



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

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TOPIC: DEPARTMENT ORGANIZATION
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I. POLICY

The Lincoln Police Department is organized into three divisions: Chief of Staff, Support and Operations, each commanded by an assistant chief. The department maintains an organizational chart that depicts the structure, a staffing table of personnel assignment. The major functions of department units follow. (11.1.1)

II. THE OFFICE OF THE CHIEF OF POLICE

- A. The chief of police commands the overall operations of the department with the following within the office:
 - 1. Legal Advisor: An assistant city attorney assigned to function as the police legal advisor provides training, legal guidance, and legal assistance during investigations.
 - 2. Executive Assistant: The executive assistant is assigned to coordinate scheduling for the Chief's Office, communications, personnel orders and documentation of meetings.

III. OFFICE OF CHIEF OF STAFF

- A. Internal Affairs Unit: Conducts investigations and maintains records concerning employee conduct and community complaints.
- B. Management Services Unit: Responsible for the inspections function, maintenance of all department General Orders, S.O.P.s and accreditation standards. The commanding officer also performs unit inspections and reviews all pursuits, grievances, and injuries to employees. The Management Services Unit is tasked with the following functions:
 - 1. Planning: Grant administration, statistical analysis, program development, and accreditation. (15.1.1)
 - 2. Liquor Investigation: Processes liquor license and keno applications. Coordinates follow-up on tavern violations.

- 3. Public Information: Coordinates dissemination of information to the news media, and coordinates department social media presence.
- 4. Special Projects: Responsible for researching, coordinating and implementing projects for the Department.

IV. SUPPORT DIVISION

- A. Education and Personnel Unit: Conducts employee recruitment and hiring activities. Coordinates all academy and continuing training, career development, and promotional testing. Coordinates crime prevention, public relations, community liaison, and public education programs.
- B. Records Unit: Processes and maintains all case files, reports, criminal history information, and other records. Receives and processes walk-in reports, and inquiries from public.
- C. Property and Evidence Unit: Maintains custody of all seized evidence. Coordinates the acquisition and inventory of equipment and supplies.
- D. Technical Resources: Implements new technology applications and provides technical support to other units.
- E. Crime Analysis Unit: Maintains and disseminates criminal intelligence information. Analyzes crime trends and patterns to provide strategic information to officers. Coordinates Crimestoppers.
- F. Police Garage: Procures, services, and maintains the department vehicle fleet. Prepares monitors and manages garage enterprise fund, procures, maintains, and liquidates department vehicles and equipment and manages garage repair facility.
- G. Information Technology Unit: Develops

computer applications and provides technical support to all department units and personnel. Maintains department computer-based records management system.

- H. Victim Assistance Unit: Provides assistance to crime victims and witnesses.
- I. Forensic Unit: Conducts fingerprint examinations, forensic video analysis and maintains all associated records. Maintains alcohol-testing equipment.
- J. Finance: Manages financial accounts and prepares payroll. Prepares, monitors, and manages budget activities and capital improvement projects. (17.2.1)
- K. Emergency Communications Center: Receives and dispatches emergent and non-emergent police, fire and EMS calls for service. Provides information as needed to the public. Provides communications support for various agencies and entities. Unit consists of the Emergency Communications/911 Center and the Radio Maintenance Shop.

V. OPERATIONS DIVISION

- A. Community Police Teams: Four teams staffed with a complement of officers deliver all general police services to the public 24 hours a day, including patrol, response to calls for service, investigations, law enforcement, crime prevention, and problem resolution. (41.1.1)
- B. Operations Support Unit: Provides 24-hour command services to all police field operations. Coordinates special events and disaster planning. Also commands the following field support functions:
 - 1. Traffic Safety Unit: Provides specialized traffic enforcement and other traffic support functions to the Operations Division.
 - 2. Special Weapons and Tactics Team: Composed of officers with other full-time assignments, the team provides tactical services in high-risk situations, and hostage/barricaded subject negotiations.
 - 3. Field Force: Provides crowd control and dispersal services in the event of civil disturbances and mass gatherings. The Field Force is composed of officers with other full-time assignments.
 - 4. Canine Unit: Trains and deploys canine-handler teams to support field operations. Canine handlers are assigned to the Community Police Teams, and perform the

duties of field officers, but overall coordination rests with the Operations Support Unit.

- C. Criminal Investigations Team: Provides support and assistance to community police teams in follow-up investigation. Conducts and coordinates major crime investigations, and specialized investigations. (43.1.1)
 - 1. Technical Investigations Unit: Conducts vice, white-collar crime, and complex or confidential investigations assigned by the chief of police.
 - 2. Gang Unit: Conducts investigations concerning crimes associated with suspected gang members.
- D. Special Victims Unit: Investigates serious crimes against children. Coordinates investigation and follow-up for serious domestic violence cases, sexual assault cases and juvenile missing persons.
- E. Narcotics Unit: Conducts investigations concerning controlled substances and drug law violations as a multi-agency unit staffed by Lincoln police officers and members of other outside law enforcement agencies. (42.2.4)