

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 BUREAUS

The Chief of Police is responsible for administering and managing the Bay Area Rapid Transit Police Department. There are four bureaus in the Police Department as follows:

- Support Services Bureau
- Operations Bureau
- [Professional Standards Personnel](#) and Training Bureau
- Progressive Policing and Community Engagement Bureau

200.2.1 OFFICE OF THE CHIEF

The Chief of Police is the Chief Executive Officer of the Department and final departmental authority in all matters of policy, operations and discipline. The Chief exercises all lawful powers of the office and issues such lawful orders as are necessary to assure the effective performance of the Department.

The Chief of Police provides general administration and management direction for the Operations Bureau Deputy Chief, the Support Services Bureau Deputy Chief, the Progressive Policing and Community Engagement Bureau Deputy Chief, the [Professional Standards Personnel](#) and Training Bureau Deputy Chief, and the Internal Affairs Division Lieutenant.

200.2.2 OPERATIONS BUREAU

The Operations Bureau is led by a Deputy Chief who serves at the direction of the Chief of Police. Under the Deputy Chiefs direction and supervision, employees of the bureau provide for a systematic patrol of District property. The Deputy Chief is responsible for the following:

- Uniformed Patrol
- Traffic/Parking Enforcement
- K-9 Unit
- Critical Asset Protection Team
- Revenue Protection Division
- Special Patrol Teams
- Fleet Services

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200.2.3 SUPPORT SERVICES BUREAU

The Support Services Bureau is led by a Deputy Chief who serves at the direction of the Chief of Police. Under the Deputy Chief's direction and supervision, employees of the division provide staff assistance to other divisions of the Police Department as may be required. The Deputy Chief is responsible for the following:

- Administrative Services
 - Budget
 - Evidence
 - Property
 - Records
 - Warrants
 - California Public Records Act Requests (CPRAs)
 - Policy Manual Administration
 - Police Technologies Administration
- Communications Division
- Criminal Investigations Division
 - Video Recovery Unit
 - Crime Analysis Unit
 - Evidence Technician Unit
 - Counter Terrorism/Joint Terrorism Task Force
 - County Narcotics Task Force

200.2.4 PROFESSIONAL STANDARDS AND TRAINING BUREAU

The [Professional Standards](#) ~~Personnel~~ and Training Bureau is led by a Deputy Chief who serves at the direction of the Chief of Police. The Deputy Chief is responsible for the following:

- Training
- Background Investigations
- Recruiting

200.2.5 PROGRESSIVE POLICING AND COMMUNITY ENGAGEMENT BUREAU

The Progressive Policing and Community Engagement Bureau is led by a Deputy Chief who serves at the direction of the Chief of Police. The Deputy Chief is responsible for the following:

- Transit Ambassador Unit
- Crisis Intervention Specialist Unit
- Community Oriented Policing Unit

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- Chaplain Program
- Employee Wellness / Peer Support Program
- Police Explorer Program

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate a Bureau Deputy Chief to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- (a) Operations Bureau Deputy Chief
- (b) Support Services Bureau Deputy Chief
- (c) [Professional Standards and Personnel](#) ~~and~~ Training Bureau Deputy Chief
- (d) Progressive Policing and Community Engagement Bureau Deputy Chief
- (e) Watch Commander

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment, any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

200.4 COMMAND OFFICER RESPONSIBILITIES

Bureau Deputy Chiefs are appointed from the rank of Deputy Chief by the Chief of Police. They provide administrative and executive assistance to the Chief of Police. Subject to the authority of the Chief of Police, Bureau Deputy Chief shall issue such orders as may be necessary to promote the effective operations of all activities within their command.

Bureau Deputy Chiefs may be assigned additional duties by the Chief of Police. A Bureau Deputy Chief, subject to direction by the Chief of Police, shall be responsible for planning, directing, controlling and coordinating all activities within their command. Bureau Deputy Chiefs will report directly to the Chief of Police and shall submit such reports relating to their command as may be required by the Chief of Police. A commanding officer will be appointed to act as Chief of Police during the Chief's absence.

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200.4.1 LIEUTENANT RESPONSIBILITIES

Lieutenants shall be subject to the direction of a higher command. Lieutenants have direct control over all employees within their command.

Lieutenants should supervise the general and individual responsibilities of all employees and supervisory employees under their command. This includes employee conduct, work performance, attendance, and adherence to established policies, orders, standard operating procedures and District rules as dictated by the command of their bureau. They are responsible for their watch, divisions and duties assigned by higher command.

In addition to this policy, Lieutenants will be governed by standard operating procedures, departmental general orders, operational directives, special orders, District rules and procedures, and any written or verbal orders by the Chief of Police or superior command officers.

200.4.2 SUPERVISORY PERSONNEL RESPONSIBILITIES

Supervisory personnel shall be either sworn Police Sergeants or Civilian Supervisors. They are subject to the direction of a higher command. They have direct control over all employees within their supervision.

The role of supervisors, particularly first line supervisors, is crucial in the disciplinary process. First Line supervisors have the best opportunity to observe the conduct and appearance of employees and detect those instances when disciplinary actions are warranted. First line supervisors (and above) also have the opportunity to understand the personality traits of the personnel under their supervision and to determine the most effective methods of discipline, including remedial training, counseling, and informal discipline. Only the Chief of Police (or designee) may administer formal discipline.

Supervisory personnel are assigned either to the field and/or office duties. They will closely supervise the activities of their subordinates, making corrections where necessary and commending where appropriate. They will monitor employee conduct, work performance, attendance and adherence to established policies and procedures, Departmental orders, standard operating procedures and District rules as directed by the command of their bureau. They should provide close supervision, leadership and training while on duty.

An Officers-in-Charge may be granted temporary supervisory authority at the direction of a lieutenant or higher authority.

200.4.3 GENERAL RESPONSIBILITIES OF EMPLOYEES

It shall be the duty and responsibility of each employee to actively fulfill the function of the Department and the bureau, unit or team to which they are assigned, and to perform any lawful duty assigned and/or ordered by a competent authority. Employees shall abide by the established policies and procedures, Departmental orders, standard operating procedures, District rules and direction of their supervisor.

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200.5 POLICY

The Bay Area Rapid Transit Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control, and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.6 ORGANIZATIONAL CHART

The Chief of Police or the authorized designee is responsible for developing and maintaining an organizational chart which shall be accessible to all members. The organizational chart shall be reviewed and updated annually and whenever structural changes occur.