1.3.01 PURPOSE AND POLICY

The purpose of this directive is to establish the formal organizational structure of the Alexandria Police Department and to specify the functions of the various subdivisions. [11.1.1; 11.1.2]

1.3.02 AUTHORITY AND BACKGROUND

The Alexandria Police Department was established pursuant to Virginia Code 15.2-1701 and 15.2-1704; the City Charter, Chapter 3 (Section 3.04.e) and Chapter 4 (Section 4.06); and City Code, Title 2, Chapter 3 (Section 2-3-1 through 2-3-4) and Title 4, Chapter 1 (Section 4-1-1).
1.3.03 DEFINITIONS

ancillary function – a unit that performs a specific function on a part time, as needed basis, using personnel from a variety of assignments within the department.

bureau – A major subdivision of the department, it may consist of one or more divisions or sections.

chain of command – Organization of the department by level of authority to ensure that information flows downward and upward through the organizational structure in a timely and uniform manner.

commander – An employee in control of the department, bureau, division, section, or unit, who has authority over all employees assigned thereto. [11.2.2]

detail – A specific task assignment of one or more employees who usually report to a unit supervisor; the assignment is usually temporary.

detective/investigator – titles used to designate when investigatory assignments are performed by police officers.

division – A major component of the department. It may consist of two or more sections and/or units. (For Patrol, each sector is a division. The former definition of division by specific hours of duty is now defined as shift.)

effective time – When any department directive is to become effective on a given date, it will be effective at the beginning (0001 hours) of the 24-hour day unless otherwise specified.

elevation – Assignment to a pay grade or pay step higher than the current grade or step in accordance with an existing career ladder program, such as the P-Program or D-Program. Elevation involves no change in authority, responsibility or seniority; elevation to any level within the P-Program or D-Program is not a promotion and is not cause for a change in the employee’s annual evaluation date or seniority level.

employee – An all-inclusive term to denote anyone, in any capacity, employed in a paid capacity by the department.

limited-enforcement personnel – Employees who have been granted restricted authority under city and/or state code to enforce certain laws or ordinances.

manager – Employee who is responsible for directing and controlling the work of others to accomplish a specific assignment. Authority is not limited to the Bureau, Division, Section, or Unit to which the employee is assigned.
**non-sworn personnel** – Employees who have no law-enforcement authority, including civilian employees.

**promotion** – Assignment to a higher rank as a result of an official, competitive promotional process. For sworn officers, promotion involves assignment to a higher rank designation on the public safety scale (e.g., police officer promoted to sergeant). For non-sworn and limited-enforcement employees, promotion involves assignment to a higher grade on the general scale (e.g., public safety records clerk, GS-7 promoted to emergency communications technician, GS-12). In accordance with city pay policies, the promotion date becomes the new annual evaluation date.

**rank** – A level denoting authority relative to other employees. Employees are promoted to ranks higher than entry level as a result of official, competitive promotional processes.

**section** – A functional subdivision of an organizational entity reporting directly to a an employee of the agency with the title of Chief of Police, sworn rank of Deputy Chief or Captain, or civilian Division Chief.

**seniority** – Seniority is determined:
1. First by rank (sworn) or pay grade (civilian) with the Alexandria Police Department.
2. Second by continuous service within the rank or grade with the Alexandria Police Department. An employee just promoted has a lower seniority level than an employee of the same rank or grade with an earlier date of promotion. Prior service in another rank or grade within the Police Department, or prior service of any type with another city agency has no bearing on seniority within a given rank or grade.
3. Third by total continuous service with the Alexandria Police Department. If there is a break in service, (voluntary or involuntary) the employee’s seniority suspends with the last payroll. Seniority resumes when the employee returns to work in a paid status in the same position.
4. Fourth by total continuous service with the City of Alexandria.

**shift** – Hours of work during which an employee is on duty or required to be on the City’s premises or at a prescribed workplace, as well as other time during which the employee is permitted to work for the employer. [For patrol, shifts are defined as Days (0600-1800 or 0800-2000), Midnights (1700-0500, or 1900-0700) and Power Shift (1530-0130)]

**superior** – An employee higher in grade or rank than the position to which reference is made.

**supervisor** – Employee with authority that oversees or manages others in the accomplishment of their tasks within a Section or Unit. A supervisor does not have span of control over all employees assigned to the Section or Unit.
**span of control** – describes the number of subordinates that report to each supervisor.

