.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 “Officer-in-Command” after normal business hours. As the 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 Proc. 314, Command Notification. The Deputy Chief notified will then become the Officer-in-Command of the Department.
.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 / Patrol Officer.

2. All officers follow the chain of command when they wish to communicate with officers of higher rank.

   NOTE: “Officer” means any sworn member of the Police Department

   The patrol 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 or Civilian Assistant Director.

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.

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)**

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.

1. **Police Media Services (CMS)**

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

2. **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.

   a. **Internal Affairs (CIA)**

      The Internal Affairs Unit, directed by a Lieutenant, is responsible for investigating complaints against officers and performing 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.

      (1) **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.

3. **Executive Officer (CXO)**

   The Executive Officer, a Captain, has overall command and administrative responsibility for the Office of the Chief and assigned staff. The CXO is also responsible for oversight of projects assigned by the Office of the Chief and facilitates coordination throughout the Department.

   a. **Assistant Executive – External (CXE)**

      The External Assistant Executive Officer, a Lieutenant, supports the Executive Officer and assists the in the performance of his duties and responsibilities. The External Assistant Executive Officer has administrative responsibilities for the following:
(1) **County Court Liaison Detail (CCL)**
The County Court Liaison Detail, supervised by a Sergeant, provides liaison between the District, County, and Juvenile Courts and the Department to ensure officers’ attendance and participation. Sergeant will support Municipal Court Liaison during any prolonged absences.

(2) **Municipal Court Liaison Detail (CML)**
The Municipal Court Liaison Detail, supervised by a Sergeant, provides liaison between the Municipal Courts and the Department to ensure officers’ attendance and participation. Sergeant will support County Court Liaison during any prolonged absences.

(3) **Off-Duty Employment Detail (CDD)**
The Off-Duty Employment Detail, supervised by a Sergeant, administers the Off-Duty Employment in City Facilities program.

b. **Assistant Executive – Internal (CXI)**
The Internal Assistant Executive Officer, a Lieutenant, supports the Executive Officer and assists in the performance of his duties and responsibilities. The Internal Assistant Executive Officer has administrative responsibilities for the following:

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

2. **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.

3. **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.

   (a) **Executive Protection Detail (CEP)**
The Executive Protection Detail, supervised by a Sergeant, provides protection for elected city officials and security for City Hall and visiting dignitaries.

c. **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.

d. **Integrity Detail (CID)**
The Intelligence Detail, supervised by a Sergeant, is tasked with conducting intelligence collection, review, and assessment as assigned by the Chief.

e. **Bureau Liaison (CBL)**
Under administrative direction, leads personnel, manages resources, and personally interacts across all bureaus and divisions, toward the completion of special projects and assignments at the direction of the Executive Officer.
(1) **Research and Planning (CRP)**
Research and Planning, supervised by a Sergeant, 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 analysis, designing systems and solutions to complex problems, and revising/updating the General Manual (GM), and publication activities.

(a) **Grants Administration (SGM)**
Seeks grant funding opportunities and prepares grant applications for securing project funds from governmental agencies and financial institutions in coordination with the City Attorney, City departments, other governmental entities, private firms, and citizens.

f. **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.

g. **Human Resources (SHR)**
The Human Resources Office, directed by a civilian, is responsible for interpreting, administrating, and complying with employment law and City of San Antonio policies, procedures, and programs.

4. **Operations Bureau (COB)**
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, and the Tactical Division.

a. **North (PNC) and South (PSC) Patrol Divisions**
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 citizens’ 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).

(1) **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.

(a) **Administrative Sergeant (PNC) Patrol Divisions Only**
The Administrative Sergeant has administrative responsibilities for the Patrol Divisions.

(2) **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.
(3) West (WPS); South (SPS); Central (CPS); Northwest (PPS); North (NPS); and East (EPS) Patrol Sections:
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 citizens’ requests for police services within the geographic boundaries of their respective sections of the city. The Central Patrol Section also has responsibility for the Downtown Bike Patrol Unit and the Mental Health Detail.

(a) 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 each of the Department’s 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) 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.

(v) 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.

(b) 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.

(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.

(c) 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.
(d) **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.

(e) **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.

(f) **Patrol "T" Shift** – West (WPT); South (SPT); Central (CPT); Northwest (PPT); North (NPT); and East (EPT):

Each Patrol "T" 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 “T” Shift are in accordance with the current Collective Bargaining Agreement.

