

# JACKSONVILLE POLICE DEPARTMENT

Policy: 2-1  
Effective: 01-01-14  
Revised: 12-09-21

## ORGANIZATIONAL STRUCTURE

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**PURPOSE:** To enumerate the structure and functions of the Department and to establish accountability and supervisory command.

**POLICY:** The Jacksonville Police Department recognizes the importance of an organizational structure that enhances its operational efficiency to the maximum extent possible. It is the policy of the Jacksonville Police Department to establish and maintain an organizational structure to ensure unity of command, and to delineate the lines of authority, responsibility, and communications.

### **PROCEDURES:**

#### I. ORGANIZATIONAL STRUCTURE/CHART

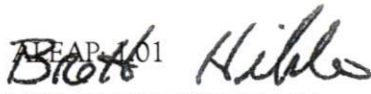
- A. The Jacksonville Police Department consists of four (4) operational components: Patrol Division; Support Services Division; Criminal Investigations Division; and Administration. The Chief of Police shall have overall command of the Jacksonville Police Department.
1. PATROL DIVISION: Consists of seven (7) patrol zones for twenty-four (24) hour coverage, Fleet Management; the Auxiliary Program, the Special Response Team, and the Canine Unit.
  2. SUPPORT SERVICES DIVISION: Consists of Training, Records, Warrants, Property/Evidence, Cadet Program, Public Information, School Resource Unit, the Holding Facility, Court Room Security, and the Trustee Program.
  3. CRIMINAL INVESTIGATIONS DIVISION: Consists of Crimes Against Property, Crimes Against Persons, Financial Crimes, Juvenile Crimes, and Narcotics.
  4. ADMINISTRATION: Consists of the Office of Professional Standards, Administrative/Accreditation Sergeant, Administrative Assistant to the Chief of Police, and the Public Information Officer.
- B. The organizational structure of the Jacksonville Police Department is depicted graphically on an organizational chart (Policy 2-2). The organizational chart will be reviewed at least annually, and updated as required.

#### II. COMPONENT/SUPERVISOR RATIO

Each organizational component in the Department will be under the direct command of only one (1) supervisor. When two (2) supervisors of the same unit are on duty and supervising the same area of responsibility, the chain of command will be determined by seniority and time in grade.

#### III. UNITY OF COMMAND

Consistent with the chain of command, each employee shall be accountable to only one (1) supervisor at any given time. When occasions arise requiring a supervisor to issue an order to an employee outside the supervisor's immediate responsibility, nothing in this policy will prevent such action.

A handwritten signature in black ink, appearing to read "Brett C. Hibbs". To the left of the signature, the text "ALBAP-01" is written in a smaller, less legible font.

Brett C. Hibbs  
Chief of Police

# JACKSONVILLE POLICE DEPARTMENT

Policy: 4-11

Effective: 01-01-09

Revised: 12-10-21

## DEPARTMENT & PERSONAL PROPERTY & EQUIPMENT

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**PURPOSE:** To establish Department policy regarding the use and restrictions of Department and personal property and equipment. This Department equips officers with the tools necessary to do their job. With proper care and maintenance, the life expectancy of the equipment will be enhanced, thereby reducing the cost to the City and ensuring heightened officer safety.

**POLICY:** Officers of the Department shall be responsible for the proper care of Departmental property assigned to them for use. Employees are authorized to use personal property and equipment in the performance of the official duties for the Department. All items of personal property and equipment used, except for the items listed below, must first be approved in writing by the Chief of Police, who shall also require that the property be maintained in the same manner as Departmental property.

### **PROCEDURES:**

#### I. DEPARTMENT PROPERTY


- A. A report will be made immediately to the Supervisor of the loss of, damage to, or unserviceable condition of Departmental property.
- B. The Division Commanders will be responsible for the strict enforcement of this Section.

#### II. PERSONAL PROPERTY (1.11)

- A. Any employee desiring to use their personal property, with the exception of small hand tools carried in the police unit, shall submit a written request to the Chief of Police citing the reason and justification for the use of such property.
- B. The following is a list of personal property and equipment pre-approved by the Chief of Police in the performance of the official duties of the Department:
  1. Flashlights;
  2. Handcuffs;
  3. Radio ear bud;
  4. Knives;
  5. First-Aid kits and/or medical supplies/equipment;
  6. Safety glasses/goggles; and
  7. Ear protection.
- C. Jacksonville Police Department badges will not be purchased by an individual officer without written authorization from the Chief of Police, with exception of orders made by the Quarter Master.
  1. The written request will be submitted by the officer through his chain of command to the Chief of Police.
  2. If authorized by the Chief of Police, the officer will provide the Quarter Master with an original copy of the authorization from the Chief of Police.
  3. The Quarter Master will then order the badge through an approved equipment provider and the requesting officer will be responsible for providing the supplier with payment at the time of pick up.
  4. Jacksonville Police Department badges will not be ordered from any other source, nor is a badge transferrable to another officer without written authorization from the Chief of Police through the requesting officer's chain of command.

5. In the event an Officer resigns from the Jacksonville Police Department, there will **not** be an opportunity to purchase a Jacksonville Police Department badge or any other department owned equipment. The only exception to purchase a Jacksonville Police Department badge, will be at the time of promotion or retirement.
- D. No personal vehicle may be used as a police unit. There will be no justification for an Officer to use a personal vehicle as a police emergency response unit. Under certain circumstances and with the approval of the Chief of Police, employees may be authorized to use their personal vehicle when on official City/Department business. Example: Travel to and from a conference, training course, etc. Amount of reimbursement for personal vehicle use will be authorized by the Chief of Police in accordance with the City's Travel Policies.

ALEAP: 1.11



Brett C. Hibbs  
Chief of Police