

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** DECEMBER 9, 2020

**NUMBER:** 1.02 – ADMINISTRATION

**SUBJECT:** DEPARTMENT ORGANIZATION TITLES

**RELATED POLICY:** 1.02

**ORIGINATING DIVISION:** HUMAN RESOURCES

**NEW PROCEDURE:**

**PROCEDURAL CHANGE:**  **MINOR CHANGES**

**SUPERSEDES:** DP 1.02 – October 27, 2020

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**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**

- A. Assistant Chief – accountable to the Executive Assistant Chief and is in charge of one of six offices. They include: Patrol Operations, Centralized Investigations, Neighborhood Policing, Special Operations, Employee Services, and Office of Operations.
- 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 and the City Attorney's legal advisors assigned to the Police Department.
- E. Command Staff – consists of the chief officers, 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.

<b><u>RANK TITLE</u></b>	<b><u>GROUP TITLE (CHARGE)</u></b>
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

#### V. **RANK EQUIVALENTS**

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

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

**Sergeant**

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