**sworn personnel** – Employees who have taken an oath of office to uphold all laws of the United States, Virginia State, and Alexandria City. These employees are authorized to carry weapons and have full arrest authority under state and city codes.

**team** – A number of people organized to function cooperatively as a group

**transfer** – To reassign an employee from one organizational unit to another. Transfer to an assignment with different duties and responsibilities does not constitute an elevation or promotion; therefore, there is no change in annual evaluation date or seniority level.

**unit** – A functional subdivision of a section comprised of an employee or group of employees organized to perform a specialized task.

### 1.3.04 CHIEF OF POLICE

In accordance with Alexandria City Charter, Sec. 4.06, there is a single executive head of each city government department, who is an officer of the city and has direction and control of his or her department, subject to the supervision of the city manager. In accordance with this authority:

A. The Chief of Police is the chief executive officer of the Police Department and has exclusive control of the stationing and transfer of all employees in the Department, plus authority and responsibility for the fiscal management of the agency. The Chief of Police, with the approval of the City Manager, appoints all other Police Department employees.  

   [12.1.1;17.1.1]

B. The Chief of Police executes all directives of the City Manager and issues such orders to the Department as may be required for proper enforcement.

C. The Chief of Police organizes, directs, and controls all resources of the Department in order to preserve the peace; protect persons and property; and observe and enforce all ordinances of Alexandria City, the laws of Virginia State, and the laws of the United States.

### 1.3.05 SUCCESSION OF COMMAND

[12.1.2]

A. In the event of the temporary absence or incapacity of the Chief of Police and lacking other written or oral instructions, the order of succession to Acting Chief of Police will be the designated Executive Deputy Chief. If an Executive Deputy Chief has not been designated, the succession to Acting Chief of Police will be by seniority in the rank of Deputy Chief until otherwise appointed by the City Manager.  

   [12.1.2.a]
B. Superior ranking employees will not assume command outside their own organizational assignment except when failure to do so would seriously jeopardize the department's ability to maintain law and order or cause a loss of public trust in the department.

C. The commander of each Bureau of the Department will establish the succession of command for such Bureau, and will provide a succession of command/emergency callback list to the Department of Emergency Communications (DEC) and the Planning, Accreditation, and Directives Section by the first of each January, April, July and October, or more often if significant changes have occurred. This procedure facilitates emergency notifications, as explained further in Police Directive 10.8B, Serious Incident Notifications.

1.3.06 LINES OF AUTHORITY

A. The duties and responsibilities of each of the ranks of authority, as well as civilian commanders, supervisors, and employees of the department, as enumerated in this directive, are intended to be general, and not all-inclusive. Employees of equal authority assigned to the various entities of the Department may have different duties and responsibilities.

B. Employees designated to act on behalf of superiors are granted authority commensurate with their acting positions, and are accountable for the use of delegated authority, as well as for the failure to use it.

C. Commanders may, at their discretion, assign additional responsibilities to any employee of their subdivision.

D. Each employee is accountable to only one supervisor at any given time.

E. Commanders and supervisors are specifically charged with the following:
   1. Promptly obeying and transmitting all lawful and applicable written directives, ensuring uniform interpretation and full compliance (see Police Directive 1.5, Written Policies for further information);

   2. Promptly obeying any lawful order of a superior, including any order relayed from a superior by an employee, regardless of rank;

   3. Diligently enforcing the observance of high ethical values in the performance and conduct of the employees under their command;

   4. Planning, organizing, and directing the activities of their command, and maintaining harmonious relationships with other segments of the department or allied agencies;
5. Ensuring that employees under their supervision strive to accomplish the department’s mission, and the goals and objectives of the departmental entity to which they are assigned;

6. Monitoring the quality and quantity of the duties and functions performed by their subordinates, in order to ensure maximum efficiency;

7. Ensuring that all procedures of the department and all subdivisions are observed by their subordinates and themselves;

8. Maintaining proper discipline and efficiency of the employees under their command; and

9. Carrying out and being accountable for other duties as assigned by higher authority.

F. SWORN PERSONNEL

1. Chief of Police – exercises command over all employees within the Police Department and has the powers and duties enumerated in section 1.3.04, above.

