

**MOBILE POLICE DEPARTMENT  
MOBILE, ALABAMA**

**GENERAL ORDER #11**

**11/21/2014**

**SUBJECT: ORGANIZATION AND ADMINISTRATION**

INDEX:

11.1.1	DESCRIPTION OF ORGANIZATION
11.1.2	-----
11.2.1	EMPLOYEE ACCOUNTABILITY
11.2.2	DIRECT COMMAND
11.3.1	RESPONSIBILITY/AUTHORITY
11.3.2	SUPERVISORY ACCOUNTABILITY
11.3.3	SENIORITY
11.3.4	RANKING OFFICERS
11.4.1	ADMINISTRATIVE REPORTING PROGRAM
11.4.2	ACCOUNTABILITY FOR AGENCY FORMS
11.4.3	ACCREDITATION COMPLIANCE DETAIL
11.5.1	ANNUAL UPDATING OF GOALS AND OBJECTIVES
11.5.2	SYSTEM FOR EVALUATION OF GOALS AND OBJECTIVES
11.6.1	PLANNING AND RESEARCH *FUNCTION
11.6.2	ORGANIZATIONAL PLACEMENT OF PLANNING AND RESEARCH
11.6.3	DISTRIBUTION OF ANALYTICAL REPORTS
11.6.4	MULTI-YEAR PLAN

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**11.1.1 DESCRIPTION OF ORGANIZATION**

This agency allocates its resources and personnel along functional lines. The vertical organizational structure of the department follows a hybrid of functional and programmatic structures.

**Administration and Command**

Mayor's Office

The Mayor's Office is established by law and consists of the Mayor and seven (7) elected Council members. The Mayor is the appointing authority.

Jurisdiction

The Mayor's Office is responsible for all departments of the city government, with all powers, rights, and duties prescribed by law. Charge and control of the Mobile Police Department is delegated to the Chief of Police who serves at the pleasure of the Mayor, with Council approval. The Chief of Police is subordinate to the Executive Director of Public Safety, who is a member of the Mayor's executive staff.

## Organizational Chart

The Chief of Police shall review the organizational structure of the department in terms of the chain of command, and the lines of authority and communication within the department. These assessments should be updated as required or needed. The Organizational Chart shall be prominently displayed in all department buildings.

## Organization of the Department

For the purpose of direction and control, the department is divided into six (6) branches:

1. The Office of the Chief of Police
2. The Office of the Assistant Chief
3. The Field Operations East Division
4. The Field Operations West Division
5. The Investigative Services Division
6. The Support Services Division

### **OFFICE OF THE CHIEF OF POLICE**

The structure of the Office of the Chief of Police is as follows:

1. The Chief of Police
2. Internal Affairs Unit
3. Legal Advocate
4. Public Affairs
5. \*Assistant Chief of Police (Chief of Staff and Chief of Operations)

Internal Affairs Unit – shall be commanded by a Lieutenant or officer of higher rank who is immediately subordinate to the Chief of Police and who shall administer his duties in accordance with these rules and regulations as it applies to his specific rank. The Internal Affairs Unit shall conduct, supervise, and control investigations delineated in General Order 52.

*\*Legal Advocate – shall be immediately subordinate to the Chief of Police and is responsible for the following:*

1. *Providing legal advice to department executives and members in the field where legal issues are involved.*
2. *Conducting training classes in criminal law to department members and preparing legal advisor updates, when necessary.*
3. *Representing the department as directed in meeting with the judiciary and others relating to police legal matters.*
4. *Reviewing requests for information under the Freedom of Information Act and other court processes for appropriateness, in accordance with department procedures.*
5. *Keeping the department apprised of changes in city ordinances, state laws and relevant court decisions*

Public Affairs – shall be immediately subordinate to the Chief of Police and shall be responsible for the following:

1. Acting as the official department speaker for all releases of information to the news media.

2. Informing the public of current police operations and services.
3. Maintaining liaison with the news media in order to maintain good rapport between the news media and the department.
4. Gathering pertinent news information from all commands for dissemination to the news media.
5. Responding to the scene of major incidents to aid department personnel in dealing with the news media.
6. Processing and issuing all types of press passes to media representatives.
7. Maintaining responsibility for preparation of the annual report.

## **OFFICE OF THE ASSISTANT CHIEF**

The Office of The Assistant Chief will have two equally ranked subdivisions consisting of the Chief of Staff and Chief of Operations.

