

SUBJECT:	ORGANIZATION
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ORGANIZATIONAL STRUCTURE

- A. The State Bureau of Investigation consists of the Office of the Director and four interactive divisions and a Professional Standards Section. The divisions are: Laboratory Services, Field Services, Support Services, and Administrative Services. The divisions are organized along functional lines and are comprised of Districts/Sections/Units.
2. The organizational structure of the Bureau operates on four levels. The Director addresses the Bureau as a whole, as well as relationships between the Bureau and other organizations, and establishes the values, policies, and philosophy which guide Bureau activity. Assistant Directors manage the four Bureau divisions. Supervisors oversee work in each District/Section/Unit of the Bureau. Individual employees are responsible for carrying out assigned tasks in a manner consistent with the values, policies, and philosophy of the Bureau.
3. The Bureau must cultivate its ability to adjust to changing needs. Ensuring stability, however, requires all changes in structure to address a specific need or meet a specific objective.
4. The organization chart of the Bureau shows the relationship between its divisions. The chart will be updated annually and disseminated to all divisions. In addition each division will maintain a current organizational chart which will be posted in each division.

AUTHORITY AND RESPONSIBILITY

1. The Director of the State Bureau of Investigation serves as the agency's chief executive officer and determines Bureau policy and procedure. The role of the Director as defined by statute requires the utmost care and discretion. The Director must be free of outside influences inconsistent with legal requirements or with the Bureau's goals, objectives, and high standards.
2. The Director is personally responsible for appointing Bureau personnel and for their training, supervision, retention, and promotion, consistent with legal requirements.
3. The Director, and in his or her absence the designated Assistant Director, has the authority and responsibility for the management, direction, and control of the

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operations and administration of the agency.

4. The Director and the Assistant Directors are responsible for establishing working relationships with other federal, state, and local agencies.
5. The Director's staff will meet upon notification of the Director. The Director's staff is comprised of the Assistant Directors. Other Bureau personnel may attend at the request of the Director. The agenda from staff meetings will be prepared and distributed to the Director and his or her staff. (*revised 07/11/03*)
6. The Director articulates the values of the organization and empowers the supervisory staff to convey those values to all Bureau personnel. Supervisors are responsible for ensuring that all Bureau personnel act in accordance with those values, and are held accountable for every aspect of their command.
7. Commensurate with policy guidelines and legal constraints, Bureau supervisory personnel have authority to coordinate and direct personnel and resources in achieving the organization's objectives. In so doing, the full range of administrative functions must be performed relying upon policy, direction, training, and personal initiative to achieve the highest level of performance possible.
8. At every level, Bureau employees are given the authority to make decisions necessary for the effective execution of their responsibilities. Supervisory staff has a responsibility to foster an environment in which all personnel can act in accordance with Bureau values. Each employee is individually responsible for acting in ways that are consistent with Bureau values.

MANAGEMENT

The management of the State Bureau of Investigation is committed to using the law enforcement resources of the state of North Carolina in the most efficient and effective way possible by:

1. Creating a satisfying work environment for all Bureau personnel by encouraging the personal and professional development of all Bureau personnel; and
2. Moving authority and accountability as far down the chain of command as

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possible.

UNITY OF COMMAND

1. Each organizational component of the Bureau is under the command of only one supervisor, and each employee is accountable to only one supervisor at any given time. Every effort is made to ensure the unity of command when employees are assigned to secondary duties.
2. When personnel of different components are engaged in a single operation, supervisory authority rests with the supervisor who has primary responsibility for that operation or function.
3. Occasions may arise requiring a supervisor to issue an order to an employee outside the supervisor's immediate responsibility. Nothing in the Policy and Procedure Manual prevents this or precludes the employee from following such an order.
4. Employees of the Bureau shall obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank. In the event an employee is given two different orders that may conflict, the last order given should prevail unless retracted or modified.

SPAN OF CONTROL

Supervisors will not have an excessive number of employees under their immediate control. The proper span of control is determined by the Assistant Director in charge of each division, although no supervisor shall directly supervise more than 22 employees.

DIRECTION

1. The Director establishes and issues policy and procedures for the operation and administration of the agency.
2. A policy expresses the values, beliefs, and principles guiding all Bureau functions and provides guidance for Bureau personnel in all their activities.

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3. A procedure is a guideline for carrying out agency activities. It differs from policy in that it directs actions to perform a specific task within the guidelines of stated policy.