2. Executive Deputy Chief – in addition to the duties required of a deputy chief, acts as the designee of the Chief of Police in most administrative and disciplinary matters and who has the authority to handle matters outside of the normal chain of command when necessary to accomplish the goals and objectives of the department. This assignment is made by the Chief of Police as needed.

3. Deputy Chief – subordinate to the Chief of Police and superior to all other department employees; shall perform such duties as may be assigned by the Chief of Police; ensure that the laws and regulations governing the department are properly observed and enforced and that discipline is maintained; advise the Chief of Police concerning all matters of importance and apprise the Chief of Police of conditions in the organizational elements under the deputy chief’s command; assists the Chief of Police in carrying out the department’s mission; commands a bureau.

4. Captain – subordinate to deputy chief and superior to the rank of lieutenant and below; commands a division. When serving as acting deputy chief, will be particularly careful to carry out the previous orders of the deputy chief.

5. Lieutenant – subordinate to captain and superior to the rank of sergeant and below; may command a section or unit.

6. Sergeant – subordinate to lieutenant and superior to the rank of police officer and below; may supervise a section or unit.

7. Police Officer – appointed from an eligibility list derived from an entrance process conducted by the Personnel and Training Division of the Police
Department under the guidance of the City Human Resources Department, a police officer is subordinate to the rank of sergeant. Police officers will not exercise supervisory authority under ordinary circumstances except when permitted to do so by higher authority or by department policy. When such authority is delegated to police officers, they are accountable for performing the duties of the rank assigned. Police officers will perform such other duties as required by higher authority.

G. NON-SWORN PERSONNEL

1. **Division Chief** – subordinate to the rank of deputy chief and superior to all employees under his or her command; commands a division and may report to a deputy chief or directly to the Chief of Police. Non-sworn positions recognized as division chiefs are:
   - Division Chief of Personnel and Training
   - Division Chief of Technology, Data, and Analysis
   - Fiscal Officer III

2. **Commanders** – subordinate to the division chief and superior to employees under their span of control; may report to a division chief, captain, deputy chief, or directly to the Chief of Police. Commanders have cross-bureau authority, agency wide representation, and/or oversee managers or supervisors. Non-sworn positions recognized as commanders are:
   - Crime Scene Investigations Commander
   - Database Administrator II
   - Senior Public Information Officer
   - Accreditation Manager II

3. **Managers** – subordinate to a commander; may report to a commander, division chief, captain, or deputy chief. The non-sworn positions recognized as managers are:
   - Supervisory Crime Analyst
   - Accreditation Manager I

4. **Supervisors** – subordinate to a manager; may report to a manager, commander, lieutenant, or sergeant.

5. **Civilian Employee** – will perform such duties as required by competent authority.

6. **Volunteer** – will perform such duties as required by authorized personnel.

H. LIMITED-ENFORCEMENT PERSONNEL

1. **Parking/Tag Enforcement Officers** – non-sworn personnel authorized to enforce city code sections related to parking and city vehicle license violations.
2. **Hack Inspectors** – assigned to the Special Events Unit, Traffic, Special Events, and Parking Division of the Operations Support Bureau, are full time, special conservators of the peace appointed by a Circuit Court Judge and serve at the discretion of the Chief of Police. They possess general peace powers prescribed by Virginia Code with authority to enforce the taxicab regulations of the City of Alexandria, anywhere in the city and at Ronald Reagan Washington National Airport. Hack inspectors will carry the issued sidearm and any other authorized weapons while on duty, and may use these weapons as required for the completion of their assigned duties. Hack Inspectors wear special law enforcement uniforms, different than full-time police officers, and supplement the department’s day-to-day delivery of law enforcement services. For more information see City Codes 9-12-1(8), and 9-12-3.