### **Assistant Chief of Police (Chief of Staff)**

1. *\*Administrative Services Section*
2. *\*Office of Strategic Initiatives*
3. *\*Intelligence Section*
4. *\*Cyber-Intelligence Unit*

**The Administrative Services Section** - shall be commanded by a Captain who is immediately subordinate to the Chief of staff and who shall administer his duties in accordance with these rules and regulations.

The structure of the Administrative Services Section is as follows:

1. *\*Chaplain Corps*
2. Planning and Research Unit
3. Budget and Purchasing
4. Accreditation Detail
5. GIS Analyst
6. Fleet Coordinator
7. Payroll
8. Radio Shop
9. *\*Training Unit*
10. *\*Firearms and Range Unit*

*Chaplain Corps – shall be immediately subordinate to the Captain of the Administrative Services Section and shall be responsible for the following:*

1. *Personal or referred counseling of department personnel at the request of the individual or superior officers. All referred counseling shall be made to a professionally accredited counseling service.*
2. *Assistance to all employees of the department and open communication with all divisions of the Department.*
3. *Accessibility to all employees of the department and open communication with all divisions of the department.*
4. *Shall make death notifications as required.*
5. *Shall make notifications to family members of officers who have been seriously injured or killed.*

6. *Shall represent the department at ceremonial functions (e.g., funerals, academy graduations, etc.)*
7. *Shall make presentations to the Police Academy regarding crisis intervention, family orientation, personal stress, or other matters relating to his office or as required.*
8. *Shall be available to officers and their families in times of personal stress and/or crisis.*
9. *Perform other duties as required.*

Planning and Research Unit – shall be commanded by a Lieutenant who is immediately subordinate to the Captain of the Administrative Services Section. This unit is responsible for conducting research projects at the request of the Chief of Police and for being familiar with new developments in the field of police administration and management. The Unit is composed of the following:

Budget and Purchasing – shall be immediately subordinate to the \**Lieutenant of Planning and Research Unit* and shall be responsible for the following:

1. Preparing and monitoring the annual budget throughout the fiscal year. (See General Order 17 – Fiscal Management)
2. Entering and tracking purchase requisitions and coordinating with City Purchasing and Accounting.

Accreditation Detail – is subordinate to the Sergeant of the Planning and Research Unit and shall be responsible for ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished.

*GIS Analysis* – is subordinate to the Sergeant of the Planning and Research Unit and shall be responsible for the development, analysis and interpretation of historical and current statistical information to determine various crime patterns and trends. This unit will develop and present crime projections that can be used for future planning. This information will be presented in narrative, map, chart and graph form and forwarded as necessary to the appropriate operational users to be used both strategically and tactically.

*Fleet Coordinator* – is subordinate to the Sergeant of the Planning and Research Unit and shall be responsible for the general monitoring and control of all department vehicles. The duties of the position are as follows:

- a. *The Fleet Coordinator is responsible for the general monitoring and control of all vehicles assigned to the police department.*
- b. *The Fleet Coordinator has the authority to assign and delete vehicles from the fleet.*
- c. *The Fleet Coordinator shall keep the Chief informed of each suggested move and after receiving approval shall notify each Divisional Commander.*
- d. *The Fleet Coordinator is responsible for control of the day-to-day working operations of fleet management. All major decisions and policymaking will be the responsibility of the Chief or his designee.*
- e. *All requests concerning police vehicles will be addressed to the Fleet Coordinator. No one other than the Chief, his designee or the Fleet Coordinator is authorized to make direct requests to the City Garage concerning any vehicle.*
- f. *The Fleet Coordinator is responsible for keeping abreast of vehicle warranty work, requirements and maintenance bulletins.*
- g. *The Fleet Coordinator is responsible for keeping a current list of divisional vehicle needs for planning purposes.*

