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Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
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1789

**ORGANIZATIONAL CHART & COMMAND STRUCTURE**  
**GENERAL ORDER NO: 1.1.05**

<b>Issue Date:</b> May 04, 2017	<b>Effective Date:</b> March 1998
<b>Revision Date:</b> November 16, 2015	<b>NYSLEAP:</b> 2.1
<b>Volume 1:</b> Organizational Structure	<b>Chapter 1:</b> Organizational Values & Goals
<b>Distribution:</b> All Personnel	<b>Page:</b> 1 of 7
<b>Issuing Authority:</b> Chief Eric Hawkins	

**PURPOSE:** The purpose of this policy is to clearly define the organizational and command structure of the Albany Police Department.

**POLICY:** It is the policy of the Albany Police Department to maintain an organizational and command structure that is in accordance with departmental goals and objectives.

**DEFINITIONS:** **Functional Responsibility** – Functional responsibility may be assigned to an individual position or a component specifically created and staffed, as defined in [GO 2.6.05 – Staffing Table](#). Functional responsibility for several activities could also be assigned to a single position or component, as needed.

**Position** – Position means the duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant. For purposes of comparison, a patrol officer assigned as a court officer would occupy a "position". Patrol officer would be the "job". A position may have functional responsibility for a single task, e.g., court officer, patrol officer, crime prevention officer, or over several combined tasks, e.g., administrative lieutenant responsible for records and maintenance.

**Task** – Task means a unit of work performed by an individual to accomplish the goal of a job.

**Organizational Component** – Organizational component means a subdivision of the agency, such as a bureau, division, section, unit, or position that is established to provide a specific function.

**Function** – Function means the required or expected activity of a person or an organizational component, e.g., patrol function or communications function.

**I. ORGANIZATIONAL STRUCTURE AND FUNCTIONS**

- A.** The Chief of Police is the Chief Executive Officer for the Albany Police Department and is ultimately responsible for all department positions, organizational components, and functions.

**B. The Chief of Police is directly responsible for the following functions:**

- 1. Chief Fiscal Officer, who is directly responsible for the following functions:**
  - a. Accounts/Payroll.**
- 2. Office of the Chief Support Staff;**
- 3. Public Information Officer (PIO); and**
- 4. Commander of the Office of Professional Standards (OPS), who is directly responsible for the following functions:**
  - a. OPS Detectives; and**
  - b. OPS Clerk.**

**C. The Deputy Chief of Operations is directly responsible for the following functions:**

- 1. Emergency Services Team (EST) Team Leader, who is directly responsible for the following functions:**
  - a. EST Members, as described and graphically depicted in the Emergency Services Team General Order.**
- 2. Crisis Management Team (CMT) Team Leader, who is directly responsible for the following functions:**
  - a. CMT Members.**
- 3. Commander of Center Station (CSTA) and Special Operations, who is directly responsible for the following functions:**
  - a. CSTA Patrol Lieutenants, who are directly responsible for the following functions:**
    - i. CSTA Patrol Sergeants, who are directly responsible for the following functions:**
      - a) CSTA Patrol Officers; and**
      - b) CSTA Information Clerks.**
  - b. Special Operations Lieutenant, who are directly responsible for the following functions:**
    - i. Traffic Safety Sergeant, who is directly responsible for the following functions:**
      - a) Traffic Safety Officers; and**
      - b) School Crossing Officer (SCO) Supervisors, who are directly responsible for the following functions:**
        - 1) Scholl Crossing Officers (SCO).**



functions:

- a)** CFSU Detectives;
- b)** Case Coordinator;
- c)** Intake Specialists; and
- d)** CFSU Clerk.

**b.** Criminal Investigations Unit (CIU) Lieutenant, who is directly responsible for the following functions:

**i.** CIU Sergeants, who are directly responsible for the following functions:

- a)** Case Coordination Collation Information Unit (CCCIU);
- b)** CIU Detectives; and
- c)** Warrant Control Program Technician.

**c.** Forensic Investigation Unit (FIU) Lieutenant, who is directly responsible for the following functions:

- i.** FIU Detectives;
- ii.** FIU Evidence Detective;
- iii.** FIU Narcotics Evidence Detective; and
- iv.** FIU Clerk.

**d.** Community Response Unit (CRU) Lieutenant, who is directly responsible for the following functions:

**i.** CRU Sergeants, who are directly responsible for the following functions:

- a)** CRU Detectives.

**e.** Information Coordination Unit (ICU) Sergeant, who is directly responsible for the following functions:

- i.** ICU Detectives; and
- ii.** Crime Analyst Supervisor, who is directly responsible for the following function:

- a)** Crime Analyst.

**6.** Coordinator of Traffic Engineering, who is directly responsible for the following functions:

- a.** Electrician;
- b.** Director of Signs and Graphics;
- c.** Traffic Engineering; and
- d.** Labor Foreman, who is directly responsible for the following functions:

**i.** Laborers.

7. Commander of Administrative Services Bureau (ASB), who is directly responsible for the following functions:
  - a. Central Booking/Courts (CB/CRT) Lieutenant, which is directly responsible for the following functions:
    - i. CB/CRT Sergeants, who are directly responsible for the following functions:
      - a) CB/CRT Officers;
      - b) CB/CRT Clerks; and
      - c) CB/CRT Matrons.
  - b. Administrative Services Bureau (ASB) Lieutenant, who is directly responsible for the following functions:
    - a) Building Services Supervisor, who is directly responsible for the following functions:
      - 1) Custodians.
    - b) ASB Non-Sworn Office Supervisor, who is directly responsible for the following functions:
      - 1) ASB Support/Clerical Staff.
    - c) CTU Technicians.
  - c. Communications Lieutenant, who is directly responsible for the following functions:
    - i. Communications Supervisor, who is directly responsible for the following functions:
      - a) Senior Dispatchers; and
      - b) Dispatchers.
        - 1) In the absence of an on-duty Communications Supervisor, the on-duty Senior Dispatcher will be directly responsible for Dispatchers.
  - d. Training/Policy Lieutenant, who is directly responsible for the following function:
    - i. Training/Policy Sergeant, who is directly responsible for the following functions:
      - a) Training/Policy Officers; and
      - b) PowerDMS Administrator.

**e. Critical Asset Assessment Team (CAAT) Members.**

**D.** The Chief of Police may assign other duties to each organizational component as required. The listed functions are not intended to be all inclusive.

**II. ORGANIZATIONAL CHART**

**A.** The organizational chart, shown on page 7, is a graphical depiction of the overall organizational structure of the department and reflects the chain of command and lines of communication within the department, and is organized in a hierarchy.

**B.** The organizational chart shall be reviewed on an annual basis, and updated, as needed, by the Training/Policy Unit Sergeant.

**C.** The organizational chart is available to all department employees in PowerDMS and is posted conspicuously throughout the department.

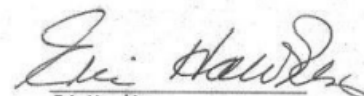
**III. JOB MAINTENANCE AND AVAILABILITY**

**A.** Duties and responsibilities for each position within the department are located on the job postings for each position.

1. A spreadsheet with all positions within the department will be maintained by the PowerDMS Administrator and updated with any revisions at least every four (4) years.
2. This document will be maintained within PDMS.

**B.** Prior to an opening within the department being posted for bid, unit heads are responsible for updating the job postings to ensure relevance and current responsibilities are listed.

**C.** The PowerDMS Manager will be responsible for updating the Duties and Responsibilities within PowerDMS, allowing for all personnel to have access.



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