3. **Special Police Officers (SPOs)** – assigned to Information Services Section, are full time, special conservators of the peace appointed by a Circuit Court Judge and serve at the discretion of the Chief of Police. They possess general peace powers prescribed by Virginia Code and have enforcement powers on the property of the Alexandria Police Department, the adjacent building, grounds, and parking areas. While on duty, SPOs may carry the issued sidearm and other weapons, and may use them as required for the completion of their duties. SPOs wear special law enforcement uniforms, different than regular police officers, and supplement the department’s day-to-day delivery of law enforcement services.

4. **Animal Control Officers** – contractual employees authorized to enforce animal control ordinances.

**1.3.07 ADMINISTRATION**

**A. OFFICE OF THE CHIEF** - responsible for the administration of all functions within the Police Department. The chief's immediate staff includes an administrative aide and an administrative support secretary.

**B. FISCAL/FLEET MANAGEMENT DIVISION** - reports to the Chief of Police; develops the department's fiscal policies and procedures; provides administrative support to the Chief of Police; has primary responsibility for development, implementation and oversight of the department’s budget, expenditures, receipts, financial statements; internal audits; and the procurement and maintenance of department vehicles; assists the Chief of Police in other areas as assigned. [17.2.1]

**1.3.08 PATROL OPERATIONS BUREAU**

Headed by a deputy chief who reports directly to the Chief of Police, the Patrol Operations Bureau (POB) performs the police mission to preserve the peace, protect
persons and property and enforce city ordinances and laws of Virginia State. It has primary responsibility to safeguard the community by preventing crime, suppressing criminal activity, apprehending criminals, and preserving peace. Police officers conduct preliminary and certain follow-up investigations, and provide traffic law enforcement and accident investigation services.

A. **PATROL SECTOR 1 DIVISION** – staffs the geographic area of the City commonly known as the downtown, Old Town and central business district. Coordinates the activities of officers assigned to community oriented policing projects and residential police officer program in the sector.

B. **PATROL SECTOR 2 DIVISION** – staffs the geographic area of the City primarily made up of Rosemont, Del Ray and Arlandria sections. Coordinates the activities of officers assigned to community oriented policing projects and residential police officer program in the sector.

C. **PATROL SECTOR 3 DIVISION** – staffs the geographic area customarily recognized as the central and West end of the City. Coordinates the activities of officers assigned to community oriented policing projects and residential police officer program in the sector, and supervises the sergeants of the Power Shift (PS).

1. **Power Shift** – scheduled and assigned as necessary to respond to calls for service and crime issues in the sectors during peak call for service days and times. Beat assignments are determined from calls for service analysis, which are reviewed and adjusted semi-annually. Power Shift Officers have the same patrol duties as other patrol officers.

D. **PATROL SUPPORT DIVISION** – commanded by a captain who reports directly to the POB deputy chief; oversees the functions of all sections and units within the division. This division is responsible for providing support functions to the Patrol Operations Bureau (e.g., COPS and PTU) as well as to the Department as a whole (e.g., City Council Liaison, Court Liaison, FOIA Coordinator, and Secondary Employment Coordinator).

1. **Community Oriented Policing Section** (C.O.P.S) – Focuses on quality of life issues in specific geographic areas with emphasis on street level offenses, and nuisance crime. COPS utilizes problem-solving techniques, asymmetrical policing approaches, and community outreach to solve problems relating to crime and quality of life issues through collaborative efforts between public and private institutions. Administers the Trespassing and Police Mountain Bike programs.

2. **City Council Liaison** - represents the Chief of Police and the police department at all City Council meetings. The City Council Liaison (CCL) handles all correspondence to the police department from the Mayor; City Council; the City Manager’s Office; all city departments; and all citizens. The CCL duties are presently handled by the Captain of the Patrol Support Division.
3. **Police Training Unit** – manages the Police Training Program of Probationary Officers

4. **Court Liaison Unit** – the court liaison officer performs liaison functions with the Commonwealth’s Attorney’s Office, schedules and coordinates the criminal and grand jury dockets, and performs other duties as assigned.