- h. *The Fleet Coordinator will represent the police department in all manners concerning police vehicles.*
- i. *The Fleet Coordinator will provide reports as required or as needed.*
- j. *The Fleet Coordinator, with approval from the Chief or his designee, will assign, reassign or request replacement of police vehicles.*
- k. *The Fleet Coordinator is responsible for requesting the temporary assignment of personnel to assist as needed in the installation and striping of vehicles.*
- l. *The Fleet Coordinator, during times of budgetary constraints, will be responsible for initiating plans to reduce the number of vehicles in the fleet and for submitting such plans to the Chief. Plans approved by the Chief will be forwarded to the Assistant Chief and each Divisional Commander.*
- m. *The Fleet Coordinator is responsible for testing and evaluating new equipment. A written evaluation shall be submitted to the Fleet Coordinator by the person assigned to do the testing and evaluating.*
- n. *The Fleet Coordinator will remain in an on-call status outside the regular duty hours of 0800-1700 Monday through Friday in order to ensure the mission of the Mobile Police Department is not compromised. The Fleet Coordinator will respond during off- duty hours to provide on-site fleet assistance (i.e., ensuring on-call personnel have departmental transportation only after all other means to rectify the issue have failed). Requests for the Fleet Coordinator outside of regular duty hours shall be made to the RCO and must be approved by the Planning and Research Unit Commander.*
- o. *The Fleet Coordinator is responsible for transferring vehicles from one unit to another and/or from one employee to another. Any request to transfer a vehicle shall be made through the respective chain of command to the Fleet Coordinator.*

*Payroll – is subordinate to the Sergeant of the Planning and Research Unit and shall be responsible for maintaining 201 files for all employees to reflect hire dates, payroll status, merit raises, accumulated leave status, and promotion and demotion dates, in addition to submitting said records to the City Payroll Department on a bi-weekly schedule.*

*Radio Shop – is subordinate to the Sergeant of the Planning and Research Unit and shall be responsible for the general monitoring and control of all departmental emergency equipment.*

- 1. *Outfitting new vehicles with emergency equipment and other equipment necessary to perform the function for the vehicle's intended use.*
- 2. *Maintaining the needs of the existing fleet, by servicing malfunctioning equipment.*
- 3. *Installing and maintaining a deployment list of the electronic tracking system equipment utilized by the department.*

*Training Unit – shall be commanded by a Lieutenant who is immediately subordinate to the Commander of the \*Administrative Services Section and who shall administer his duties in accordance with these rules and regulations. The Training Unit consists of the following:*

- *APOSTC Academy Detail – shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the Training Unit and who shall administer his duties in accordance with these rules and regulations. This detail is responsible for administering the APOSTC approved curriculum for a Basic Police Academy for all probationary police officers who have not been certified by the State of Alabama.*

- *FTO Program – shall be coordinated by the APOSTC Academy Detail Commander*

*and shall administer field training for probationary police officers who have completed the Basic Police Academy.*

- *Management and In-service Training Coordinator – shall be subordinate to the Lieutenant of the Training Unit and shall administer his duties in accordance with these rules and regulations. The Management and In-service Training Coordinator shall be responsible for scheduling and conducting in-service training.*
- *Recruiting Detail – shall be subordinate to the Lieutenant of the Training Unit, who shall administer his duties in accordance with these rules and regulations. This detail is responsible for any recruitment.*

Firearms & Range Unit – shall be commanded by a *\*Lieutenant*, who is immediately subordinate to the Lieutenant of the Training Unit and who shall administer his duties in accordance with these rules and regulations. This detail is responsible for the proper training and safety techniques of the various types of firearms that are used by the department and for the annual re-training and qualification of members with staff having received specialized training and certification.

**Office of Strategic Initiatives** - shall have a Commander immediately subordinate to the Chief of Staff and shall be responsible for:

Strategic Initiatives *\*Unit* – shall be commanded by a *\*Lieutenant who is immediately subordinate to the commander of Strategic Initiatives and shall be responsible for the following programs and initiatives:*

Family Intervention Teams (F.I.T.) – these teams are subordinate to the Strategic Initiatives *\*Unit* Commander who is immediately subordinate to the Commander of the Office of Strategic Initiatives. Teams are composed of civilian employees whose duties are to identify, contact, counsel and monitor at-risk youth. They develop a profile of needs, contact service providers and arrange assistance for the at-risk youth.

Underage Drinking Detail – shall be subordinate to the Strategic Initiatives *\* Unit* Commander and shall be responsible for the enforcement of underage drinking violations. These violations are twofold: the possession and consumption of alcohol by individuals under the legal drinking age of 21; and the sale or furnishing of alcohol to underage individuals. Enforcement is accomplished through the investigation of complaints and by regularly scheduled sting operations conducted at local retail establishments to ensure there is no violation of the underage drinking laws.

