



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

Office with Primary Responsibility:	COP, COB, CSB, SSB	Effective Date:	August 24, 2020
		Prior Revision Date:	July 30, 2016
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, TSD, FCD, IDC, SSS, SAS	Reviewed Date:	
		Number of Pages:	32
Forms Referenced in Procedure:	None	Related Procedures:	314

### 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 Evening/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 Evening/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



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

- Department policies and procedures. He also reports major incidents to the Command Staff and makes command notifications when necessary.
2. If the Evening/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 Evening/Night Commander performs the duties of Officer-in-Command outside of normal business 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 since the rank of Detective-Investigator is not a supervisory rank*



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

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 or a civilian Administrative Services Officer or Police Communications Administrator.
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 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.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

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. The following is a listing of the Department's Bureaus, Divisions, Sections/Offices, Units/Shifts and Details/Offices. The listing is not in hierarchical order and members should refer to the Department's current Organizational Chart to identify chains of command.

**Administrative Operations (SAD)** The Administrative Operations Office, supervised by the Administrative Services Officer (civilian), oversees the operations of Fleet Services and the Juvenile Processing Office.

**Administrative Sergeant (COP)** The Administrative Sergeant assists the Internal Deputy Chief of Staff with the administrative tasks of the office of the Chief of Police and has responsibility for Office Administrative Staff and the Executive Protection Detail.

**Administrative Sergeant (PDC) Patrol Divisions Only** the Administrative Sergeant has administrative responsibilities for the Patrol Divisions and assists the Patrol Division Executive Officer.

**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.

**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 for the Department.

**Administrative Support Division (SSS)** The Administrative Support Division is directed by a civilian, Administrative Services Officer, and has administrative responsibilities for the sections that ensure fleet availability and maintenance; juvenile offender processing; investigating, searching for and locating missing persons; enforcement of Chapter 33 of the City code; permitting police alarms; police records, identification and criminal history background check services for both law enforcement and the public; production, maintenance, storage, and dissemination of criminal record information; uniform crime reporting; and police services support.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

**Airport Command – Patrol North Division (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.

**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.

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

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

**Bike Patrol "A" Unit (CFA) – Central Service Area Only.** The Bicycle Patrol "A" Unit, directed by a Lieutenant, augments the efforts of the patrol shifts in the downtown area. Duty hours for the "A" Unit are in accordance with the current Collective Bargaining Agreement. This unit falls under the command of the Central Patrol Section Captain.

**Bike Patrol "B" Detail (CFB) – Central Service Area Only.** The Bicycle Patrol "B" Unit, directed by a Lieutenant, augments the efforts of the patrol shifts in the downtown area. Duty hours for the "B" Unit are in accordance with the current Collective Bargaining Agreement. This unit falls under the command of the Central Patrol Section Captain.

**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.

**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 Special Projects Lieutenant.

**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.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

**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.

**Chief of Staff – (COS)** The Executive Officer, a Deputy Chief, 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.

**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.

**Communications (TCU)** 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).

**Community Engagement and Technology Team (CET)** – The Community Engagement and Technology Section, commanded by a Captain, is comprised of the Special Projects Unit, Technology Team Detail, the Bureau Liaison, Research and Planning Detail.

**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.

**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.

**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.

**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.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

**Court and Detention Center** – The Court and Detention Center Section is commanded by a Captain. This Captain oversees the Court Liaisons and administratively supports the Detention Center.

**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.

**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.

**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.

**Crisis Response Unit (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 sworn members to provide direct services to victims of domestic violence.

**Deputy Chief of Staff – 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:

**Deputy Chief of Staff 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:

**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.

**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.

**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.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

**Evening Commander (POC) - Patrol Division (PDC)** The Evening Commander is one of the designated “Officers-in-Command” after normal business hours and serves as the Chief’s representative during duty hours. Additionally, the Evening Commander reports major incidents to the Command Staff and makes command notifications when necessary.

**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.

**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.

**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.

**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.

**Financial Crimes Unit (IFC)** The Financial Crimes Unit, directed by a Lieutenant, has administrative responsibilities for the details that investigate financial crimes

**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.

**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.

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

**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.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

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

**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.

**Grants Administration (CGM)** 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.

**Ground Transportation Unit (SGT)** The Ground Transportation Unit, supervised by a civilian manager, enforces Chapter 33 “Vehicles for Hire” of the City code to foster a safe, reliable, and quality ground transportation service to the City of San Antonio. City Council mandates the Ground Transportation Unit to regulate and permit horse-drawn carriages, limousines, pedicabs, taxicabs, tour, charter, and group cycles vehicles. Other responsibilities include provision of administrative support to the Transportation Advisory Board (TAB).

**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.

**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.

**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.

**Homicide Section (IHS)** The Homicide Section, commanded by a Captain, has administrative responsibilities for the Homicide and Night CID Units.

**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 is also comprised of the Traffic Investigation Detail.

**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.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

**Identification Office (SID)** The Identification Office, supervised by a civilian manager, provides identification and criminal history background check services for both law enforcement and the public. The Identification Office 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. In addition, the Identification Office assists the law enforcement community with ten-print verification and identification, name checks, and latent fingerprint examinations.

**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.

**Chief's Integrity Detail (CID)** The Integrity Detail, is directed by the External Chief of Staff, is tasked with investigations, case review, and assessments as assigned by the Chief.