(g) **Downtown Bike 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.

(aa) **Mental Health Detail (PMH)**

The Mental Health Detail, supervised by a Sergeant, is 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 Proc. 611 – *Mentally Ill Persons*.

b. **Tactical Support Division (TSC)**

The Tactical Support Division, commanded by a Deputy Chief, consists of the Special Enforcement Section, Emergency Operations sections, and Traffic Section. 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.

(1) **Emergency Operations Section (TEO)**

The Emergency Operations Section, under direction of a Captain, acts as 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.

(a) **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.

(v) **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) **Street Crimes Unit (SCU)**  
The Street Crimes Unit, directed by a Lieutenant, will be tasked with responding to crime hotspots throughout the city as well as proactive enforcement based on actionable intelligence.

(2) **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.

(a) **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.

(ii) **Highway Interdiction Detail (THI)**  
The Highway Interdiction Detail, supervised by a Sergeant, is responsible for running criminal interdiction in and around the San Antonio area using specialized interview and observation skills to detect and stop criminal activity during transportation, which is its most vulnerable state.
(b) 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.

(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.

(c) 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.

(d) DWI Unit (TWI)
The DWI Unit, directed by a Lieutenant, 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.

(e) 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 that are located near schools.

(3) Special Projects (TSP)
The Special Projects Office, supervised by a Sergeant, coordinates grants for traffic management, coordinates scheduling assignments for Fiesta, and ensures all city events are properly staffed for safety.

5. Operation Support Bureau (CSB)
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 Support and the Investigations Divisions, as well as for Information Systems.

a. 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.

b. Training and Support Division (TSD)
The Training and Support Division, commanded by a Deputy Chief, has command and administrative responsibility for the Training Academy as well as Park Command, Airport Command and Detention Center.

(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, control and direct traffic and issue city ordinance violations and parking, traffic, and misdemeanor citations. Airport Police enforce Federal, State, and local laws and city ordinances.
(2) **Detention Center (DCS)**
The City of San Antonio Detention Center, located at 401 S. Frio, is the Central Magistration Facility that provides for the processing, care, custody and control of person(s) arrested in San Antonio and Bexar County.

(3) **Park Command (XPA)**
Park Police provide 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 and citations, make arrests, and investigate crimes from minor misdemeanors to serious felonies.

(4) **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 (TCOLE).

   (a) **Cadet/Probation/ FTO 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.

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

   (b) **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.

   (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.

      (i) **Applicant Processing (CAP)**
The Applicant Processing Detail, supervised by a Sergeant, is responsible for processing all applicants for the Department.

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

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

   c. **Fusion and Covert Division (FCD)**
The Fusion and Covert Division, commanded by a Deputy Chief, has command and administrative responsibility for the Fusion & Support Section as well as the Covert Section.
(1) **Fusion Section (FAS)**

The Fusion and Support Section, commanded by a Captain, is responsible for providing criminal, statistical, and intelligence analysis for all levels of the Department and executive projects as assigned.

(a) **Southwest Texas Fusion Center (FFC)**

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.

(i) **Joint Terrorism Task Force (FJT)**

The Joint Terrorism 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.

(ii) **Safe Street Task Force (FTF)**

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.

(iii) **Strategic Intelligence & Analytics (FIA)**

The Strategic Intelligence & Analytics office 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 SIAWEB. They also support the analysis and web-enabled search tools used by 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.

(b) **San Antonio Regional Intelligence Center (FIU)**

The San Antonio Regional Intelligence Center (SARIC), 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 Fusion Section Captain.

(c) **Executive Projects – (CXP)**

The Executive Projects Unit, under the direction of a Lieutenant, supports the Fusion Section Captain and assists the Support Division Commander in the performance of his duties and responsibilities. The Executive Projects Officer has administrative responsibilities for the following:

(i) **Quality Assurance (CQA)**

The Quality Assurance function is established under the authority and direction of the Office of the Chief of Police, and reports to the Executive Projects Officer. 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.

(ii) **Technology Team (CTT)**

The Technology Team, supervised by a Sergeant, is responsible for working closely with clients, business analysts, and team members and department members to understand the business requirements that drive the analysis and design of quality technical solutions that meet the needs of the department.
(2) **Covert Section (FCS)**
The Covert Section, commanded by a Captain, is responsible for the Narcotics Unit, Repeat Offenders Program Unit, and Vice 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.

(a) **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.

(b) **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.