*\*Victim Advocate- shall be subordinate to the Lieutenant of the Strategic Initiatives Unit and the mission is to treat victims with fairness, dignity, and respect while providing them with information, access, and support in partnership with local law enforcement and the justice system.*

*Strategic Initiatives Detail shall be commanded by a Sergeant immediately subordinate to the Lieutenant of the Strategic Initiatives Unit and is responsible for the following programs.*

1. *GREAT Program*
2. *You Have a Choice Program*
3. *Second Chance Program*
4. *Respect for Everyone Program*

## 5. *STYLE Program*

### **Intelligence Section**

## **Cyber-Intelligence Unit**









## **Assistant Chief of Police (Chief of Operations)**

1. *\*Field Operations East Division*
2. *\*Field Operations West Division*
3. *\*Investigative Operations Division*
4. *\*Support Services Division*

### **FIELD OPERATIONS DIVISION**

The Field Operations East Division shall be commanded by a Major who is immediately subordinate to the Chief of Operations and shall administer his duties in accordance with these rules and regulations. The Field Operations East Division consists of Precincts 1 and 3 and Central Precinct.

Precincts 1 and 3 – shall each be commanded by a Captain who is immediately subordinate to the Major of the Field Operations East Division and who shall administer his duties in accordance with these rules and regulations. Each Precinct shall consist of the following units and details as is applicable:

General Investigation Detail/*\*Crime Detail* – Each detail is commanded by a Sergeant who is immediately subordinate to the Precinct Captain. The detail is responsible for the investigation of burglaries and other crimes against property occurring in the Mobile Police Department Jurisdiction.

*Crime Detail- Each detail is commanded by a Corporal who is immediately subordinate to the Sergeant of the General Investigation Detail. The detail is responsible for addressing hotspots within the precinct and identifying crime trends. The detail will also be responsible for locating wanted subjects identified by both the General Investigation Detail and the Criminal Investigation Section.*

*\*ENP Officer Detail- will be any sworn officer who is immediately subordinate to the GID Sergeant and will be responsible for promoting and developing community understanding of public safety, resolving concerns of citizens at the precinct level, and assisting in providing the community with crime information and offering recommendations and advice upon request.*

General Patrol Detail – Each Precinct consists of four General Patrol Details that operate on two, twelve-hour shifts. Each detail is commanded by a Lieutenant who is immediately subordinate to the Precinct Captain. The Lieutenant shall administer his duties in accordance with these rules and regulations. Additionally, sergeants, corporals and police officers are assigned to territories and beats in either a general or specific duty assignment with the primary purpose of their function being to protect and to serve the public. Sergeants, corporals and police officers shall administer their duties in accordance with these rules and regulations as applied to their specific rank.

*\*Central Precinct - The Central \*Precinct Unit shall be commanded by a \*Captain who is immediately subordinate to the Major of \*Field Operations East. The Section is responsible for specialized patrol and services in the area of the downtown or central business district, the convention center area and the Mobile Civic Center. This unit has the responsibility for the control and coordination of all special events occurring within this area as well as providing security for these areas.*

*Mounted Patrol Detail – shall be commanded by a Sergeant who is immediately subordinate to the \*on duty Lieutenant of the \*Central Precinct. These officers are specially trained and*

*certified. The Mounted Patrol is responsible for:*

- 1. Providing specialized patrol (mounted, motorized and foot) of public parks within the central business district, the convention center area, the Mobile Civic Center and other areas as assigned.*
- 2. Controlling vehicular and pedestrian traffic.*
- 3. Enforcing parking, pedestrian, and other related ordinances expediting the movement of traffic.*
- 4. Performing other duties as required.*

## **FIELD OPERATIONS WEST DIVISION**

The Field Operations West Division shall be commanded by a Major who shall be immediately subordinate to the Chief of Operations and shall administer his duties in accordance with these rules and regulations. The Field Operations West Division shall consist of the following:

Precincts 2 and 4 – shall each be commanded by a Captain who is immediately subordinate to the Major of the Field Operations \*West Division and who shall administer his duties in accordance with these rules and regulations. Each Precinct shall consist of the following units and details as is applicable:

General Investigation Detail/\**Crime Detail* – Each detail is commanded by a Sergeant who is immediately subordinate to the Precinct Captain. The detail is responsible for the investigation of burglaries and other crimes against property occurring in the Mobile Police Department Jurisdiction.