**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.

**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.

**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.

**Juvenile Processing (SJP)** The Juvenile Processing Office, supervised by a civilian manager, is responsible for investigating various criminal cases involving the treatment of juveniles by sharing information with and collaborating with follow up units and external agencies. The Juvenile Processing Office is also responsible for collecting violent youth offender information, processing juveniles for criminal offenses and networking with various agencies and units in their efforts to reduce the amount of gang activity involving juveniles. The Juvenile Processing Office is also responsible for processing all juvenile status offenders and referring families to social service agencies that may be of assistance to meet their needs. The Juvenile Processing office also participates in community outreach events to educate and inform parents, guardians and juveniles in the dangers of running away and criminal activity. The Juvenile Processing Office is also responsible for investigating, searching for and locating missing persons so that they may be reunited with their families.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

**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.

**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.

**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.

**Liaison Officer (TEO)** – Coordinates Homeland Security Grants requests, tracks equipment purchased through various Homeland Security Grants which are assigned to the Police Department, maintains readiness of assigned equipment/vehicles, and attends regional emergency response planning meetings.

**Mental Health Detail (FMH)** 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.

**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.

**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

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

**Night Commander (POC) - Patrol North Division (PNC)** 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.

**Night Commander (POC) – Patrol South Division (PSC)** 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*

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

**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.

**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.

**Open Records (COR)** – The Open Records office is responsible for timely logging, researching, assembling and processing of requests. Manages the reproduction and categorization of dash camera (COBAN) and body worn camera (Axon) videos.

**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.

**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.

**Park Command- Patrol South Division (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.

**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.

**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.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

**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.

**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.

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

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

**Permit Administration (SPZ)** Permit Administration, supervised by the Administrative Services Officer (civilian), oversees the operations of the Alarm Office and Ground Transportation Unit.

**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.

**Police Administration and Records (SAR)** The Police Administration and Records Office, supervised by the Administrative Services Officer (civilian) has the administrative responsibilities for units that perform report entry, develop and maintain criminal history records, and examine latent prints.

**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.

**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.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

**Police Services Support Office (PSS)** The Police Services Support Office, supervised by a civilian manager, is tasked with providing various technical and non-technical services and support for both law enforcement personnel and the public. The Police Services Support Office is charged with the responsibility to perform “front desk” duties at the Public Safety Headquarters (PSHQ) which include, the handling of walk in customers; assisting citizens with information and various problems; processing and expediting requests for police services; answering all incoming telephone calls; providing facility and grounds security; and functioning as an alternative information channel for police personnel. Additionally, this office also performs courier service between all service area substations and other Department locations.

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

**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.

**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.

**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.

**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.

**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.

**Rapid Resonse (FRR) –** The Rapid Response Team, directed by the ROP Lieutenant, is a small unit directed at targeting violent and habitual criminals. The unit will assist any department division by providing a fast action response to offender specific concentrated efforts. The RRT focuses on violent offenders, gang members, career offenders, narcotics traffickers, members of organized theft groups, and the recovery of illegal weapons.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

**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.

**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.”

**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.

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

**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.

**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.

**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.

**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.

**Tactical Information Operation 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.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

**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.

**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.

**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.

**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.

**Special Investigation Section (ICI)** The Special Investigation Section, commanded by a Captain, has administrative responsibilities for units that investigate financial crimes, vehicle thefts and robberies.

**Special Operations Section (TSO)** The Special 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.

**Special Operations Unit (TSU)** 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.

**Special Projects (CSP)** The Executive Projects Officer, a Lieutenant, supports the Chief of Staff and assists the Chief of Police in the performance of his duties and responsibilities. The Executive Projects Officer has administrative responsibilities for the Technology Team and Bureau Liaison.

**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.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

**Special Victims Section (ISS) – Captain** - The Special Victims Section, commanded by a Captain, has administrative responsibilities for the Special Victims and Crime Scene Unit.

**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.

**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.

**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.

**SCU “A” Shift Detail (SCA)** The SCU “A” Shift Detail, supervised by Sergeants, works on directed patrol projects responding to crime hotspots.

**SCU “B” Shift Detail (SCB)** The SCU “B” Shift Detail, supervised by Sergeants, works on directed patrol projects responding to crime hotspots.

**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.

**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.

**Sworn Personnel Deployment (CSD)** Sworn Personnel Deployment Detail, supervised by a Sergeant, is responsible for the proper and efficient deployment of sworn personnel and the responsibility for coordinating work assignments.

**TAG Detail (FTG)** – The Texas Anti-Gang Detail works in conjunction with the state Texas Anti-Gang program to gather, analyses and disseminate information regarding criminal organized prison/street gangs and violent offender information. With the core mission to reduce criminal prison/street gangs and violent offender activity through a targeted approach to combat gang violence by coordinating prevention, intervention, and suppression activities.

**Technical Investigations Detail (FTI)** The Technical Investigations Detail, supervised by a sergeant, is responsible for providing electronic surveillance, video, audio, and still photography



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

support, and Computer Forensic services to Departmental units and outside agencies requesting support. The detail is responsible for investigating breaches of computer security.

**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.

**The 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 vents, provides dignitary escort protection and supplies aerial support for police operations.

**Traffic "A" Shift (TCA)** The Traffic "A" Shift, directed by a Lieutenant 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.

**Traffic "B" Shift (TCB)** The Traffic "B" Shift, directed by a Lieutenant, 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.

**Traffic and Emergency Services Division (TEC)** 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.

**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.

**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.

**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).



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

**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 Texas Department of Public Safety and the Federal Bureau of Investigation.

