1.0 POLICY OR PURPOSE:

1.1 The purpose of this order is to describe the rank structure of the Pittsburgh Bureau of Police and to communicate the general process by which responsibility of command is passed from one rank to another. In keeping with the principals of a hierarchical organizational structure, Bureau members shall operate within their established chain-of-command unless exigent circumstances dictate otherwise.

2.0 ORGANIZATIONAL STRUCTURE OF THE PITTSBURGH BUREAU OF POLICE:

2.1 The Bureau of Police is a subordinate unit of the Department of Public Safety.

2.2 Pursuant to City Ordinance, the Mayor of the City of Pittsburgh shall appoint a Chief of Police who will serve as the executive head of the Bureau of Police. All orders or directives that originate from the Mayor or the Director of Public Safety shall be directed through the Office of the Chief of Police.

2.3 The Bureau of Police is composed of four major divisions: Investigations, Operations, Professional Standards and Administrative Services.

2.4 The City is divided into operational zones for policing/planning purposes. These operational zones will not be altered without the approval and coordination of the Chief of Police.

2.5 Organizational chart for the Pittsburgh Bureau of Police:
3.0 **RANK STRUCTURE OF THE PITTSBURGH BUREAU OF POLICE**: The relative rank structure for members of the Bureau of Police, along with general descriptions of the duties of each rank, shall be as follows:

3.1 **Chief of Police**

The Chief of Police shall be responsible and accountable for the governance, leadership, performance, efficiency and general good conduct of the Bureau. As the Executive Head of the PBP, the Chief of Police shall be ultimately responsible for ensuring the achievement of the highest levels of integrity and performance.

3.1.1 **Police Chief of Staff**

The Police Chief of Staff ensures coordination and integration of the Bureau’s mission with the execution of that mission; engages with appropriate divisions/units within the Bureau to communicate the Bureau's mission and policies; coordinates and integrates functions in the Bureau that require specialized knowledge, tracking, and communication of critical issues; and maintains liaison with key public and private sector officials, including the Mayor’s Office and City Council.

3.2 **Bureau Divisions**

3.2.1 **Assistant Chief of Police**

An Assistant Chief of Police shall be responsible and accountable for the efficient and effective operation of the Operations, Investigations and Professional Standards division within the Bureau of Police. The Assistant Chief provides executive management, leadership, administration and executive supervision of personnel within the respective major divisions.

3.2.2 **Administrative Services Division**

A civilian Manager shall be responsible and accountable for the efficient and effective operation of the Administrative Services Division within the Bureau of Police. The Manager, Administrative Services provides executive management, leadership, administration and executive supervision of personnel within Administrative Services. Administrative Services subordinate units may be led by civilian managers.

3.3 **Police Commander**

A Police Commander shall provide executive management and leadership to an operational unit, under the direction of the Chief of Police or an Assistant Chief of Police. The Commander exercises command and control of operations, administration and command supervision of personnel within their respective units.

3.4 **Police Lieutenant**

A Police Lieutenant shall manage and provide leadership to subordinate personnel as a shift commander or unit supervisor under the direction of their command-level supervisors. Police Lieutenants shall be responsible and accountable for the training, discipline, conduct and efficiency of all personnel under their command.

3.5 **Police Sergeant**

A Police Sergeant shall be responsible and accountable for the supervision, discipline, training and development of members under his/her authority. Unless otherwise assigned by the Chief of Police, Police Sergeants shall provide front line supervision, leadership and guidance in operational, investigative and administrative functions. They shall ensure that the strategies and directives of their commanding officers are translated accurately and faithfully to the personnel under their authority.
3.6 Police Officers and Detectives

3.6.1 Police Officer

Police officers are responsible for performing a variety of duties related to protection of life and property and enforcement of laws and ordinances and community service. Police officers are the first line of contact between the Bureau and the citizens & communities we serve. Through their efforts, they bring the police and the public it serves closer together to identify and address crime issues. Instead of merely responding to emergency calls and arresting criminals, police officers should attempt to get involved in finding out what causes crime and disorder and attempt to creatively solve problems in their assigned sectors and communities.

3.6.2 Police Detective

Detectives shall be responsible for conducting investigations as directed by their commanding officer, including but not limited to such tasks as scene investigations, custodial interrogations, case follow-up, case management and case presentation to prosecutors and/or the courts. A Detective has the authority to coordinate investigative efforts and is responsible for guiding and directing other officers during investigations. In doing so, Detectives will work cooperatively with supervisors to ensure that the interests of justice are served. In exercising such authority, a Detective shall not unnecessarily countermand the orders of supervisory officers, and supervisors will make every effort to comply with the requests of detectives absent other emergency priorities.