*\*Crime Detail - Each detail is commanded by a Corporal who is immediately subordinate to the Sergeant of the General Investigation Detail. The detail is responsible for addressing hotspots within the precinct and identifying crime trends. The detail will also be responsible for locating wanted subjects identified by both the General Investigation Detail and the Criminal Investigation Section.*

*\*ENP Officer Detail - will be any sworn officer who is immediately subordinate to the GID Sergeant and will be responsible for promoting and developing community understanding of public safety, resolving concerns of citizens at the precinct level, and assisting in providing the community with crime information and offering recommendations and advice upon request.*

General Patrol Detail – Each Precinct consists of four General Patrol Details that operate on two, twelve-hour shifts. Each detail is commanded by a Lieutenant who is immediately subordinate to the Precinct Captain. The Lieutenant shall administer his duties in accordance with these rules and regulations. Additionally, sergeants, corporals and police officers are assigned to territories and beats in either a general or specific duty assignment with the primary purpose of their function being to protect and to serve the public. Sergeants, corporals and police officers shall administer their duties in accordance with these rules and regulations as applied to their specific rank.

Crime Detail - Each detail is commanded by a Corporal who is immediately subordinate to the Sergeant of the General Investigation Detail. The detail is responsible for addressing hotspots within the precinct and identifying crime trends. The detail will also be responsible for locating wanted subjects identified by both the General Investigation Detail and the Criminal Investigation Section.

Special Operations Section – shall be commanded by a Captain who is immediately subordinate to

the Major of the \* *Field Operations West Division* and who shall administer his duties in accordance with these rules and regulations. The Special Operations Section consists of the following units:

Traffic Safety Unit – shall be commanded by a Lieutenant who is immediately subordinate to the Captain of the Special Operations Section and who shall administer his duties in accordance to these rules and regulations. The following details are subordinate to the Lieutenant in charge of the Traffic Safety Unit:

Traffic Enforcement Detail – is responsible for controlling the flow of vehicular and pedestrian traffic and the enforcement of traffic laws.

Traffic Homicide Investigators (THI) – these Investigators are specially trained and certified in traffic accident investigations. THI's shall be responsible for investigating all traffic fatalities, accidents with serious injuries involving city vehicles and for follow-up investigations of all Leaving the Scene of an Accident (LSA) complaints.

Vehicle Inspection Detail – is responsible for inspecting private vehicles that have been issued citations for motor vehicle equipment violations.

Wrecker/Taxi Compliance Detail – is responsible for coordinating and scheduling the inspection of wreckers that are licensed to do business within the City of Mobile and its jurisdiction and for ensuring that businesses providing transportation to the public are properly licensed and in compliance with municipal ordinances regulating vehicles for hire.

Hazardous Material Detail – shall consist of investigators who are trained and certified by an approved school. Their duties shall include inspecting hazardous material carriers to ensure their compliance with applicable laws; monitoring highways and tunnels for violations; and investigating all incidents regarding spills, leaks, accidents, etc. Other duties shall be performed as required.

Community Police Resource Officers – Civilian employees shall serve as School Traffic Officers and be responsible for the safety and welfare of children at school crossings within their assigned areas. They shall work with school authorities in teaching children the rules of safety and strive for their cooperation and support in safety programs. They may also be called on to direct traffic at special functions, i.e. ballgames, runs where their duties include the safe movement of vehicular and pedestrian traffic. Community Resource Officers may also serve as report takers, greeters, etc. at any of the various police buildings. They may be called on to perform other duties as required.

Special Weapons and Tactics (SWAT) Unit – shall be commanded by a Lieutenant who is immediately subordinate to the Captain of the Special Operations Section and who shall administer his duties in accordance with these rules and regulations. The following details are subordinate to the Lieutenant in charge of the SWAT Unit:

SWAT Detail – shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the SWAT Unit. The personnel assigned to the SWAT Detail are assigned strategically throughout the city to curtail crime. They additionally respond to calls such as hostage situations, barricaded suspects or any other unusual circumstance requiring the specialized training of the SWAT Unit.

*\*Explosive Ordnance Disposal Detail – is composed of personnel who are specially trained in detecting, disarming and disposing of various types of explosives, incendiaries, and ordnance.*

*The detail utilizes a canine and handler trained in the detection of explosives.*

Hostage Negotiation Detail – is composed of personnel who are specially trained in dealing with hostage situations, mentally deranged and barricaded subjects.

Underwater Search and Recovery Detail – is utilized to search those areas covered by water for articles, evidence and/or drowning victims. These officers are specially trained and certified.