**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.

**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.

**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.

**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.

**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.

**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.

**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.



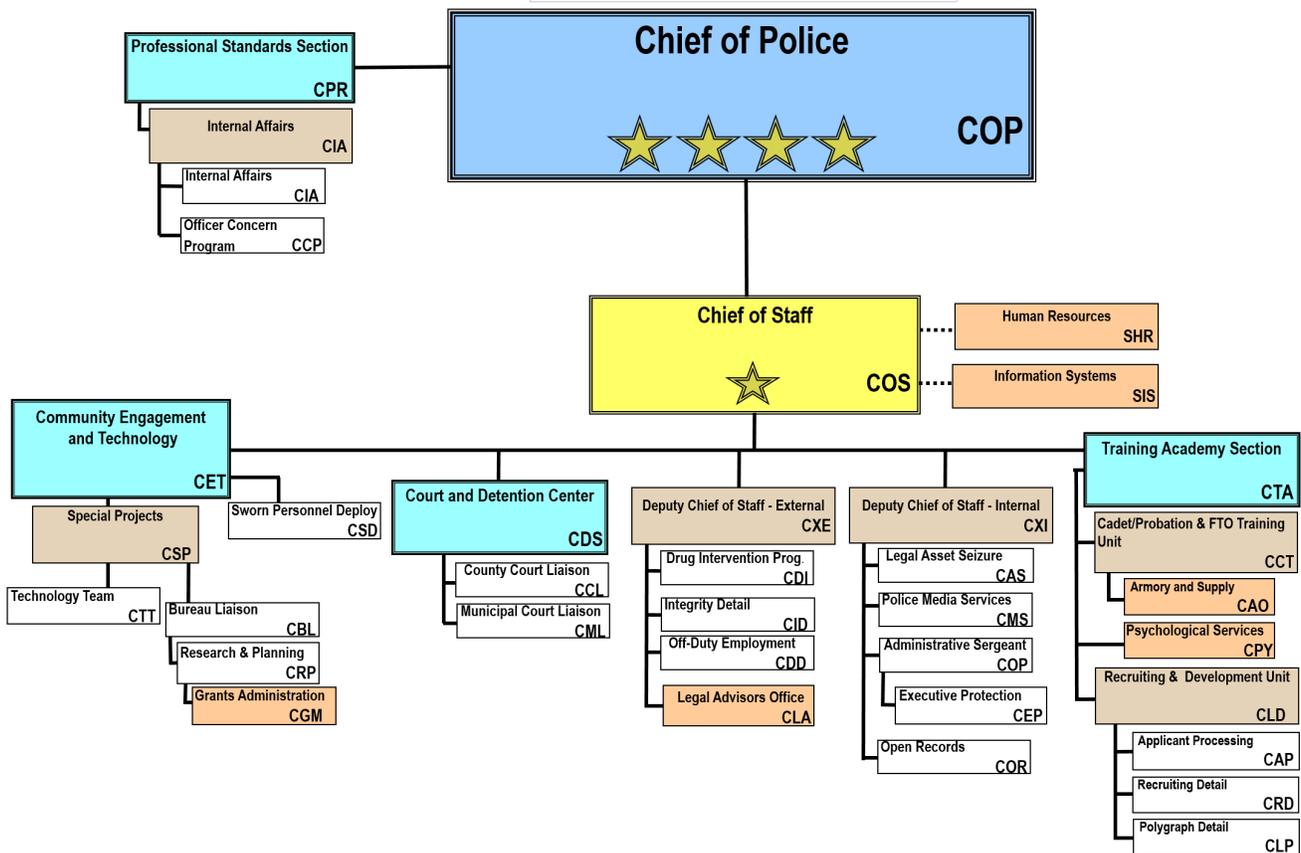
# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

**Organizational Chart 1 - Office of the Chief**

**Effective Date March 7, 2020**





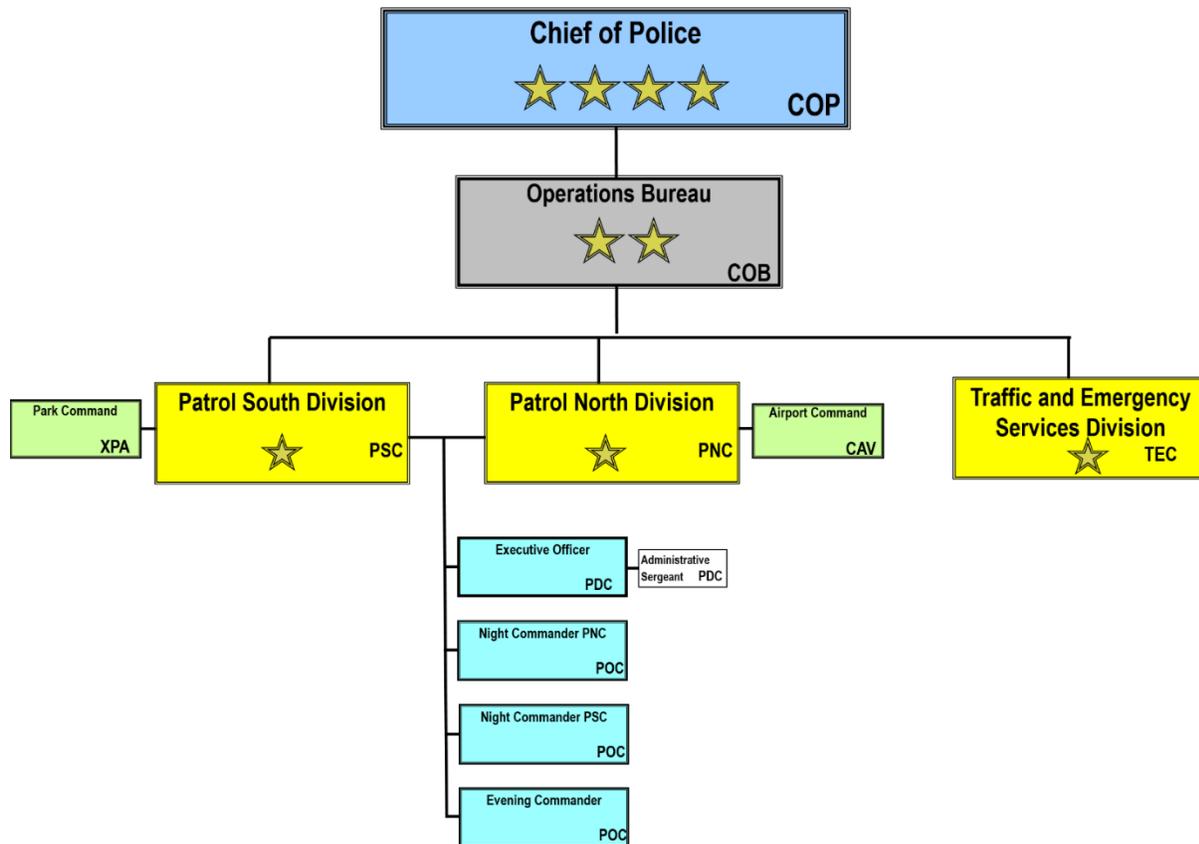
# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

