budget.

B. Patrol Division.

1. Captain. The Captain is the Commander of the Patrol Division, and as such, is the primary staff assistant to the Chief of Police in matters pertaining to patrol and fleet maintenance. The Commander shall be responsible for the continuous enforcement of laws and ordinances, protection of life and property and the preservation of peace within the City of Prairie Village.
2. Sergeant – Patrol Operations. The individual assigned as Patrol Operations Sergeant is a staff assistant to the Captain. Additional duties include: coordination of off-duty contractual services, special event and VIP planning, court/council security, supervisor coverage, and emergency management.
3. Sergeant – Traffic Unit. The individual assigned as the Traffic Sergeant is a staff assistant to the Captain, and is responsible for oversight of the Traffic Unit. Additional duties include: selective enforcement assignments/analysis, the intoxilyzer program, street race/parade requests and planning, and crossing guard supervision.
4. Sergeant. The Patrol Sergeant is responsible for the supervision of the patrol officers and Community Service Officers in the field, and supervises all functions of the Department after normal business hours.

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5. Corporal. The Corporal is responsible for the supervision of the patrol officers in the field. In the absence of the Patrol Sergeant, the Patrol Corporal assumes the duties of the Sergeant and supervises all functions of the Department after normal business hours.

6. Traffic Unit. Officers assigned to the Traffic Unit are under the direct supervision of the Traffic Sergeant. Duties and responsibilities include, but are not limited to: receiving and investigating traffic complaints, general traffic enforcement, selective enforcement, conducting speed studies/surveys, assignments requiring specific traffic control and direction, follow-up investigation of hit-and-run accidents, investigation of traffic crashes that involve serious injury or death, and other assigned duties.

7. Non-Supervisory. The duties and responsibilities for the position of patrol officer are listed in the City job description and are available either through the Police Department's executive assistant or the City's Personnel Office.

8. Community Service. The Community Service Officer provides animal control and protection services, and the enforcement of animal-related City ordinances and State laws. Additional duties include: assisting the Department with maintaining operating supplies, and crossing guard coverage.

C. Investigations Division.

1. Captain. The Captain is the Commander of the Investigations Division and as such is the primary staff assistant to the Chief of Police in matters pertaining to Professional Standards, Investigations, Special Investigations, Crime Prevention, School Resource and D.A.R.E. programs.

2. Detective Sergeant. The person assigned as Detective Sergeant is responsible for the supervision of officers assigned as detectives for adult investigations, the Special Investigations Unit, School Resource Officers and Crime Prevention.

3. Corporal – Special Investigations Unit (SIU). Under the direct supervision of the Detective Sergeant, the SIU Corporal is responsible for the operations of the Special Investigations Unit.

4. Detective/Adult Investigations. Personnel assigned as detectives in Adult Investigations are primarily responsible for the criminal investigation of Part I and Part II crimes reported to the Department. They are also responsible for the investigation of missing persons and for conducting background investigations for prospective employees.

5. Detective/SIU. Personnel assigned as detectives in SIU are responsible for initiating, developing, and working special cases involving, but not limited to, drug- and vice-related crimes.

6. Detective/School Resource Officer. Personnel assigned as detectives with School Resource Officer responsibilities provide a contact for students at the middle and high school levels to address juvenile issues and involvements in the justice system. They also provide investigative efforts into reported offenses involving juveniles.

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7. Drug Abuse Resistance Education (D.A.R.E.) Officer. The officer assigned as the D.A.R.E. officer is responsible for planning and implementing the program, which provides drug abuse and violence resistance education, as well as civic involvement opportunities to the young people of our community.

8. Crime Prevention. The Crime Prevention Officer is specially trained in crime reduction techniques, identifying crime risks, and developing solutions to reduce crime threats. The Crime Prevention Officer maintains liaisons with residents, businesses, and other interested community groups concerning crime prevention issues. The Crime Prevention Officer also conducts crime analysis in an effort to enhance police efforts in suppressing crime and identifying or apprehending offenders.

D. Staff Services Division.

1. Captain. The Captain is the Commander of the Staff Services Division and is the primary staff assistant to the Chief of Police in matters pertaining to Communications, Records, Technical Operations, Professional Standards, and Property Room Management. The Staff Services Commander is responsible for the daily supervision of the personnel and functions of Records, Communications, the Technical Operations Officer, the Professional Standards Sergeant, Crime Analyst, and the Property Clerk. Additional duties also include tow company compliance and audits, monthly Prairie Village, Mission Hills, and officer statistics.

2. Professional Standards Sergeant. The person assigned as the Professional Standards Sergeant is a staff assistant to the Captain and is responsible for Department training, recruitment, the field training program, and the hiring process for all Department personnel. The Professional Standards Sergeant is also the Department's representative to the Johnson County Police Academy Advisory Board.

3. Communications. The Communications Unit is composed of dispatchers, who are responsible for the dissemination of Department calls for service, as well as criminal and non-criminal information.

4. Records. The Records Clerks are responsible for providing information to the public, entering criminal and statistical information into the automated Records system for storage and retrieval purposes, preparing various monthly reports, and assisting with clerical backup for the Department.

5. Property Clerk. The Property Clerk is the designated property officer for the Department and is responsible for oversight of all evidence and property.