



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 301A

Effective Date 01/14/2026

Policy Name Organization and Administration

Approved Date 01/13/2026

Approved by *Dennis Larsen, Chief of Police*

Previous Date 03/29/2023

PURPOSE OF CHANGE:

Update language.

POLICY:

The Chief of Police is responsible for the overall management of the department. The Chief of Police will also ensure that the City of Tulsa receives continuous 24-hour patrol coverage by law enforcement personnel. Each division of the department is under the direct command of one commander as illustrated in TOG 2022, Organization and Administration. Additionally, each employee is accountable to only one supervisor at any given time. Whenever responsibility is delegated to a particular individual, that individual is fully authorized to make decisions and take necessary actions for the effective execution of their duties and responsibilities. Employees will be held accountable for the successful execution of their duties as well as any failure to execute those duties. Supervisory personnel will be held accountable for the activities of employees under their immediate control.

The goals and objectives of the department, the organizational components of the department, and the Multiyear Plan will be reviewed and updated annually. Achieving the goals and objectives of the department is the responsibility of all employees, therefore, all employees are encouraged to communicate and work closely together to meet these goals. Updating the goals and objectives and the Multiyear Plan will ensure a unity of effort, availability of resources, and effective service to the community.

The department recognizes that a carefully designed grievance process can help improve morale by identifying problems and personnel dissatisfaction in the organization and therefore increase the positive perception employees have of the organization.

SUMMARY: Procedures for establishing the structure and function of the department.

APPLIES TO: All police personnel.

DEFINITIONS:

GOALS – a relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a relatively long-time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievements.

OBJECTIVES – an objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a subgoal or an element of a goal, and therefore, requires a shorter time to accomplish than does a goal.

PROCEDURES:

1. Employee shall report for duty at the time and place designated by assignment, or as directed by their supervisor. Employees shall be physically and mentally fit to perform their duties. They shall be fully equipped to properly perform their duties. Subpoenas and administrative personnel orders shall constitute an order to report for duty.

2. Employees shall remain at their assignments and on duty until they are relieved or until their tour of duty ends.
3. When sickness prevent an employee from reporting for duty, they shall follow policy 302A – *Sick Leave*.
4. Employees who fail to appear for duty on the date, time and place specified by their assignment or supervisor without permission shall be deemed "absent without leave." All such absences shall be reported to the employee's supervisor.
5. During anticipated absences, the Chief of Police will designate an Acting Chief of Police to manage the department by Interoffice Correspondence to the Mayor. The Mayor will appoint an Acting Chief of Police in the unexpected absence of the Chief of Police, or designee.
6. During anticipated absences, Division Commanders will designate an Acting Division Commander to manage their division by Interoffice Correspondence to their Deputy Chief.
7. Generally, the sworn personnel operate under the following chain of command:
 - a. Chief of Police.
 - b. Deputy Chief of Police.
 - c. Division Commander (Major).
 - d. Shift Commander (Captain).
 - e. First-line Supervisor (Lieutenant/Sergeant).
 - f. Officer.
8. Supervisors will assume responsibility for police matters on the basis of rank unless another officer has been specifically assigned the responsibility by a higher authority. There may be circumstances when an employee of lesser rank is delegated authority for a situation based on expertise or knowledge.
9. Shift briefing will precede each patrol shift and will include necessary information regarding daily patrol activity, with particular attention given to unusual situations. It will cover potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives. Supervisors will notify officers of changes in schedules or assignments, new or amended directives and evaluate their personnel for readiness to perform their duties.
10. Officers who sign up for extra shifts or assignments (special events, BOK assignments, etc.) shall report to duty at the time and place of their assignment, or as directed by the supervisor responsible for the extra shift or assignment. In the event an officer cannot fulfill such an obligation, they shall make contact and give notice to the responsible supervisor in a reasonable time prior to the assignment. Failing to report to such an assignment without contacting the responsible supervisor will be handled in the same manner as if the officer failed to report to duty for their primary assignment.
11. The Chief of Police, or designee, is responsible for maintaining a Multiyear Plan to include long-term goals and objectives, anticipated workload in relation to population trends, anticipated personnel levels, anticipated capital improvements and equipment needs, and a collaborative systems review. This plan will be updated annually.
12. Annually at shift change, the Chief of Police or designee, will establish and update the Departmental Goals. This information will be made available to all affected personnel.
13. Within 60 days of the annual update of the Departmental Goals being published, Division Commanders will update their divisional goals and objectives and evaluate the progress made toward the attainment of the previous year's goals and objectives. This information will be made available to all affected personnel. Division Commanders will submit divisional goals and objectives to the Chief of Police to be maintained by the Chief's Executive Officer.

14. Vacancy announcements for sworn personnel will be forwarded to the Recruiting and Career Development Section at the Training Division. The Recruiting and Career Development Section will also maintain job descriptions for each rank. These job descriptions and vacancy announcements will be available to all personnel for review.
15. The Chief of Police, or designee, will ensure that applicable periodic reports, reviews, and other activities mandated by CALEA accreditation standards will be completed in a timely manner. The Accreditation Manager will maintain a calendar of relevant reports, reviews, etc., and send out quarterly reminders. These reports, reviews, etc. are referenced and described further in 301B and other directives of the Tulsa Police Department.
16. Annually, the Crime & Intelligence Analysis Unit (CIAU) will complete and submit a beat study to the Operations Bureau Deputy Chief to review personnel allocation in patrol operations.
17. Every four years, CIAU will complete a department workload assessment and submit an executive summary to the Chief of Police with a copy to the Accreditation Manager, unless one is completed by a third party within the time frame.
18. The Chief of Police, or designee, is responsible for the coordination of grievance procedures and the maintenance and control of grievance records.
 - a. A copy of all grievances will be forwarded to the Chief of Police and filed upon his direction.
 - b. The Chief of Police, or designee, will perform a documented annual analysis of all grievances to identify trends or patterns that may need to be addressed. The analysis will include conclusions, recommendations, and proposals, if applicable.
19. Copies of the reports completed pursuant to these procedures will be forwarded to the Accreditation Manager.

REGULATIONS:

1. Employees shall report for duty at the time and place of their assignment, or as directed by their supervisor. Employees shall be physically and mentally fit to perform their duties. Employees shall be fully equipped to properly perform their duties. Subpoenas and administrative personnel orders constitute an order to report for duty.

REFERENCES:

136D, Specialty Assignments
301B, Written Directives, Departmental Roster, and Administrative Reports
302A, Sick Leave
TOG 2022, Organization and Administration