



Organization & Administration

Issue Date:	5/11/2020	Effective Date:	9/23/2016
Review Date:	5/11/2021	Number of Pages:	9
Rescinds:	None		
IACLEA Standards:	1.1.1		

Purpose

To define the administration and organization of the Indiana University Police Department.

General Order

The Indiana University Police Department (IUPD) is a unit of the Office of Public Safety and Institutional Assurance (PSIA) at Indiana University. In the absence of senior command staff, interim staff will be appointed to perform the basic functional responsibilities until the senior staff's return or replacement.

1.1.1a Personnel Responsibilities

- All sworn personnel of IUPD are first and foremost law enforcement officers, regardless of rank, and carry the responsibility for the safety of the community and their fellow officers, and will enforce Indiana University (IU) regulations and policies, and local and state laws.
- All personnel will abide by all IUPD published orders.
- IUPD will maintain the written job description for each position, including duties, responsibilities, as well as knowledge, skills and abilities required to carry out the listed duties and responsibilities.
 - Position descriptions will be available to all personnel through a document management system.
 - Job descriptions will be reviewed annually.
- The basic functional responsibilities for each position within the IUPD Divisions chain-of-command include, but are not limited to the following:

Superintendent of Public Safety

- Provide executive leadership and direct oversight for strategy, policy, and practice for all areas of public safety, including but not limited to the development, implementation, and continuous improvement of all public safety programs and initiatives.
- Facilitate and support communication and collaboration among personnel in public safety activities across all organizational facets of IU.
- Provide leadership and coordination for responses to public safety incidents, including incidents that impact the broader university and those confined to specific campuses.



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- Develop and maintain a positive relationship with the campus communities to obtain support in the successful conducting of law enforcement programs.
- Complete and/or forward necessary reports to appropriate authorities.

Deputy Superintendent of Public Safety

- Perform any or all duties described under *Superintendent of Public Safety* (listed above).
- Divisional Administration and Supervision of seven (7) campus police division chiefs of police:
 - Leadership and direction for campus law enforcement (LE) functions.
 - Review and interpret laws and regulations affecting the University
- Ensure compliance with federal, state, local, institution and department policies
- Advise the Superintendent and university administration on strategies and decisions related to all aspects of LE. Make unilateral decisions and recommendations as the assessment, mitigation, and response in coordination with the divisional chiefs and IU Emergency Management.
- Serve, where needed, on university and local/state LE committees. Develop partnerships with other jurisdictions.
- Oversee continuity of operations for IUPD.

Chief of Police

- Plan, direct, coordinate, control, and staff all activities, including departmental responses to critical incidents.
- Develop and maintain a positive relationship with the campus community to obtain support in the successful conducting of law enforcement programs.
- Enforce all General Orders, Special Orders, Division Orders, and procedures, and investigate complaints against personnel.
- Complete and/or forward necessary reports to appropriate authorities.
- Serve as a liaison to students, staff, and faculty of IU, and other law enforcement agencies to aid as necessary and better serve the campus community.
- Perform and assume the duties of their subordinates should the needs of the Division require.



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- Perform and assume other duties as assigned by the Superintendent of Public Safety.

Deputy Chief

- Direct and coordinate all division personnel to follow the General Orders, Special Orders, Division Orders, and procedures.
- Assist in the research, development, and creation of General Orders, Special Orders, Division Orders, and procedures.
- Assist in budget development and management.
- Evaluate the performance of their subordinates and make recommendations to the Division Chief or their designee regarding the discipline, promotion, transfer, and appointment of personnel.
- Review and recommend development and implementation for work assignments and trainings.
- Serve as a liaison to students, staff, and faculty of IU, and other law enforcement agencies to aid as necessary and better serve the campus community.
- Perform and assume the duties of their subordinates should the needs of the Division require.
- Perform and assume other duties as assigned by the Division Chief of Police.

Major

- Perform administrative and specialty functions as assigned such as operations, training, investigations, communications, etc.
- Perform and assume the duties of their subordinates should the needs of the Superintendent require.
- Perform and assume other duties as assigned by the Division Chief of Police.
- Hold subordinates accountable for the adherence to all General Orders, Special Orders, Division Orders, and procedures.
- Assist in budget preparation and management

Captain

- Plan, coordinate, and control the activities of Division personnel regarding the allocation and deployment of personnel and equipment.