*\*Street Enforcement Team - Shall be commanded by a Sergeant who is subordinate to the Lieutenant of Special Weapons and Tactics Unit and shall be responsible for directed patrol targeting identified hotspots and crime-related activity, particularly involving juveniles and gun crime.*

Homeland Security Unit – shall be commanded by a Sergeant, or officer of higher rank, who is immediately subordinate to the Captain of the Special Operations Section and who shall administer his duties in accordance with these rules and regulations. His duties shall consist of the following:

1. Coordinate homeland security matters with federal, state and local law enforcement agencies, the Mobile County Health Department, Mobile Fire Department, state and county emergency management agencies, and public and private utilities and industries.
2. Participate in related task forces with the U.S. Attorney's Office and the Mobile County Emergency Management Agency.
3. Coordinate the selection and purchase of first responder equipment through grants provided by the various federal and state agencies.
4. Coordinate with the Mobile County Health Department to determine the training and equipment needs for first responders through the Metropolitan Medical Response System and the National Strategic Stockpile.
5. Provide instruction concerning terrorism, weapons of mass destruction and the incident command system to in-service and Academy personnel, local law enforcement agencies and first responders in the public and private sector.
6. Assist in the planning, coordination and implementation of tabletop and live training exercises involving Weapons of Mass Destruction (WMD) and Terrorism.
7. Assigned as the alternate representative for the Mobile Police Department upon activation of the Emergency Operation Center at the Mobile County Emergency Management Agency.

Marine Detail – is responsible for enforcing State boating laws and conducting search and rescue operations on the waters within the city limits of Mobile as well as assisting with vessels escorts, dive operations and other Port security issues occurring in the Port of Mobile. This Detail will be comprised of officers trained in the operation and maintenance of the department's marine assets.

Canine Detail – is *\*commanded by a Sergeant* directly subordinate to the Homeland Security Unit Commander. These officers are specially trained and certified. This detail is responsible for assisting personnel in searches, tracking, criminal apprehension, drug detection, crime deterrence, bomb detection and public relations.

## **INVESTIGATIVE OPERATIONS DIVISION**

The structure of the Investigative Operations Division is as follows:

1. Criminal Investigation Section

## 2. Special Investigation Section

The Investigative Operations Division shall be commanded by a Major who is immediately subordinate to the Chief of Operations and who shall administer his duties in accordance with these rules and regulations. The Investigative Operations Division shall consist of the following:

Criminal Investigation Section – shall be commanded by a Captain who is immediately subordinate to the Major of the Investigative Operations Division and who shall administer his duties in accordance with these rules and regulations. The Criminal Investigation Section consists of the following units:

Robbery/Homicide/Assaults Unit – shall be commanded by a Lieutenant who is subordinate to the Captain of the Criminal Investigation Section and who shall administer his duties in accordance with these rules and regulations. This unit is responsible for the following:

Homicide Detail – shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the Robbery/Homicide/Assaults Unit. The officers assigned to this detail shall administer their duties in accordance to these rules and regulations as it applies to their specific rank. This detail is responsible for investigating all deaths that occur due to foul play, suspicious nature or unnatural causes and for review of natural death cases.

Cold Case Homicide Detail - shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the Robbery/Homicide/Assaults Unit. The officers assigned to this detail shall administer their duties in accordance to these rules and regulations as it applies to their specific rank. This detail is responsible for investigating cases that are inactive due to a lack of leads or insufficient evidence based upon the determination of new leads, evidence or information relevant to the investigation and/or as directed by the investigative command.

Robbery Detail – shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the Robbery/Homicide/Assaults Unit. The officers assigned to this detail shall administer their duties in accordance to these rules and regulations as it applies to their specific rank. This detail is responsible for the investigation of robberies to individuals, commercial establishments, carjackings and home invasions.

Assaults/Missing Persons Detail – shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the Robbery/Homicide/Assaults Unit. The officers assigned to this detail shall administer their duties in accordance to these rules and regulations as it applies to their specific rank. This detail is responsible for the investigation of all aggravated assaults and all non-juvenile missing persons.

Special Victim's Unit – shall be commanded by a Lieutenant who is immediately subordinate to the Captain of the Criminal Investigation Section and who shall administer his duties in accordance with these rules and regulations. The unit is responsible for the following:

Domestic Violence Detail – shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the Special Victim's Unit. The officers assigned to this detail shall administer their duties in accordance to these rules and regulations as it applies to their specific rank. This detail is responsible for the investigation of all acts of domestic violence.