(c) **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.

d. **Investigations Division (IDC)**
The Investigations 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.

(1) **Major Crimes Section (ICS)**
The Major Crimes Section, commanded by a Captain, has administrative responsibilities for units and details that investigate offenses against persons, as well as the Crime Scene Unit and Financial Crimes.

(a) **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.
(b) **Special Victims Unit (ICX)**
The Special Victims 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.

(i) **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.

(aa) **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.

(bb) **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.

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

(d) **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 the Crime Scene Unit, 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.

(e) **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.

(2) **Special Investigation Section (ICI)**
The Special Investigation Section, commanded by a Captain, has administrative responsibilities for units that investigate vehicle thefts and robberies; identify, target and arrest repeat offenders; and provide electronic surveillance support.

(a) **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.
(b) **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) **REACT (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.

   (ii) **WRECKER DETAIL (IVC)**
   The Wrecker Unit, supervised by a Sergeant, manages the enforcement of towing ordinances and state towing statutes, to include criminal case filing and administrative complaint filing with the Texas Department of Licensing and Regulation. The unit investigates citizen and officer complaints involving local wrecker agencies and conducts site inspections of tow companies including vehicle storage facilities.

6. **Administrative Service Bureau [Assistant Police Director] (SSB)**
   The Administrative Service Bureau, directed by a civilian manager, is the Assistant Police Director and has the administrative responsibilities for the sections and offices that provide the administrative, operational, and community support functions for the Department. The Administrative Service Bureau is also responsible for reporting the results of the Uniform Crime Reports.

   a. **Administrative Support (SSS)**
   The Administrative Support Office 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.

   (1) **Administrative Operations (SAD)**
   The Administrative Operations Office oversees the operations of the Fleet Services and the Juvenile Processing Office.

      (a) **Fleet Services (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.

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

   (2) **Permit Administration (SPZ)**
   Permit Administration, under the direction of a civilian administrator, coordinates the management of all police related permits.

      (a) **Transportation Services (SGT)**
      The Transportation Service Office, under the direction of a civilian administrator, manages the Department fleet by identifying unit needs through comprehensive analysis of fleet information. The Office forecasts and prepares for potential issues through continued process improvement and careful consideration of feedback from external business partners.
(b) **Alarms Office (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.

(3) **Communications (FCU)**
   The Communications Office, directed by a civilian, 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).

b. **Administrative Services (SAS)**
   The Administrative Services Office is directed by a civilian, Administrative Services Officer, who is responsible for the Fiscal Services, Contract Administration, Facilities, and Police Administration & Records functions for the Department.

(1) **Facilities Administration (SFA)**
   The Facilities Administration Office, supervised by a civilian, is responsible for the inventory control of the Department’s assets and furniture and manages the Facilities Maintenance Office and the Capital Projects Office.

   (a) **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.

(2) **Fiscal Administration (SFS)**
   The Fiscal Administration 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.

   (a) **Fiscal Services (SSF)**
      The Fiscal Services Office, supervised by a civilian, is responsible for the management of the Department's accounting, personnel, and payroll functions.

   (b) **Payroll Services (SAP)**
      Payroll Services ensures that employees of the department are paid accordingly and leave balances are correct.

(3) **Contract Administration & Records (SMU)**
   The Contract Administration & Records 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.

   (a) **Contract Towing (SWC)**
      The Contract Towing Office, directed by a civilian, 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 Contract Towing Office is responsible for posting, preparing and auctioning eligible vehicles from the vehicle storage facility.

(4) **Police Administration and Records (SAR)**
   The Police 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, and examine latent prints.
(a) **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.

(b) **Security and Service 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 front desk staffing for each of the Department’s substations.

(c) **Uniform Crime Reports (SUR)**
   The Uniform Crime Reporting Office, supervised by a civilian, is responsible for compiling crime data. This data is checked for accuracy and reported to the Department of Public Safety.