### Organizational Chart 2 – Operations Bureau

Effective Date March 7, 2020





# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

### *Organizational Chart 3 – South Patrol Division*

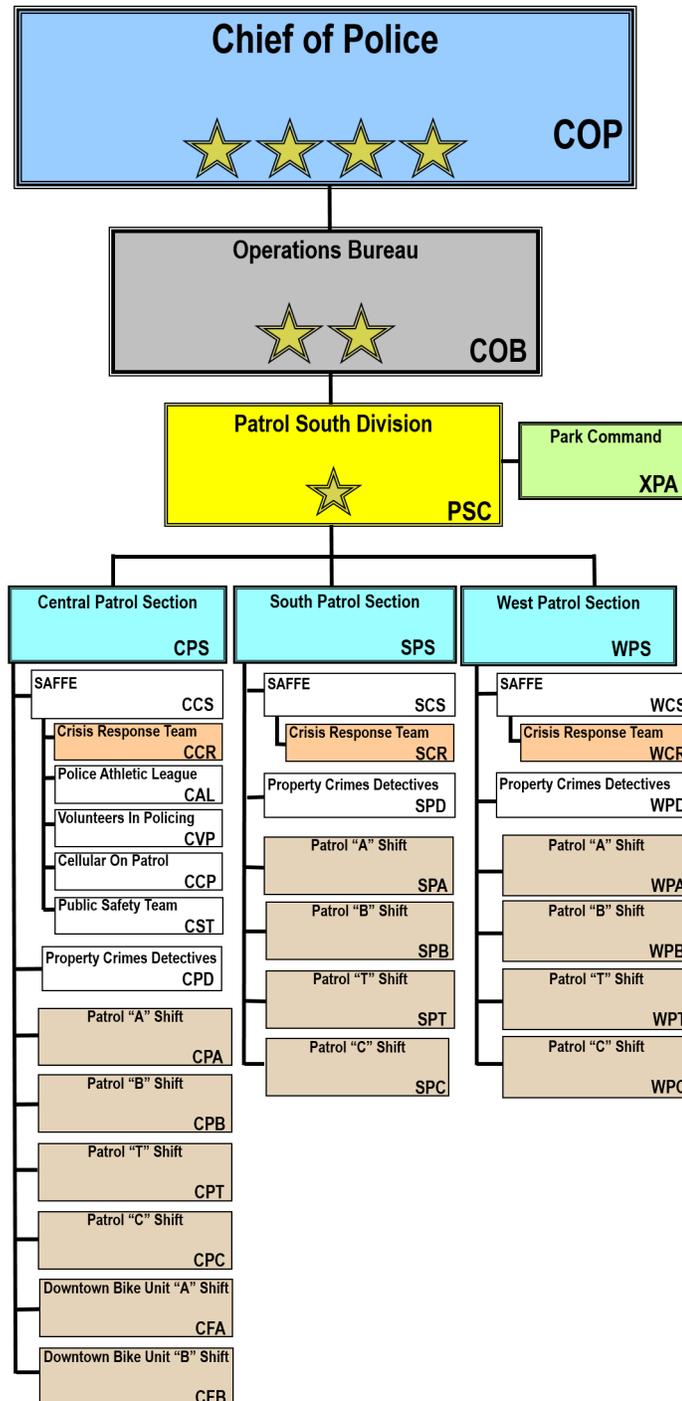


# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

Effective Date March 7, 2020



**Organizational Chart 4 – North Patrol Division**

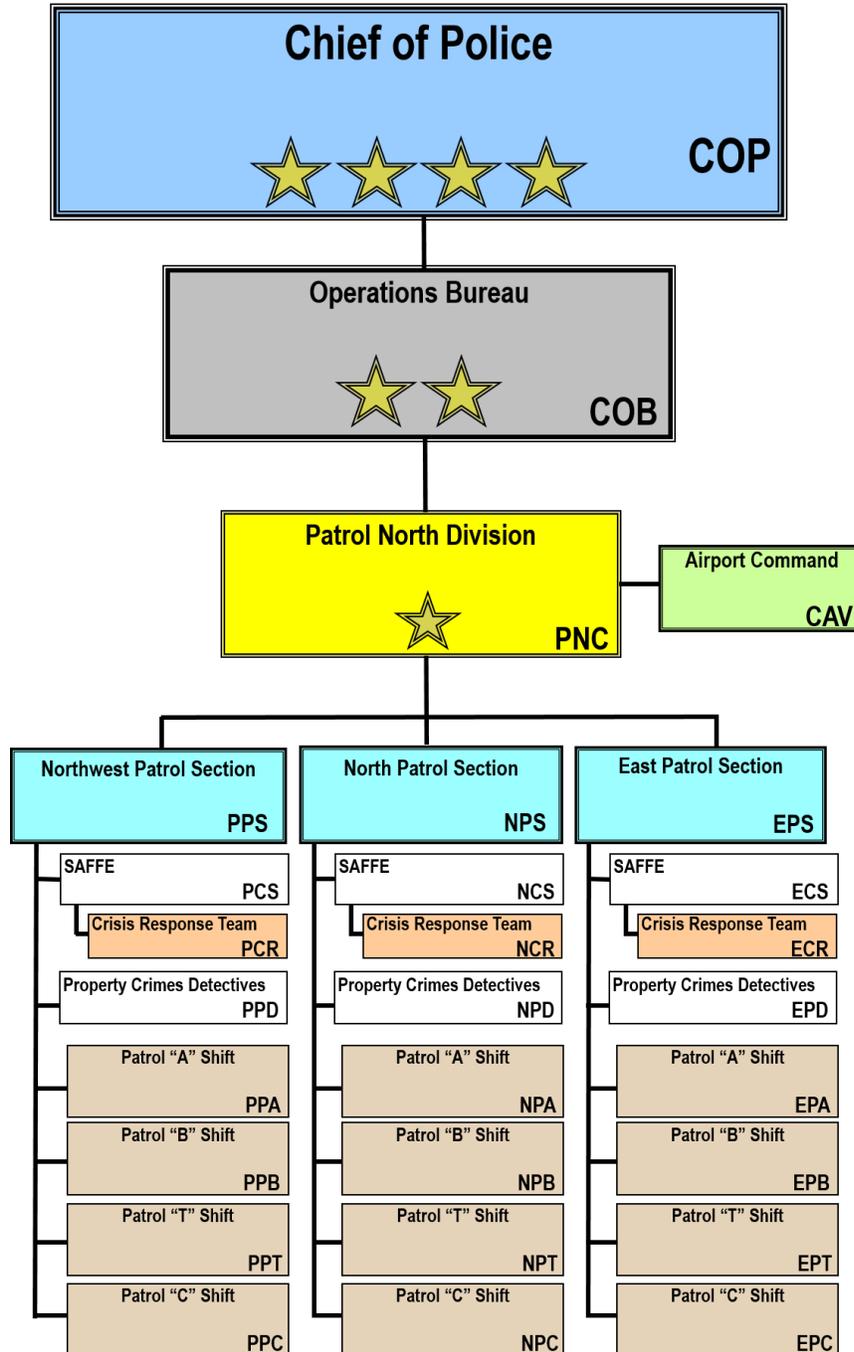


# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

**Effective Date March 7, 2020**



**Organizational Chart 5 – Tactical Support Division**

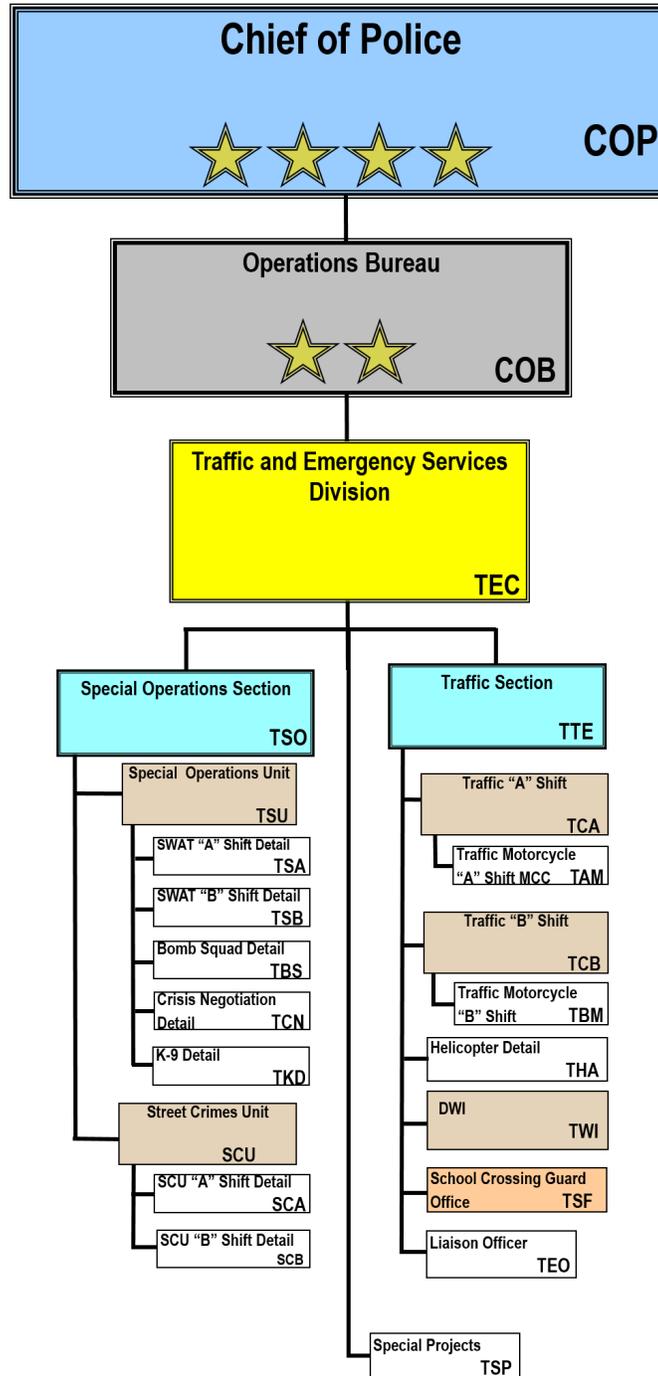


# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

**Effective Date March 7, 2020**



**Organizational Chart 6 – Operations Support Bureau**

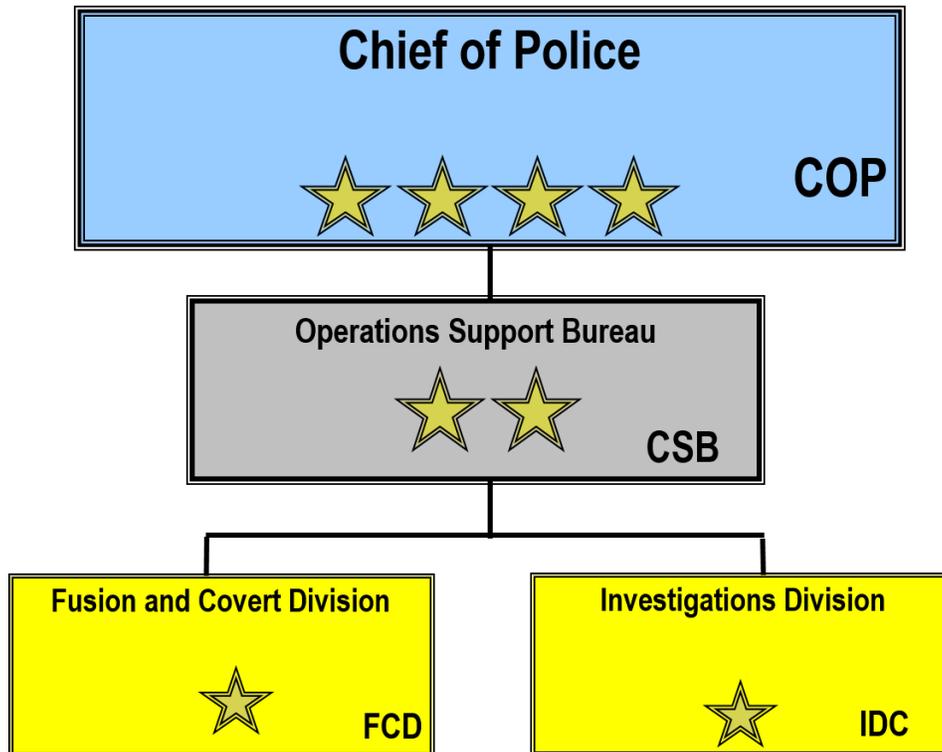


# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

**Effective Date March 7, 2020**



***Organizational Chart 7 – Fusion and Covert Division***

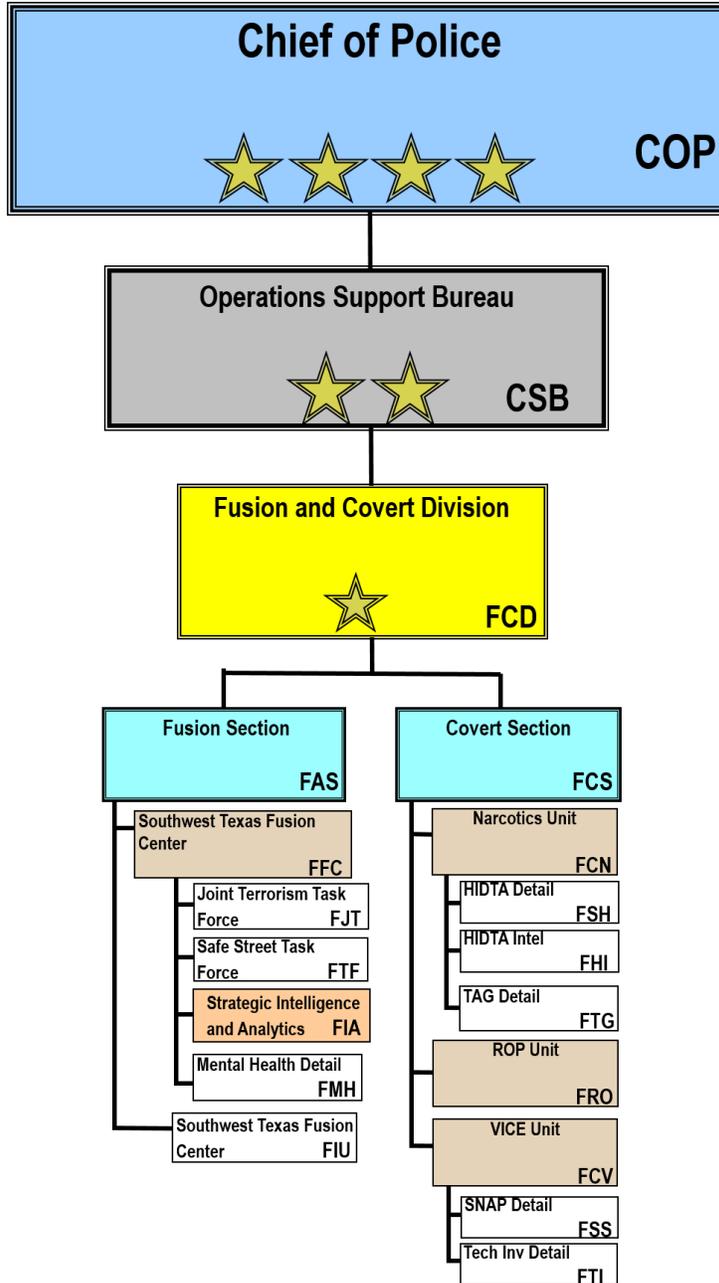


# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

**Effective Date March 7, 2020**



**Organizational Chart 8 – Investigations Division**

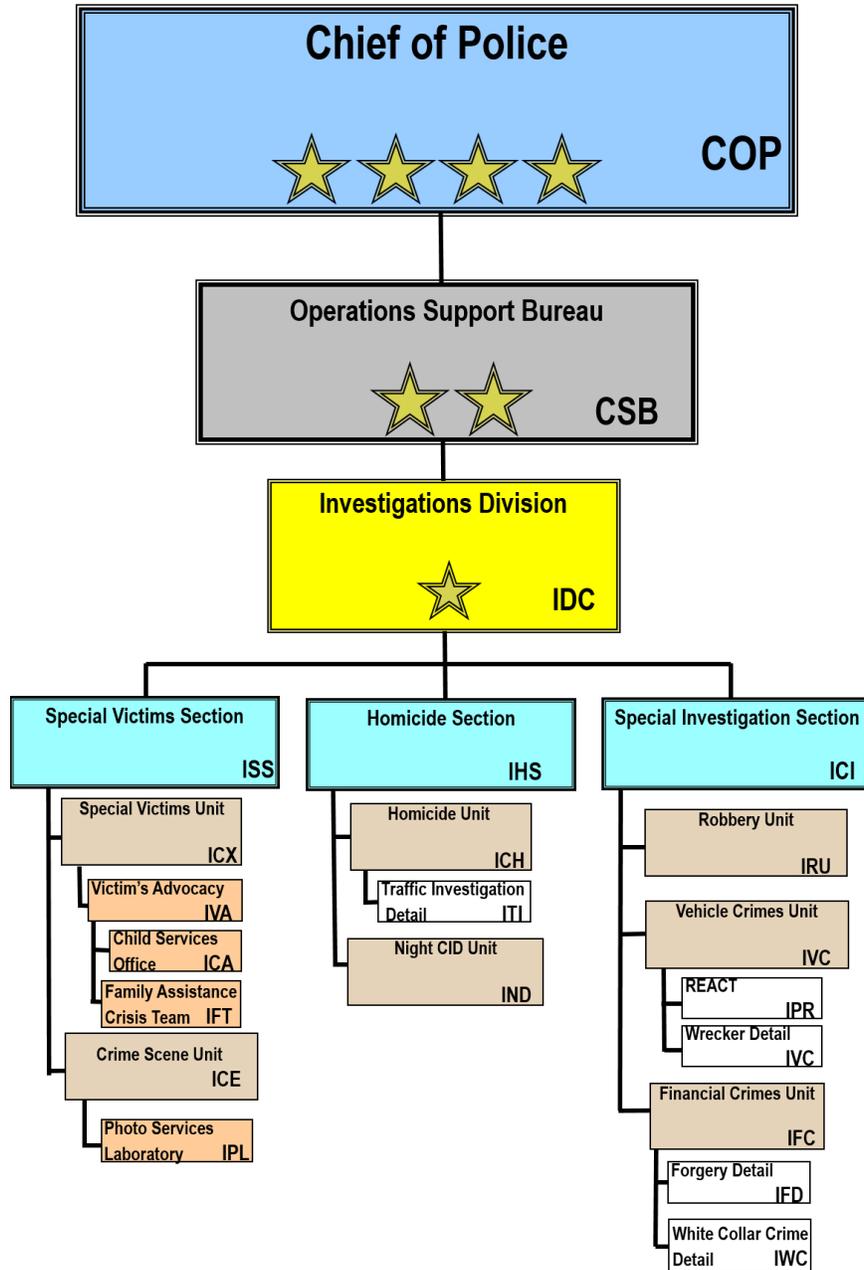


# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