ADMINISTRATIVE ORDERS

1. Changes to State Bureau of Investigation Policy and Procedure Manual will be communicated to the affected personnel by the Director and his or her assistants by Administrative Orders. Assistant Directors and Supervisors are responsible to assure that each affected employee has read and understand the issued Administrative Orders.
2. On an annual basis, all Administrative Orders will be reviewed. When necessary, the directions of Administrative Order(s) will be incorporated into the State Bureau of Investigation Policy and Procedure Manual. All affected employees will be notified when a policy or procedure is amended to incorporate the direction of the Administrative Order, and also when an Administrative Order is no longer in effect.

COMMAND STRUCTURE

1. The Director exercises direct supervision over the Assistant Director of the Crime Laboratory Services Division, the Assistant Director of the Administrative Services Division, the Assistant Director of the Support Services Division, the Assistant Director of the Field Operations Division, and the Special Agent in Charge of Professional Standards.
2. In the Director's absence, a designated Assistant Director will have the authority and responsibility for the management, direction, and control of the operations and administration of the Bureau.
3. Each division of the Bureau is headed by an Assistant Director. Each District/Section/Unit is headed by a Supervisor or Special Agent In Charge. Supervisory personnel shall be accountable for the performance of employees under their immediate supervision.
4. The Assistant Directors are administratively and operationally responsible for Bureau divisions. Special Agents in Charge or Supervisors of Districts/ Sections/Units

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within the SBI report to the appropriate Assistant Director.

5. Supervisory personnel are responsible for monitoring and evaluating the performance of each person under their supervision.
6. The Assistant Directors and the Special Agent in Charge of Professional Standards shall keep the Director fully informed at all times of the activities of their respective components. They will be available for immediate contact by the Director at all times.

AUTHORITY AND ACCOUNTABILITY

Bureau employees have the authority to make decisions necessary for the effective execution of their duties. All Bureau employees are held accountable for the use of their authority, as well as for the failure to use it appropriately. Decisions that may affect the Bureau's image/standing or has the threat of liability, employees are to follow the chain of command structure as outlined in the Bureau's organizational charts. The exception to following the chain of command would be when the situation deals with an immediate supervisor or harassment. The employee would then go to the next level of authority

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1. Administrative Services Division
 1. Research and Planning Section
 1. CALEA (Accreditation)
 2. Crime Statistics Unit
 3. Crime Reporting Unit
 4. Traffic Stops Program
 5. Grants Management
 6. Policy and Procedure, and Administrative Orders Management
 2. Budget & Financial Services Section
 3. Facility Management
 4. Human Resources Section
 1. Career Development
 2. Employee Relations & EEO
 3. Position Classifications & Management/Organizational

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- Design & Structure
 - 4. Performance Management
 - 5. Salary Administration
 - f. Recruitment & Selection
 - 5. Records Center
 - 6. Logistics Support Section
 - 1. Communication Infrastructure
 - 2. Communication Equipment Installation
 - 3. Communication Support
 - 4. Radio Telecommunications
 - 7. Medical/Psychological/Health & Safety Program
- 2. Crime Laboratory Division
 - 1. Accreditation - ASCLD/LAB & Lab Procedure
 - 2. Drug Chemistry Section
 - 3. Evidence Control and Administrative Services Section
 - 4. Firearm & Tool Mark Section
 - 5. Latent Evidence Section
 - 6. Molecular Genetics Section
 - 7. Documents and Digital Evidence Section
 - 8. Trace Evidence Section
 - 9. Western Regional Laboratory
- 3. Field Operations Division
 - 1. Field Districts
 - 2. Field Procedure Review
 - 3. Grand Jury Investigations
 - 4. Hostage Negotiation Team
 - 5. Safe Neighborhoods Initiative (SNI)
 - 6. Special Response Team (SRT)
 - 7. Statewide Coordinators: Arson/Clan Lab/Polygraph
 - 8. Task Force/OCDETF/Violent Crime
 - 9. Police Shooting Investigations
- 4. Support Services Division
 - 1. Airwing Section

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2. D.A.R.E. Unit (NC Training Center)
 3. DCI - Audit & Training Section
 4. Identification Section
 5. Marijuana Eradication Center
 6. Training Section
 7. Intelligence and Technical Services Section
 8. DECU
 9. FCI
 10. SAFIS
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5. Professional Standards Section
 1. Corruption Investigations
 2. Staff Inspections
 3. Internal Affairs Investigations
 4. Judicial Standards Investigations
 5. State Property Investigations

ORGANIZATIONAL CHART

Refer to Appendix.