(d) **Records (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.”
Organizational Chart 1 - Office of the Chief

Effective July 30, 2016

Chief of Police
William P. McManus

COP

Executive Officer
CXO

Professional Standards Section
CPR

Internal Affairs
CIA

Officer Concern Program
CIA

Asst. Executive - External
CXE

County Court Liaison
CCL

Municipal Court Liaison
CML

Off-Duty Employment
CDD

Asst. Executive - Internal
CXI

Legal Asset Seizure
CAS

Mingpower Allocations
CMA

Administrative Sergeant
COP

Executive Protection
CEP

Police Media Services
CMB

Legal Advisors Office
CLA

Human Resources
SHR

Drug Intervention Program
CDI

Integrity Detail
CID

Bureau Liaison
CBL

Research & Planning
CRP

Grants Administration
CSA
Organizational Chart 3 – South Patrol Division

Effective July 30, 2016

Chief of Police
William P. McManus
COP

Operations Bureau
Assistant Chief
COB

Patrol South Division
PSC

Central Patrol Section
CPS

South Patrol Section
SPS

West Patrol Section
WPS

SAFFE
CCS
Crime Response Team
CCR
SAR

Police Athletic League
CAL

Volunteers in Policing
CVP

CCT

Public Safety Team
CST

Property Crimes Detectives
CPD

Patrol “A” Shift
CPA

Patrol “B” Shift
CPB

Patrol “C” Shift
CPT

Patrol Unit “A” Shift
CFA

Patrol Unit “B” Shift
CFB

Patrol Unit “C” Shift
CMH

Patrol “A” Shift
SPA

Patrol “B” Shift
SPB

Patrol “C” Shift
SPC

Patrol “A” Shift
VPA

Patrol “B” Shift
WPS

Patrol “C” Shift
YPT

Property Crimes Detectives
BPD

Effective Date: July 30, 2016
Organizational Chart 6 – Operations Support Bureau

Effective July 30, 2016

Chief of Police
William P. McManus

Operations Support Bureau
Assistant Chief

Training and Support Division
TSD

Fusion and Covert Division
FCD

Investigations Division
IDC

COP

CSB
Organizational Chart 7 – Training and Support Division

Effective July 30, 2016

Chief of Police
William P. McManus

Operations Support Bureau
Assistant Chief

Training and Support Division

Airport Command
CAV
Detention Center
DCS
Park Command
XPA

Training Academy Section
CTA
Guided/Probation & FTO Training Unit
CCT

Arson and Supply
CAO
Psychological Services
CPY

Recruiting & Development Unit
CLD

Applicant Processing
CAP
Recruiting Detail
CRD
Polygraph Detail
CLP

Information Systems
SIS
Organizational Chart 8 – Fusion and Covert Division

Effective July 30, 2016

Chief of Police
William P. McManus

Operations Support Bureau
Assistant Chief

Fusion and Covert Division

Fusion Section

Covert Section

Southwest Texas Fusion Center
Joint Terrorism Task Force
Safe Street Task Force
Strategic Intelligence and Analysis

San Antonio Regional Intelligence Center
Executive Projects
Quality Assurance
Technology Team

Fusion and Covert Intelligence

Operational Details

Information Systems

SIB

FNC
FSH
FHI
FRO
FCV
FSS
FTI
Organizational Chart 9 – Investigations Division

Effective July 30, 2016

Chief of Police
William P. McManus

Operations Support Bureau
Assistant Chief

Investigations Division

Major Crimes Section

Special Investigation Section

Howell’s Unit
ICH
Traffic Investigation
Detail

Special Victims Unit
ICX

Drug Services
Office
ICA

Child Services
Office
ICA

Child Victims

Night CID Unit
IND

Crime Scene Unit
ICE

Photo Services
Laboratory
IPL

Financial Crimes Unit
IFC

White Collar Crime
Detail
ICC

Bankruptcy Unit
IRU

Vehicle Crimes Unit
IVC

REACT
IPR

Terrorist
Detail
IVC

San Antonio Police Department
GENERAL MANUAL
Procedure 302 – Organization

General Manual Procedures – Section 300 Administrative Procedures
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Effective Date: July 30, 2016
Organizational Chart 10 – Administrative Services Bureau

Effective July 30, 2016

Chief of Police
William P. McManus

Administrative Service Bureau*
Assistant Police Director

Administrative Services

Administrative Support

COP

SSB

SAS

SSS
Organizational Chart 11 – Administrative Service and Administrative Support

Effective July 30, 2016

Chief of Police
William P. McManus
COP

Administrative Service Bureau
Assistant Police Director
SSB

Administrative Services
SAS

Administrative Support
SSS

Facilities Administration
SFA

Property
SHP

Fiscal Administration
SFS

Property
SSF

Payroll Services
SAP

Contract Administration &
Records
SMU

Contract
SWM

Police
Administration &
Records
SAR

ID Prints
SID

Security & Service
Agents
SSA

Uniform Crime
Reports
SUR

Records
SRG