Sex Offender *\*Detail*– the Sex Offender Coordinator is immediately subordinate to the Domestic Violence Sergeant. The officers assigned to this detail shall administer their duties in accordance to these rules and regulations as it applies to their specific rank. Investigators



assigned to the detail are responsible for monitoring compliance of all sex offenders required to register under the Alabama Community Notification Act. Investigators will initiate a criminal investigation for all offenders found in violation of the requirements of registration, employment, or residency as delineated by the act.

Special Victim's Detail – shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the Special Victim's Unit. The officers assigned to this detail shall administer their duties in accordance to these rules and regulations as it applies to their specific rank. This detail is responsible for the investigation of all sex crimes committed against adults and all elder abuse investigations.

Child Abuse Detail – shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the Special Victim's Unit. The officers assigned to this detail shall administer their duties in accordance with these rules and regulations as applicable to their rank. The Child Abuse Detail is responsible for investigation of child abuse and sexual crimes against juveniles 17 years and younger.

Youth Services Detail – shall be command by a Sergeant who is immediately subordinate to the Lieutenant of the Special Victim's Unit. The officers assigned to this unit shall administer their duties in accordance to these rules and regulations as is applicable to their rank. The Youth Services Detail is responsible for investigations of status offenses, crimes against persons and other incidents, as directed, committed by or against juveniles.

Identification Unit – shall be commanded by a Lieutenant who is immediately subordinate to the Captain of the Criminal Investigation Section and who shall administer his duties in accordance with these rules and regulations. The unit is responsible for latent fingerprint examination, evidence collection, crime scene photography, crime scene documentation, computer-generated composites and other duties as required.

*\*Gun Crimes Detail- shall consist of a sworn officer who is subordinate to the Lieutenant of the Identification Unit. The detail will be responsible for gathering and testing forensic firearm evidence for investigative and intelligence based data.*

Special Investigation Section – shall be commanded by a Captain who is immediately subordinate to the Major of the Investigative Operations Division and who shall administer his duties in accordance to these rules and regulations. The Special Investigation Section consists of the following units:

Narcotics and Vice Unit – shall be commanded by a Lieutenant who is immediately subordinate to the Captain of the Special Investigations Section and who shall administer his duties in accordance with these rules and regulations. This unit is responsible for the following details:

Narcotics and Vice Detail – shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the Narcotics and Vice Unit. This detail is responsible for:

1. The investigation of the violations of drug, vice and alcohol related laws through the use of informants and undercover operations. The detail's focus is on mid to upper level drug dealers and traffickers.
2. Operations directed at the interdiction of drug shipments that pass through our jurisdiction by interstate, rail, bus, water or air.
3. Assisting in the analysis, proper storage, security and destruction of confiscated controlled substances.
4. Maintaining liaison within the department as well as other agencies.

Financial Crimes Unit – shall be commanded by a Lieutenant who is immediately subordinate to the Captain of the Special Investigations Section and who shall administer his duties in accordance with these rules and regulations. This unit is responsible for the following details:

Financial Crimes Detail – shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the Financial Crimes Unit. Officers assigned to this detail shall administer their duties in accordance with these rules and regulations as it applies to their specific rank. The Financial Crimes Detail is responsible for investigating white-collar, computer, and other business-related crimes, flimflam, Bunco and other games of confidence designed to defraud the public.

Asset Forfeiture Detail – shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the Financial Crimes Unit and who shall administer his duties in accordance with these rules and regulations. The detail is responsible for:

1. Supervising and coordinating all asset forfeiture and property blight investigations.
2. Reviewing all search warrants provided by Narcotics for potential property seizure and asset forfeiture.
3. Overseeing background investigations of all applicants for public housing assistance, including Section 8 applicants.
4. Reviewing reported violent crime within public housing for possible eviction action through Mobile Housing Board.
5. Specialized action or investigation as requested by the Office of the Chief.

*\*Auto Theft Detail- Shall be commanded by a Sergeant subordinate to the Lieutenant of the Financial Crimes Unit. The Detail shall also be responsible for the investigation, recovery and processing of all stolen vehicles and shall investigate cases involving the use of a vehicle without owner consent.*

## **SUPPORT SERVICES DIVISION**

The Support Services Division shall be commanded by a Major who is immediately subordinate to the Chief of Operations and who shall administer his duties in accordance with these rules and regulations. The Support Services Division shall consist of the following:

Support Services Section – shall be commanded by a Captain who is immediately subordinate to the Major of the Support Services Division and who shall administer his duties in accordance with these rules and regulations. The Support Services Section consists of the following units:

Communications/Warrants Unit – shall be commanded by a Lieutenant who is immediately subordinate to the Captain of the Support Services Section and who shall administer his duties in accordance with these rules and regulations.