5. **FOIA Coordinator** – handles all requests for records through Freedom of Information Act requests in coordination with the City Attorney’s Office. Screens FOIA responses from DEC and Fire/EMS to ensure appropriate records or portions are withheld in accordance to policies and direction from Chief of Police.

6. **Secondary Employment Coordinator** – administers the Secondary Employment Program for off-duty employment within the police department.

### 1.3.09 OPERATIONS SUPPORT BUREAU

A. **SPECIAL OPERATIONS DIVISION** – headed by a captain who reports to the OSB deputy chief. This division performs a variety of special functions to assist the OSB through selective enforcement and to provide specialized assistance, primarily to the patrol divisions. The units included are the Tactical Training Unit, Intelligence and Homeland Security Unit, the School Resource Unit, the K-9 Unit, and the Crime Prevention Unit. This division is also responsible for the operation of various ancillary functions, including the Special Operations Team, Hostage Negotiations Team, and Incident Command System (ICS) Resources. In addition, the division provides oversight and guidance to certain animal control enforcement aspects of the City’s Animal Shelter contract managed by the General Services Department.

1. **Intelligence and Homeland Security Unit** – responsible for the traditional Homeland Security functions to include: liaison with Federal, State, Local, and Military counterparts; oversight of our commitment to the Federal Bureau of Investigation Joint Terrorism Task Force (FBI JTTF) and related international/domestic terrorism matters; and work with City Emergency Management on all-hazards emergency response preparedness. [46.1.1]

2. **School Resource Officers Unit** – coordinates the activities of school resource officers in the specifically designated schools. The school resource officers are responsible to maintain a liaison between the Department and the schools. They are charged with ensuring order and safety within the designated schools.

4. **Crime Prevention Unit** – coordinates the Department’s efforts to minimize crime through environmental planning and design community relations function; works to reduce or eliminate crime opportunities through citizen involvement in crime resistance; coordinates the Neighborhood Watch, Business Watch, and the National Night Out program.

5. **Tactical Training Unit** – Responsible for providing training to patrol officers in police tactics and survival skills. Areas of training may include building searches, critical incident response, rapid deployment and active shooter scenarios.

B. **TRAFFIC, SPECIAL EVENTS and PARKING DIVISION** – headed by a captain who reports to the OSB deputy chief. This division performs a variety of special functions to assist the POB through selective enforcement and to provide specialized assistance, primarily to the patrol divisions. This is accomplished through the use of, traffic, parking and tag enforcement, administration of the taxi industry, and special events such as parades, festivals, foot races or other large public gatherings and the Crash Reconstruction Unit.

1. **Motors Unit** – has primary responsibility for selective enforcement of traffic laws, traffic direction and control, radar enforcement and training. The unit also manages the Gridlock Reduction Project (GRIP), which reduces traffic gridlock by preventing vehicles from blocking intersections.

2. **Special Events Unit** – provides coverage for special details, such as parades, festivals, foot races or other large public gatherings.
   a. **Hack Inspection Unit** – performs functions necessary for enforcement of laws and ordinances pertaining to taxicabs, and issuance of licenses under these ordinances.

3. **Parking & Tag Enforcement Unit** – primarily responsible for enforcement of parking ordinances, city tag enforcement, and the hack inspection function.

4. **School Crossing Guards Unit** – controls the flow of traffic, as necessary, in the performance of crossing guard duties.

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**1.3.10 ADMINISTRATIVE SERVICES BUREAU**

Headed by a deputy chief who reports directly to the Chief of Police, the Administrative Services Bureau (ASB) provides operational and administrative support throughout the department as well as direct service to the public.

A. **SUPPORT SERVICES DIVISION** – is headed by a captain who reports to the deputy chief of the Administrative Services Bureau, acts as the liaison to the Department of Emergency Communications; provides informational services to the department, and also provides direct services to the public.
1. **Facilities and Security Management Section**: – provides facilities management support services, administers property leases, plans space and furnishings, coordinates renovations, repairs and space reconfiguration; and administers the fire evacuation plan. Included are the tasks associated with space allocation and security issues for the current police building.

   a. **Facilities Maintenance Unit** – performs routine maintenance and custodial services for police facilities and satellite offices. Maintains a facilities maintenance liaison with General Services and leased space landlords; administers facilities maintenance and repair contracts. Maintains a liaison with the Office of Sheriff for the Public Safety Center and other police facilities.

   b. **Facilities Security Unit** – manages the police facilities access control, video surveillance, copiers and office telephone systems including maintenance and repair of devices. Maintains a liaison with the Office of Sheriff for security issues at the Public Safety Center.