3.7 School Crossing Guards

School Crossing Guards routinely come into contact with the public in the performance of their duties. They are responsible for assisting children and other members of the general public with crossing streets at intersections and other areas as needed. They are essential to the safety of the children and general public they assist at their assigned intersection. As required, they direct traffic to allow emergency vehicles to proceed through intersections—and control the movement of traffic when traffic signals are inoperative. School Crossing Guards may be called upon to instruct children in a classroom or informal setting on pedestrian safety.

3.8 Civilian Members

The efficiency and effectiveness of law enforcement agencies is enhanced when sworn and non-sworn personnel are appropriately used to perform those functions that are best suited to their special knowledge, skills and abilities. Therefore, this agency shall employ civilians for selected functions that do not require the authority of a sworn officer, thereby freeing sworn personnel for enforcement functions and capitalizing upon the talents of all employees.

Duties and responsibilities of civilian members shall be defined in position descriptions maintained in the Department of Personnel & Civil Service. Under the supervision and at the direction of their immediate supervisor, Civilian members will receive training appropriate to their duties or anticipated duties that will ensure that they are capable of fulfilling the duties and responsibilities outlined in the job descriptions.

Other members not enumerated above will be called upon in certain circumstances to exercise leadership and authority over other Bureau members, but shall not unnecessarily countermand the orders of supervisory officers. All Bureau members shall be given the authority to make decisions necessary to perform the functions of their assignment or to complete a task assigned by a supervisory officer. Bureau members shall be held accountable for the use of delegated authority as well as for the failure to use it properly. However, the ultimate responsibility remains with the supervisory officer delegating the authority to the Bureau member.

4.0 DEVOlVEMENT OF COMMAND:

4.1 During the absence of the Chief of Police, an Assistant Chief of Police will be designated the Acting Chief of Police as required by City of Pittsburgh Ordinance. The Acting Chief of Police shall ensure the continuity of the orders of the Chief of Police and will not countermand those orders except in cases of emergency.

4.2 When emergency or exceptional situations occur, in the absence of the Chief of Police, unless otherwise designated by the Chief of Police, an Assistant Chief or the Chief’s designee will, upon notification, respond to the incident and perform Incident Command System functions until relieved by the Chief of Police.
4.3 Refer to General Order #42-01 “Emergency Operations in General”. See Sec.4.0 “Actions and Duties of Supervisory Personnel”.

4.4 Refer to General Order #42-5, “Sniper/Hostage/Barricaded Subjects” for incidents involving snipers, hostages, or barricaded subjects.

4.5 In the event of a vacancy in the Office of the Chief of Police, the Mayor may appoint an Acting Chief of Police in accordance with City of Pittsburgh ordinance. The person designated to fill this position shall perform all of the duties of the Chief of Police and carry the working title of Acting Chief of Police.

4.6 During the absence of an Assistant Chief of Police, the duties of that office may be fulfilled by another Assistant Chief of Police for short term absences. For long term absences, the Assistant Chief of Police will appoint a commander as Acting Assistant Chief of Police.

4.7 Commanders will appoint a lieutenant to serve as Acting Commander during absences.

4.8 Sergeants may be required to serve as Acting Lieutenants as the need arises.

4.9 Police Officers and Detectives may be required to serve as Acting Sergeants in the Investigations, Professional Standards and Administrative Services divisions as the need arises.

4.10 During the temporary absence of a commanding officer, and when no other provision is made by competent authority, the command automatically falls to the most senior supervisor available. This person will remain in command until provisions for replacement are established by the chain-of-command.

5.0 **SITUATIONS INVOLVING PERSONNEL OF DIFFERENT FUNCTIONS ENGAGED IN A SINGLE PRE-PLANNED OPERATION**

5.1. Command of operations involving different departmental functions operating simultaneously will be identified in the operations order or Incident Command System protocol.

5.1.1 For Special Events and Dignitary Protection Details, the Assistant Chief of the Office of Professional Standards will be responsible for identifying the Commander or Supervisor responsible for the event.

5.2. Each officer will be accountable to only one supervisor at a time.

5.3. Occasions may arise requiring a supervisor to issue an order to an officer outside of the supervisor’s immediate responsibility. Nothing in the section prevents that from occurring.

Approved By:

__________________________
Cameron S. McLay
Chief of Police

ORDERS RECINDED BY THIS ORDER:

13-1 Pittsburgh Bureau of Police
13-2 Operations Branch
13-3 Investigations Branch
13-4 Administration Branch
<table>
<thead>
<tr>
<th>Order</th>
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<tbody>
<tr>
<td>14-1</td>
<td>Chief of Police</td>
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<td>Deputy Chief</td>
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<td>14-3</td>
<td>Assistant Chief of Operations</td>
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<td>Assistant Chief of Investigations</td>
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<td>Assistant Chief of Administration</td>
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<td>Manager, Personnel &amp; Finance</td>
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<td>15-1</td>
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