



Iowa State University Department of Public Safety

Directive: 11.1

SUBJECT: ORGANIZATIONAL STRUCTURE

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POLICY:

The Iowa State University Department of Public Safety (DPS) recognizes the importance of an organizational structure that enhances its operational efficiency to the maximum extent possible. It is the policy of the department to establish and maintain an organizational structure to ensure unity of command and to delineate the lines of authority, responsibility, and communication.

DEFINITIONS:

“Division” refers to a primary subdivision of the Department. A division has a Department-wide function either for general police service or for specialized activity.

“Function” is the expected activity of a person or organizational component.

“Organizational component” is any organizational entity (i.e., unit, division) that is staffed on a full-time basis to provide a specific function.

“Unit” refers to a functional component within a division.

PROCEDURE:

11.1.1 ORGANIZATIONAL STRUCTURE

The following describes procedures pertaining to organizational charts:

- A. All employees of the Iowa State University Department of Public Safety work under the authority of the Associate Vice President / Chief of Police. The Chief of Police is the administrative head of the Police Department. Under normal operations, the Chief of Police reports directly to the Senior Vice President for Operations and Finance and is responsible for the overall planning, organizing and directing of the department.
- B. The Iowa State University Department of Public Safety is organized into three units:
 - 1. Police
 - a. Field Services
 - b. Investigative and Threat Management Services
 - c. Administrative Advisor / SART
 - d. Emergency Planning and Accreditation
 - e. Clery Compliance
 - 2. Parking
 - a. Parking Enforcement
 - b. Administration
 - 3. Risk Management
- C. The Chief of Police and the Assistant Chief maintains coordination between the three units.
- D. The units within the personal span of control of the Chief of Police are grouped by function. The Director of Parking reports directly to the Chief of Police and manages Parking Enforcement and Administration. The Director of Risk Management reports directly to the Chief of Police and manages the operations of Risk Management. The Captains of the two units (Field Services and Investigative and Threat Management Services) and the Clery Compliance Manager

report to the Assistant Chief. The Administrative Advisor / SART report directly to the Assistant Chief. The Director of Emergency Planning and Accreditation is a staff position that reports directly to the Chief while serving the Assistant Chief and Captains as needed. Functional police units and the reporting structure are as follows:

1. Field Services Captain
 - a. 1st Shift Lieutenant
 - a. 1st Shift Sergeant
 - i. 1st Shift Police Patrol
 - b. 2nd Shift Lieutenant
 - a. 2nd Shift Sergeant
 - i. 2nd Shift Police Patrol
 - c. 3rd Shift Lieutenant
 - a. 3rd Shift Sergeant
 - i. 3rd Shift Police Patrol
 - d. Police Communications Manager
 - a. Police Communications Supervisor
 - b. Law Enforcement Dispatchers
 - e. Special Events and Training Lieutenant
 - a. PTO
2. Investigative and Threat Management Services Captain
 - a. Investigative Lieutenant
 - a. Detectives
 - b. Drug Task Force Detective
 - c. Threat Management Detective
 - b. Operational Support Lieutenant
 - a. Engagement & Inclusion Officer
 - b. Engagement & Outreach Officer
 - c. Liaison Officers
 - d. Community Service Officers
 - c. College of Veterinary Medicine (CVM) Liaison
 - a. CVM Community Service Officers
 - d. Records
3. Administrative Advisor / SART
 - a. SANE Coordinator
4. Emergency Planning and Accreditation
5. Clery Compliance Manager

- E. The three shift Lieutenants report to the Field Services Captain and are responsible for managing their respective patrol shifts consisting of sworn officers. The shift Sergeants report to the shift Lieutenant and are responsible for the patrol shifts when the Lieutenant is absent.
- F. The responsibilities of the sworn officers on patrol shifts include but are not limited to: providing 24-hour patrol coverage; responding to calls for service; preventing crime; solving community problems; making arrests; transporting and processing prisoners; conducting preliminary criminal investigations; testifying in court; responding to medical emergencies; performing crime prevention and community involvement activities; searching for missing persons; assisting motorists; responding to unusual occurrences; preparing incident reports; providing assistance to victims and witnesses; reporting crimes and accidents; performing traffic direction and control; and providing building security services.
- G. The Communications Center consists of non-sworn personnel. The Police Communications Manager, who reports to the Field Services Captain, oversees the unit. Responsibilities of the Communications Center include providing 24-hour operation of the Iowa State University Police Department Communications Center, evaluating and acting upon information and requests concerning public safety, law enforcement for the University in general, and coordinating activities between police and security units, other law enforcement agencies, fire departments, emergency medical units, and other governmental agencies.
- H. The Special Events and Training Lieutenant reports to the Field Services Captain and manages special events and training. This lieutenant is functionally responsible for the following: all aspects of planning, managing and resource allocation of all “special events” that require utilization of both sworn and non-sworn Department personnel. The

Special Events and Training Lieutenant is also responsible for planning and coordinating all Department in-service training, coordinating the training of all Department personnel, maintaining training records for all personnel, coordinating training brought into the department for external providers and the coordination of in-house training provided in classroom, briefing or electronic settings.