2. **Property and Evidence Section** – maintains stored agency property in a state of operational readiness; maintains inventory control of and distributes expendable supplies; stores lost, found, recovered, and evidentiary property and maintains inventory control over these items; maintains records of equipment, clothing, and weapons issued and in stock. [17.5.3]

3. **Planning, Accreditation and Directives Section** – assists the Chief of Police and the command staff in researching and formulating department policies and procedures and implements them by means of the written directives system; oversees forms design and control; performs duties necessary to ensure compliance with accreditation standards and serves as the department's accreditation manager; provides planning and research assistance to all components of the department. Maintains accessibility to all levels of the department and to appropriate persons outside of the department, to ensure access to necessary information resources, to enhance the planner's ability to collect data and make programmatic recommendations. [15.1.1.;53.2.1]

4. **Range Operations Section** - manages the firearms range, ensures that safety rules and other safety procedures are followed, assists with Firearms instructor and Instructor Re-Certification courses.

B. **TECHNOLOGY, DATA AND ANALYSIS DIVISION** – is headed by a division chief who reports to the deputy chief of the Administrative Services Bureau.

1. **Crime Analysis Section** – extracts, reports, analyzes, and disseminates offense/incident data. Reports include strategic, tactical and administrative aspects of City crime and department data. Briefs the Chief of Police on crime patterns or trends. [15.1.1.b,c,d,f]
2. **Information Services Section** – maintains all department records except: personnel records, the working files of departmental units, and the records of Intelligence and Internal Investigations; receives, reviews, classifies, duplicates, and distributes offense and supplementary reports; maintains master index files, case files, arrest files and other documents; distributes mail, and other official publications; receives, processes and files warrants, protective orders and other court papers; conducts criminal history record checks; responds to and prepares Virginia Criminal Information Network/National Crime Information Center (VCIN/NCIC) messages; staffs the front desk; prepares and submits the Uniform Crime Report/Incident Base Reporting system report (UCR/IBR); and performs other administrative support for the department, as directed.

   a. **Case Review Unit** – conducts quality control for report writing and other official paperwork, supervises Special Police Officers, case jackets, and the Telephone Reporting Unit, oversees the Red Light Program and Cry Wolf Program, provides building security, and public fingerprinting.

   b. **Telephone Reporting Unit** – provides telephone and on-line reporting for qualifying incidents.

3. **System Operations Section** – develops and maintains the Records Management System (RMS) and various other automated Systems. Coordinates training on the computer systems that access the RMS. Seeks out new technologies for information management.

   a. **Technical Support Unit** – maintains the department’s local area network (LAN); performs installation of hardware and software and general computer maintenance; maintains up-to-date records of computers, LAN users, and computer equipment; and develops short and long-range plans for network and personal computer use in the department.

4. **Tactical Computers Section** – develops and maintains the department’s fleet of mobile computers and the related software. Coordinates training on use of the departments mobile computer systems. Seeks out new technologies for the mobile environment.

C. **PERSONNEL AND TRAINING DIVISION** – is headed by a division chief who reports to the deputy chief of the Administrative Services Bureau. Oversees the activities of the Training & Certification Section and the Personnel & Recruiting Section; acts as liaison with various City agencies; makes recommendations to the Chief of Police on personnel issues.

   a. **Training & Certifications Section** – ensures the training needs of all employees are met, and coordinates mandatory in-service training and all other proficiency training programs, maintains training records for all employees, maintains and
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1.3.11 INVESTIGATIONS BUREAU

Headed by a deputy chief who reports directly to the Chief of Police, the Investigations Bureau investigates and prepares for prosecution certain felony and misdemeanor cases including violent crimes, property crimes, sex offenses, crimes and status offenses committed by and against juveniles, white collar crime; violations of vice, gambling, liquor, hate crimes, gangs and narcotics laws. The bureau is also responsible for crime scene processing; oversees the Volunteer Unit, the Public Information and Media Services Unit, the Internal Investigations Unit.