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- Evaluate the performance of supervisory personnel and their subordinates.
- Hold subordinates accountable for the adherence to all General Orders, Special Orders, Division Orders, and procedures.
- Conduct and participate in Division training programs.
- Assist in budget preparation and management.
- Investigate all major internal disciplinary matters involving personnel.
- Assist other law enforcement agencies in investigations or emergencies as requested.
- Serve as the on-site event commander for large events on IU property.
- Responsible for approval, operational plan development, staffing, and meeting with organizations/departments for all special events to be held on IU property.
- Coordinate and participate in community policing, crime prevention/awareness, and other special programs on and off IU property.
- Serve as a liaison to students, staff, and faculty of IU, and other law enforcement agencies to aid as necessary and better serve the campus community.
- Make recommendations to the Chief or their designee regarding the hiring, discipline, and promotion of employees.
- Perform administrative and specialty functions as assigned such as operations, training, investigations, communications, etc.
- Perform and assume the duties of their subordinates should the needs of the Division require.
- Perform and assume other duties as assigned by the Division Chief of Police.

Lieutenant: Executive/Shift/Uniform and Specialties

- Perform administrative and specialty functions as assigned such as operations, training, investigations, communications, etc.
- Oversee shift operations by guiding, directing, and motivating their subordinates.
- Perform and assume the duties of their subordinates should the needs of the Division require.
- Perform and assume other duties as assigned by the Division Chief of Police.



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Sergeant: Shift/Uniform and Specialties

- Oversee shift operations by guiding, directing, and motivating their subordinates.
- Maintain, update, and post the shift schedule.
- Perform administrative and specialty functions as assigned such as operations, training, investigations, communications, etc.
- Perform and assume the duties of their subordinates should the needs of the Division require.
- Perform and assume other duties as assigned by the Division Chief of Police.

Investigations: Investigators, Investigative Supervisors, Evidence Custodians

- Follow-up on crimes or sensitive cases as assigned by the Investigations Supervisor(s).
- Assist in crime prevention efforts by conducting security and safety investigations.
- Conduct background investigations on prospective employees.
- Supervise uniformed personnel assisting with specific investigations.
- Responsible for the administration of the Division’s evidence and property room.
- Assist other law enforcement agencies in investigations or emergencies as requested.
- Perform and assume other duties as assigned by the Division Chief of Police.

Officer: Full-time, Cadet Officer, and Auxiliary

- Enforce state, and local laws, and IU regulations and policies.
- Provide information and assistance to students, staff, and faculty of IU, and the public.
- Assist other law enforcement agencies in investigations or emergencies as requested.
- Perform security and safety checks of IU property to ensure a safe and healthy environment by conducting foot, vehicle, and/or bicycle patrols.
- Identify security and safety hazards and provide appropriate response to them.
- Respond to fire and medical emergencies and provide crisis intervention in emergency or conflict situations.
- Issue warnings and citations, make arrests, use the necessary force to apprehend violators when appropriate, and appear in court when necessary.



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- Conduct preliminary investigations of incidents which occur within IUPD jurisdiction including interviewing victims, witnesses, and the interviewing and detaining of suspects, as well as assuring appropriate disposition of incidents.
- Perform and assume other duties as assigned, including but not limited to serving as Officer-in-Charge, by the Division Chief of Police.

Security Officers and Cadets

- Perform security and safety checks by conducting foot patrols on IU property, and at assigned locations and special events to ensure a safe and healthy environment.
- Identify security and safety hazards and communicate to the proper authority the issue and need for response.
- Provide information and assistance to students, staff, and faculty of IU, and the general public.
- Perform and assume other duties as assigned by the Division Chief of Police.

Communications Operators

- Receive emergency (911) and non-emergency telephone, computer, and radio communications.
- Dispatch and/or request assistance from law enforcement personnel, fire, and medical services.
- Monitor and respond to alarm and camera systems as needed.
- Send emergency notifications regarding weather and/or criminal incidents to law enforcement personnel and civilians.
- Conduct inquiries to retrieve and enter data into agency, state, and national communications systems and networks.
- Periodically conduct status checks on critical communication room equipment.

Administrative Support/Secretaries/Clerical

- Provide general administrative and clerical support to IUPD members as assigned.
- Perform general duties of receptionist by answering inquiries from the general public, insurance companies, attorneys, University departments, and other law enforcement agencies.



