POLICY/PURPOSE:
The Cedar Rapids Police Department (CRPD) is structured to coordinate responsibilities by function and assure accountability to the citizens of Cedar Rapids. All officers prior to appointment take an oath of office to uphold the United States Constitution and the laws of the State of Iowa and City of Cedar Rapids. [1.1.1]

The purpose of this directive is to describe the organizational structure of the CRPD in writing. This structure can also be found on the CRPD's Organizational Chart which is available to all personnel in Police Shares. [11.1.1]

PROCEDURE:
Chief of Police:
The Chief of Police serves as the department’s Chief Executive Officer. All positions within the department are subordinate to the Chief of Police. The Chief has primary responsibility for managing the department to assure fiscal responsibility, development and maintenance of competent, professional staff, administration of discipline within the guidelines established by Federal and State Statute, City Ordinance, Civil Service Commission Rules and Regulations, City of Cedar Rapids Personnel Policies, CRPD Directives, and the labor contract with Cedar Rapids Police Bargaining Union.

Deputy Chief of Police:
The Deputy Chief of Police serves in an administrative position within the department and will report to the Chief of Police. The individual will plan, organize, and direct the activities of the department and act upon a variety of general administrative matters.

Captain of Police:
The Captain of Police serves in a supervisory and administrative position within the department and will report to the Deputy Chief of Police. The individual will plan, organize, and direct the activities of a division as well as act upon a variety of general administrative matters.

Lieutenant of Police:
The Lieutenant of Police serves in a supervisory and administrative position as a Unit Commander and will report to the respective division Captain.

Sergeant of Police:
The Sergeant of Police serves to supervise the work of a group of officers engaged in general patrol and/or specialized work in the field or station, act as Watch Commander, and do related work as required. The person in this position will report to the respective division or unit Lieutenant.
Detective:
The Detective shall be responsible to investigate criminal offenses, collects and preserves evidence, interviews victims, witnesses and suspects and makes arrests. The person in this position will report to the respective division or unit Sergeant.

Investigator:
The Investigator shall be responsible to investigate criminal offenses, collects and preserves evidence, interviews victims, witnesses and suspects and makes arrests. The person in this position will report to the respective division or unit Sergeant.

Identification Officer:
The Identification Officer shall be responsible to perform crime scene examinations, collect laboratory samples and forensic evidence, and perform work as required. The person in this position will report to the respective division or unit Sergeant.

Police Officer:
The Police Officer shall be responsible for all applicable law enforcement activities. In the performance of this function, the Police Officer shall be responsible for the immediate response to requests for service calls and complaints, and any and all other assignments that may be deemed necessary to complete the police mission. The person in this position will report to the respective division or unit Sergeant.

**Command Protocol:**
The establishment of a command protocol is to ensure the unity of command at any given time. This is a critical function of the department's operation.

The precedence of rank and command within the department shall be:

1) Chief of Police
2) Deputy Chief of Police
3) Captain of Police
4) Lieutenant of Police
5) Sergeant of Police
6) Detective
7) Identification Officer
8) Investigator / Police Officer

During the temporary absence of the Chief of Police, the Deputy Chief shall perform all functions and duties as the Chief. [12.1.2a]
During the temporary absence of the Deputy Chief, a Captain of Police may act as the Department Director and substitute for the Deputy Chief of Police or the Chief of Police in their absence.

A lieutenant may serve as relief commander to a superior officer and do related work as required.

**Command – Critical Incidents:**
In exceptional situations or critical incidents, the ranking officer on duty or at the scene of the incident shall assume command of police personnel in a manner to ensure the most efficient and effective use of resources. [12.1.2b]

**Command – Multi-Divisional Operations:**
In a single operation involving personnel from more than one division of the department, the ranking officer from the division that will ultimately take charge of the scene or investigation will assume command. [12.1.2c]

**Command – Routine Operations:**
During normal day-to-day or routine operations, officers and employees will act under the command of the officer assigned to command their function or division, or the most senior officer present, unless otherwise directed by an officer higher in the chain of command. [12.1.2d] An employee will be accountable to only one supervisor at any given time. [11.2.1]

**LEGAL AUTHORITY:**
All sworn officers are provided arrest powers through the State of Iowa. The Federal and State of Iowa Constitutions define the scope and limits of law enforcement authority as it relates to the enforcement of laws, statutes, and ordinances. This pertains to all employees of the CRPD who act on behalf of or in conjunction with the department in providing law enforcement services to the City of Cedar Rapids – specifically civilians, Reserve Officers, law enforcement Chaplains, interns, and volunteers. [1.2.1]

Personnel are given the authority to make decisions necessary for the effective execution of their duties at every level within the department. Commensurate authority will accompany responsibility. [11.3.1a]

All agency personnel are fully accountable for the use of delegated authority or for the failure to utilize it. [11.3.1b]