A. INTERNAL INVESTIGATIONS SECTION – reports to the deputy chief of the Investigations Bureau; conducts internal investigations, inquiries and disciplinary reviews of complaints against department employees. This unit has the authority to report directly to the Chief of Police when necessary and/or when the deputy chief of the Investigations Bureau is unavailable. [52.1.2]

B. PUBLIC INFORMATION and MEDIA SERVICES UNIT – reports to the deputy chief of the Investigations Bureau; serves as primary point of contact for media representatives; duties are further described in Police Directive 10.21, Media Relations. [54.1.1.a]

C. VOLUNTEER UNIT – reports to the deputy chief of the Investigations Bureau; recruits, investigates, selects, and assigns volunteers to supplement department staff.

D. CRIMINAL INVESTIGATIONS DIVISION – is headed by a captain who reports to the deputy chief of the Investigations Bureau.

1. Crimes Against Persons Section – the section commander reports to the captain of the Investigations Division; investigates and prepares for prosecution certain felony and misdemeanor cases. [42.1.4]
a. **Violent Crimes Unit** – investigates crimes of violence and/or crimes against persons, including sex offenses and gang-related offenses.

b. **Special Victims Unit** – investigates Internet Crimes Against Children (ICAC) and all sex related crimes in which the victim or perpetrator is a juvenile, and any other youth related offenses or incidents as deemed appropriate by the unit supervisor; assists Child Protective Service (CPS) with investigating child abuse/neglect cases; assists other department units in youth related matters; and serves on various committees regarding youth welfare.

Coordinates activities involving domestic violence-related crimes and events. Investigates and follows up on stalking cases, death threat cases and target cases, monitors domestic violence-related reports, coordinates activities with the Domestic Violence Intervention Project (DVIP), and other activities related to domestic violence.

Administers the department’s juvenile law enforcement programs (although all agency components share in the juvenile law enforcement function); investigates community and family conditions affecting the health, morals, and safety of children; investigates and performs juvenile delinquency control; maintains liaison with the Juvenile and Domestic Relations (JDR) Court, schools, and other agencies that are active in youth welfare work, assists other department units in the investigation of complaints and problems involving juveniles; makes referrals of Children In Need of Services (CHINS) and follows up such referrals.

2. **Property Crimes Section** – the section commander reports to the captain of the Investigations Division; investigates and prepares for prosecution certain felony and misdemeanor cases related to property, financial and computer crimes.

a. **Property Crimes Unit** – investigates crimes against property and stolen motor vehicles; conducts inspections of records of pawnshops, secondhand dealers, and precious metals dealers to detect stolen goods.

b. **Domestic Violence/Financial-Computer Crimes Unit** – investigates domestic violence, welfare fraud, larcenies and attempted larcenies by trick, device and bunco, including illegally issued checks and forged instruments; performs polygraph services; and performs forensic analysis of computers seized during criminal investigations.

3. **Crime Scene Investigation Section** – the section commander reports to the captain of the Investigations Division; collects, classifies, searches and files fingerprints; examines objects and crime scenes for latent fingerprints and other evidence; prepares fingerprint evidence for court presentation; takes, develops and prints photographs and maintains the photographic darkroom; aids other units in the identification, apprehension, and prosecution of criminals, supports the Information Services Section, when needed, for public fingerprinting,
processes applications for and conduct license investigations on solicitors, trains and supervises crime scene investigators.

4. **Vice/Narcotics Section** – the section commander reports to the captain of the Investigations Division; investigates violations of vice, gambling, liquor, organized crime and narcotics laws and gathers intelligence data concerning these activities; maintains liaison with similar units of local, county, state, and federal governments; maintains a secure storage area for vice, drug and organized crime investigation records.

   a. **Vice Suppression Detail** – enforces gambling, liquor and vice laws.

   b. **Electronic Surveillance Detail** – assists detectives and officers with research, examination and utilization of high-technology investigative methods for the purpose of gathering evidence to identify and prosecute those suspected of committing a criminal act or assisting to locate missing or endangered individuals.

   c. **Federal Task Forces** – enforces drug, money laundering, and anti-gang laws in coordination with federal, state, and other local law enforcement agencies.

   d. **Narcotics Unit** – investigates drug law violations.