**Effective Date March 7, 2020**



**Organizational Chart 9– Administrative Services Bureau**

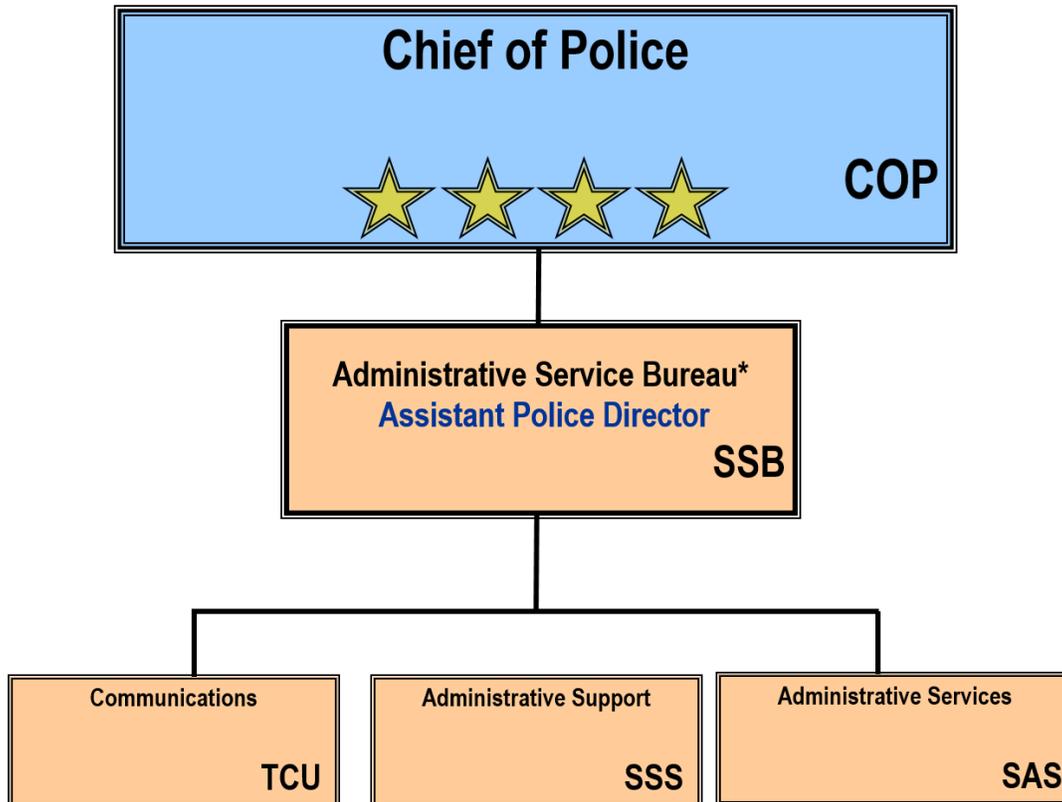


# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

**Effective Date March 7, 2020**



***Organizational Chart 10 – Administrative Service Bureau and Administrative Services***

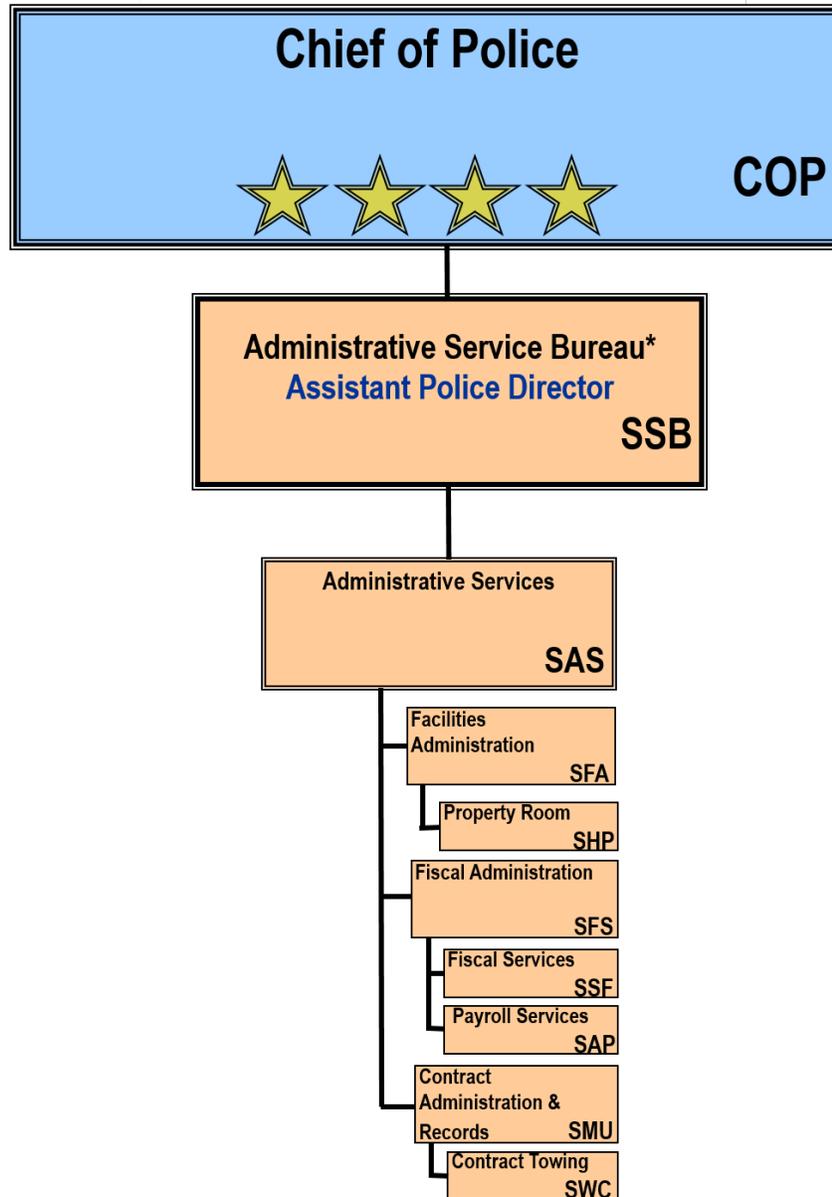


# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