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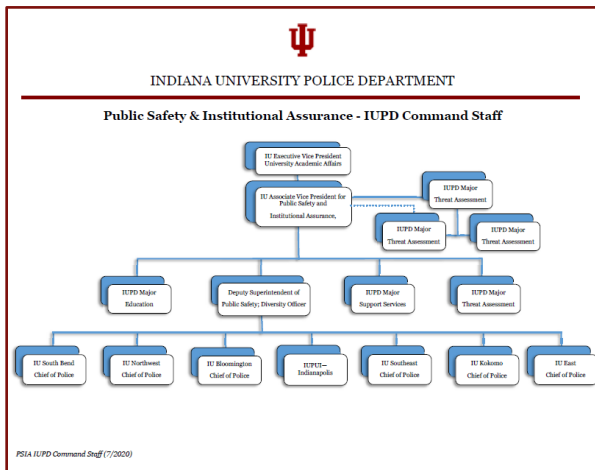
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- File, retrieve and manage data and information records.
- Process information into database management software through networked computer systems.
- Coordinate and arrange logistics for meetings, seminars, and other gatherings including the transportation, lodging, and other travel aspects.
- Prepare correspondence, contracts and agreements, and calendars.
- Prepare and reconcile budgetary records including expenses and product purchases.

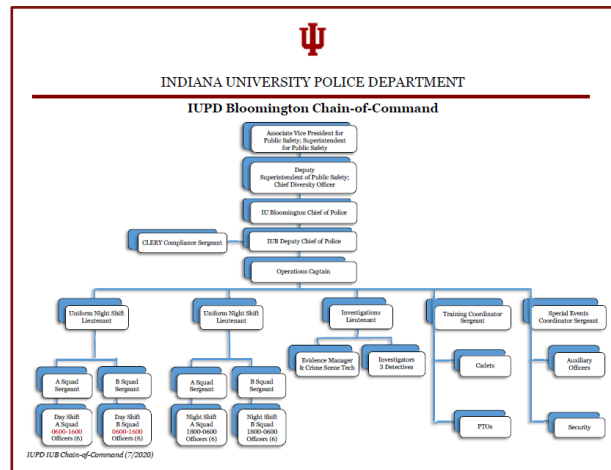
Related Information

Indiana University Police Department:

CI.1.5 ALL IUPD CoC Organizational Chart 7.2020.pdf



a) IUPD Command Staff



b) IUPD Bloomington Chain-of-Command

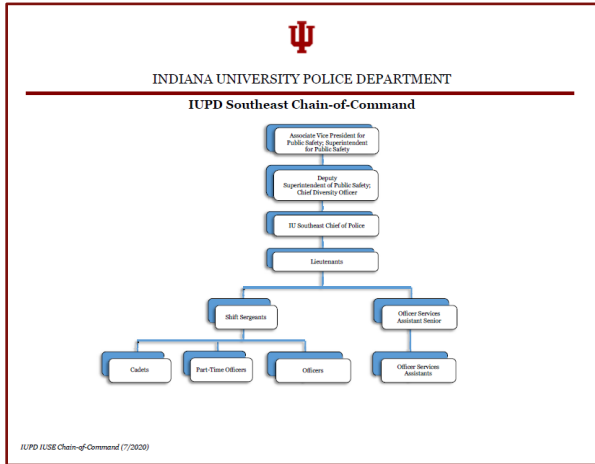
(Division charts, continued next page)



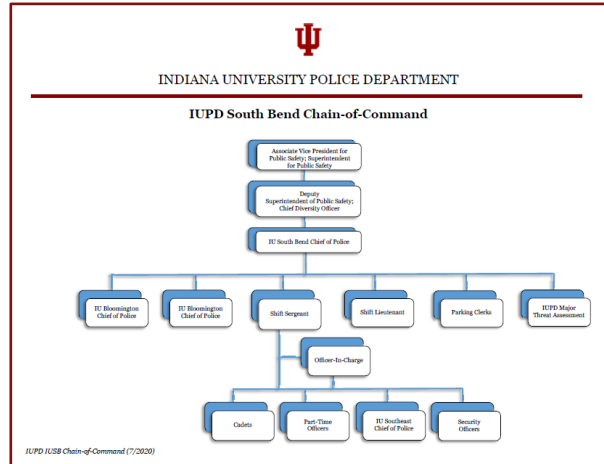
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g) IUPD Southeast Chain-of-Command



h) IUPD South Bend Chain-of-Command

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Superintendent of Public Safety