

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: October 19, 2016
NUMBER: 1.02 – ADMINISTRATION
SUBJECT: DEPARTMENT ORGANIZATION TITLES
RELATED POLICY: [1.02](#)
ORIGINATING DIVISION: HUMAN RESOURCES
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 1.02 – 8/9/2013

I. PURPOSE

This Department procedure identifies executive and managerial rank titles within the Department and lists those groups for which they are responsible.

II. SCOPE

This procedure applies to all members of the Department.

III. DEFINITIONS

- NEW
- A. Assistant Chief – accountable to the Executive Assistant Chief and is in charge of one of five offices. They include: Patrol Operations, Centralized Investigations, Neighborhood Policing, Training/Employee Development and Traffic, Youth & Event Services.
 - B. Captain or Manager (Commanding Officer [CO]) – accountable to an Assistant Chief and responsible for the management and day-to-day operations of a command and/or division.
 - C. Chief of Police – accountable to the Mayor and is the head of the Police Department. The Chief of Police is responsible for the overall administration and operation of the Department.

- D. Chief's Executive Committee (CEC) – consists of all chief officers, the Counsel to the Chief, and the City Attorney's legal advisors assigned to the Police Department.
- E. Command Staff – consists of chief officers, the Counsel to the Chief, captains and managers.
- F. Executive Assistant Chief – accountable to the Chief of Police and is in charge of the overall day-to-day operations of the Department.

IV. RANK TITLES

The following titles have been adopted to identify the various ranks and titles of the particular group under the charge of that rank.

<u>RANK TITLE</u>	<u>GROUP TITLE (CHARGE)</u>
Chief of Police	Department Head/Appointing Authority
Executive Assistant Chief	Assistant Department Head
Assistant Chief	Chief Officer Over Multiple Divisions
Captain or Manager	Command/Division
Program Coordinator	Division
Lieutenant or Middle Manager	Section/Service Area/Multiple Units
Sergeant or Line Supervisor	Squad/Team/Unit

NEW

V. RANK EQUIVALENTS

The following list identifies the civilian equivalents to the sworn titles for purposes of information sharing only.

Captain	Program Manager
Lieutenant	Accountant III
	Building Maintenance Supervisor
	Information Systems Administrator
	Police Dispatch Administrator
	Program Coordinator
	Records Management Analyst
	Senior Department Human Resources Analyst
	Senior Property & Evidence Supervisor
	Supervising Academy Instructor
	Supervising Crime Scene Specialist
	Supervising Criminalist
	Supervising Latent Print Examiner
	Supervising Management Analyst

NEW

Sergeant

NEW

Administrative Aide I (when supervising staff)
Administrative Aide II (when supervising staff)
Associate Dept. Human Resources Analyst
Associate Management Analyst (when supervising staff)
Building Supervisor
Information Systems Analyst III
Information Systems Analyst IV
Parking Enforcement Supervisor
Payroll Supervisor
Police Code Compliance Supervisor
Police Dispatch Supervisor
Police Property & Evidence Supervisor
Police Records Data Entry Supervisor
Senior Account Clerk
Senior Clerk/Typist
Senior Management Analyst (when supervising staff)
Senior Police Records Clerk
Senior Parking Enforcement Supervisor
Special Events Traffic Controller Supervisor
Supervising CAL-ID Technician