**Effective Date March 7, 2020**



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

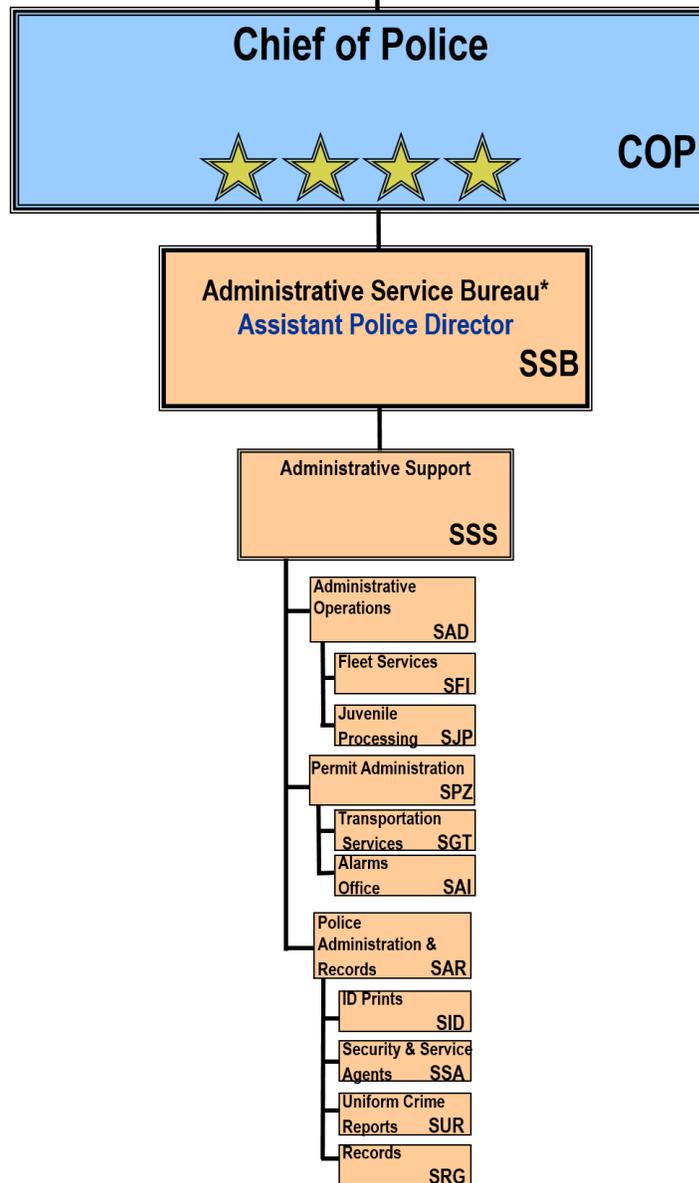


# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

Effective Date March 7, 2020



**Organizational Chart 12 – Administrative Service and Communications**



# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

**Effective Date March 7, 2020**

