



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

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TOPIC: DEPARTMENT ORGANIZATION
ISSUED BY: MICHON MORROW, CHIEF OF POLICE
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REFERENCE:

I. POLICY

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

II. MANAGEMENT DIVISION

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.
3. Professional Standards: Conducts investigations and maintains records concerning employee conduct and community complaints.
4. Public Information: Coordinates the dissemination of information to the news media, and coordinates department social media platforms.
5. Management Services: Responsible for the inspections function, maintenance of all department General Orders, S.O.P.s and accreditation standards. The commanding officer performs unit inspections and reviews all pursuits, grievances, and injuries to employees. The unit assists with disseminating information to the media when needed. The Management Services Unit is tasked with the following functions:
 - a. Planning: Statistical analysis, program development, and accreditation. (15.1.1)
 - b. Liquor Investigation: Processes liquor license and keno applications. Coordinates follow-up on tavern violations.

III. 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 the public. Responsible for the handling and storage of employee personnel files.
- C. 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.

- D. Finance and Grants: Manages financial accounts and prepares payroll. Prepares, monitors, and manages budget activities and capital improvement projects. Responsible for research, administration, and grant management. (17.2.1)
- E. Property and Evidence Unit: Maintains custody of all seized evidence. Coordinates the acquisition and inventory of equipment and supplies.
- F. Information Services Unit: Develops computer applications and provides technical support to all department units and personnel. Maintains department computer-based records management system.
- G. Technical Resources: Implements new technology applications and provides technical support to other units.
- H. 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.
- I. Forensic Identification Unit: Conducts fingerprint examinations, forensic video analysis, and maintains all associated records. Assists in the maintenance of the evidentiary breath alcohol testing devices.
- J. Crime Analysis Unit: Maintains and disseminates criminal intelligence information. Analyzes crime trends and patterns to provide strategic information to officers. Coordinates Crime Stoppers tips and information.
- K. Victim Assistance Unit: Provides assistance to crime victims and witnesses.

IV. OPERATIONS DIVISION

- A. Criminal Investigations Unit: Provides support and assistance to community police teams in follow-up investigation. Conducts and coordinates major crime investigations, specialized investigations and confidential investigations assigned by the chief of police. (43.1.1)
 - 1. Technical Investigations Unit: Conducts vice, white-collar crime, complex financial crimes, and financial exploitation of a vulnerable and senior adult abuse investigations.
- B. Special Victims Unit: Investigates serious crimes against children. Coordinates investigations of human trafficking of adults and children. Coordinates investigation and follow-up for serious domestic violence cases, sexual assault cases on adults and children, and missing youths.
- C. Narcotics and Gang Unit: Conducts investigations concerning controlled substances and drug law violations as a multi-agency task force staffed by Lincoln police officers and members of outside law enforcement agencies. Conducts investigations concerning crimes associated with suspected gang members. (42.2.4)
- D. 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)
- E. Traffic Safety Unit: Provides specialized traffic enforcement and other traffic support functions to the Operations Division.

- F. Operations 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. 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.
 - 2. 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.
 - 3. 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.
 - 4. Duty Command: Provides 24-hour command service to all police operations.

- G. Events and Incident Command: Responsible for planning department events and Incident Command management.