### 1.3.12 ANCILLARY FUNCTION AND CONTRACTUAL OVERSIGHT

A. **Ancillary Function Oversight**

1. **Civil Disturbance Unit** – an ancillary function staffed by police officers specifically trained in tactics to prevent, contain, or neutralize civil disobedience. The primary goal of this unit will be to disperse the crowd and restore order, while utilizing appropriate levels of force. The secondary goal is the physical arrest of obvious civil disturbance leaders and participants. Oversight for this function is managed by the Operations Support Bureau.

2. **Crash Reconstruction Unit** – an ancillary function staffed by police officers specially trained to investigate serious motor vehicle crashes. Oversight for this function is managed by the Investigations Bureau. A sergeant who reports to the commander of the Crime Scene Investigation Section coordinates this unit.

3. **Crisis Intervention Team** – an ancillary function staffed by police officers and by personnel from other City agencies, specifically trained in the recognition of psychiatric disorders, suicide intervention, substance abuse issues, and verbal de-escalation techniques to respond effectively and appropriately to individuals in crisis. The training is designed to educate and prepare first responders who come into contact with people with mental illnesses to recognize the signs and
symptoms of these illnesses and to respond effectively and appropriately to individuals in crisis. Oversight for this function is managed by the Patrol Operations Bureau.

4. **Defensive Tactics Unit** – an ancillary function staffed by personnel from other organizational entities, specifically trained as Defensive Tactics Instructors; responsible for training on all issued weapons, other than firearms; responsible for conducting and maintaining proficiency records on annual training, covering less-lethal weapons, non-lethal weapons, and lethal force; responsible for conducting reality based training consistent with current training trends. Oversight for this function is managed by the Operations Support Bureau.

5. **Honor Guard** – an ancillary function staffed by police officers from a variety of assignments within the department; it provides formal color teams for funerals and other special functions designated by the commander of the SOD. Oversight for this function is managed by the Operations Support Bureau.

6. **Hostage Negotiations Team** – an ancillary function staffed by personnel from other organizational entities; attempts to establish and maintain communication with person(s) involved in hostage/barricade situations with the goal of bringing situations to peaceful conclusions. Oversight for this function is managed by the Operations Support Bureau.

7. **Logistics Support Team** – an ancillary function staffed by police officers from a variety of assignments within the department. They are responsible for providing a variety of resources during ICS situations. Oversight for this function is managed by the Operations Support Bureau.

8. **Special Operations Team** – an ancillary function staffed by personnel from other organizational entities; responds to hostage/barricade situations and serves high-risk search warrants. Oversight for this function is managed by the Operations Support Bureau.

**B. Contractual Oversight**

The Special Operations Division provides limited oversight and guidance to the City’s Animal Shelter contract only in the specific areas of Animal Control Enforcement, and only as specified in the contract. The primary oversight for the Animal Shelter is the Director of General Services.

**1.3.13 COMMUNICATION and COORDINATION WITHIN the DEPARTMENT**

The Police Department encourages and supports the exchange of information between department components for the purpose of coordinating performance. All divisions,
sections, and units shall coordinate their activities and maintain open lines of communication. Procedures include but are not limited to:

- Procedural updates and revisions will be forwarded to all of the Police Department.
- Staff meetings are to be used to facilitate coordination. Attendance by all components at department staff meetings is encouraged.
- The Mobile Data Browser can be used to facilitate information sharing with operations personnel.
- An e-mail system linking all Police Department computer network stations system is an additional tool with which to communicate information to all department personnel; it should be used to promote free flow of information.
- Supervisors in the Patrol Operations, Investigations, and Operations Support Bureaus conduct daily shift briefings with personnel under their command as applicable to their function.
- The department is equipped with a voicemail system. The voicemail system can be a tool with which to communicate information to a majority of department personnel.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police