- I. The Investigative and Threat Management Services consists of sworn officers and non-sworn staff. The Investigative and Threat Management Services Captain directly supervises this unit. The responsibilities of the unit include planning, coordinating, directing and conducting follow-up investigations, testifying in court, collecting and disseminating criminal intelligence information, conducting background investigations, collecting and preserving evidence, managing criminal case files, assessing and managing threats, providing assistance to victims and witnesses, interacting with local, state, and federal criminal justice authorities, and facilitating crime prevention and community involvement activities, conducting follow-up investigations, testifying in court, collecting and disseminating criminal intelligence information, assessing and managing threats, providing assistance to victims and witnesses, and interacting with local, state, and federal criminal justice authorities.
- J. The Investigative Lieutenant reports to the Investigative and Threat Management Services Captain and is responsible for managing day to day operations of investigative services, conducting follow-up investigations, processing crime scenes, assessing and managing cases involving threats of violence, working closely with community members and developing solutions to identified problems, presenting crime prevention programs, performing selective enforcement activities, conducting crime analysis, gathering and disseminating criminal intelligence information, and supervising patrol in absence of assigned lieutenant as needed.
- K. The Operational Support Lieutenant reports to the Investigative and Threat Management Services Captain and is responsible for overseeing the daily management of the evidence room processes and procedures along with serving as an evident custodian for DPS. Management of DPS engagement and outreach efforts within the community to include but not limited to: social media, primary public information officer, outreach & engagement events and presentation requests, and all other outreach or equity and inclusion activities or initiatives. Additionally, this role will manage the community service officers (CSOs) and assist with CSO hiring, training, and program management along with furthering overall DPS recruiting and retention initiatives, and supervising patrol in absence of assigned lieutenant as needed.
- L. The College of Veterinary Medicine Liaison reports to the Investigative and Threat Management Services Captain and is responsible for planning, coordinating, scheduling, directing and supervising the duties of the student security staff, serve as point of contact for the Dean, communicate safety concerns to the college, and serve as an advisor to the CVM Safety Committee.
- M. The Records Unit consists of non-sworn personnel and reports to the Investigative and Threat Management Services Captain. Responsibilities of this organizational component include: classifying incidents; submitting official crime data and fingerprints to state and federal authorities; disseminating reports and records to affected persons and organizations; maintaining federal security-related compliance; processing background check requests; entering and querying data via a computerized records management system; submitting criminal charging documentation to court officials and responding to requests for information contained in the records system, including Open Record requests.
- N. The Administrative Advisor is a non-sworn position which reports to the Assistant Chief. Responsibilities of this organizational component include, but are not limited to: overseeing/assisting in the management of the SART program; reviewing criminal cases; consulting on investigations; assisting with Title IX University cases; assisting on federal security related compliance issues; authoring documents which may include, but are not limited to legal updates, MOUs, correspondence; assisting in investigative and threat management cases, providing and developing training; and working as a liaison on behalf of ISU Police to both the university partners and larger community. This component directly supervises the SANE Coordinator position.
- O. The SANE Coordinator is a non-sworn position which reports to the Administrative Advisor. Responsibilities of this organizational component include, but are not limited to: ensuring appropriate sexual assault nurse examiner (SANE) coverage to respond to sexual assault patient exams at medical facilities located within Story County; collaborating SART protocols with Story County medical facilities; recruiting new SANEs; providing on-going training for SANEs; conducting peer chart reviews; and ensuring proper credentials of all Story County SANEs. This position also requires knowledge of international protocols governing standards of care and works directly with Story County SART medical directors to establish, maintain, and update protocols to meet best practice of care.

- P. The Emergency Planning and Accreditation Director reports to the Chief of Police and is responsible for facilitating and managing the development of plans for crisis, emergency response, continuity of operations, continuity of government, evacuation, logistics, pandemic, large population events, and other emergency response plans. The position is also responsible for managing the accreditation standards, gathering and/or documenting proofs of compliance for accreditation, coordinating the annual review of the written directives manual and reviewing use of force situations.
- Q. The Clery Compliance Manager reports to the Assistant Chief and is responsible for the leadership and management of all HEA and Clery Act compliance efforts at ISU. This includes, but is not limited to, the serving on the Campus Clery Committee, possibly filling the chairperson role, developing institution-wide policies relating to Clery compliance, creating and maintaining action plans for Clery compliance, developing and fostering understanding of HEA and Clery throughout ISU, developing and ensuring the administration of annual training to several thousand identified Campus Security Authorities (a term defined by the Department of Education) for ISU, development and submission of the Clery required Annual Security and Fire Report, identifying and classifying of all ISU owned and leased property throughout the world according to Clery definitions, liaising with law enforcement jurisdictions where ISU property is owned or leased, ensuring appropriate notices are issued relating to Clery compliance and coordinating the compilation of required statistics for reporting.

11.1.1 ORGANIZATIONAL CHART

The following provides general guidelines for organizational charts:

- A. The organizational structure of the department is depicted graphically on an organizational chart, which is reviewed and updated as necessary. The chart reflects the functional responsibility, the chain of command and the lines of authority and communication for each organizational component and/or sub-unit thereof.
- B. The organizational chart shall be made accessible to all personnel.