Communications Detail – is subordinate to the Commander of the Communications Unit, Radio Communication Officers, Public Safety Dispatchers and clerical workers assigned to this detail shall administer their duties in accordance to departmental rules and regulations and specific operational guidelines for this detail the Communications Detail is responsible for the following:

1. Receiving, processing and dispatching complaints.
2. Maintaining constant two-way radio contact with police units and providing pertinent and timely information to all units.
3. ALEA and National Crime Information Center (NCIC) entry and removal of stolen

4. vehicles and missing persons.
5. Dispatching wreckers in accordance with the City ordinance.

Warrants Detail – shall be subordinate to the Support Services Unit Lieutenant and who shall administer their duties in accordance with these rules and regulations. The Warrant Detail is responsible for the executing and processing of arrest warrants.

Tele serve Detail – is subordinate to the Communications Lieutenant and shall be responsible for completing reports on minor incidents and some misdemeanor offenses by telephone or other approved means.

Support Services Unit – shall be commanded by a Lieutenant who is immediately subordinate to the Captain of the Support Services Section and who shall administer his duties in accordance with these rules and regulations. The Support Services Unit is responsible for the following details:

Property Detail – shall be commanded by a Sergeant, or officer of higher rank, who is immediately subordinate to the Commander of the Support Services Unit and who shall administer his duties in accordance with rules and regulations. This Detail is responsible for maintaining an inventory and control of all department property and for disposing of property according to procedural guidelines. The Property Detail shall be responsible for receiving and maintaining custodial control of property and evidence; maintaining records on the chain of custody of evidentiary items; maintaining a uniform and equipment depository; and issuance of same

Impound Yard Detail – shall be commanded by a Sergeant who is immediately subordinate to the Commander of the Support Services Unit and who shall administer his duties in accordance with rules and regulations. This Detail is responsible for the towing of city vehicles and the impounding of vehicles seized for investigative purposes, either following the arrest of a subject or those left abandoned which create a traffic hazard. Additionally, they are responsible for auctioning those vehicles left on the impound lot after legal requirements have been met.

Building Maintenance Detail – This detail is under the supervision of the Commander of the Support Services Unit and who shall administer his duties in accordance to his job classification and these rules and regulations. The Building Maintenance Detail shall be responsible for the general maintenance of the electrical, mechanical, plumbing and safety systems and shall make regular inspections of all buildings to ensure proper condition of these systems. All maintenance and repair work outside the scope and ability of the Building Maintenance Detail shall be referred to the proper authority.

Records Detail – shall be commanded by the Chief Records Clerk who is immediately subordinate to the Support Services Unit Commander and who shall administer his duties in accordance to the rules and regulations of this department and those specific duties that regulate his specific job description. The civilian personnel assigned to the Records Detail shall be subordinate to the Chief Records Clerk and shall administer their duties in accordance with department rules and regulations and specific operational guidelines established by the Records Detail. The Records Detail is responsible for the following:

1. Issuing permits to chauffeurs, adult entertainers, and solicitors.
2. Maintaining records on all adult and juvenile arrests that are originated by the Mobile Police Department. Updating those records as necessary with scanned documents, and/or charge changes at the request of the Court Magistrate or D.A's office.
3. Providing copies of reports upon request from citizens and other agencies.

4. Validating all entries into the Alabama Law Enforcement Agency system (ALEA).
5. Maintaining a quality assurance program that will ensure that all submitted documents meet the standards of accuracy and completeness as established by department policy.
6. Providing criminal history information for authorized personnel and maintaining a log of such requests as required by ALEA and federal law.
7. Verifying reports entered into the RMS system by department employees.
8. Providing background check information to citizens upon request, as well as verifying the identification of persons wishing to be fingerprinted.
9. Receipting all monies collected and making daily bank deposits.
10. Adhering to orders from the courts granting youthful offender status, expungement or judge ordered sealing of case files.
11. Serving as the daily mail courier.
12. Complying in all respects and procedures established by the ALEA to ensure a smooth interface with statewide law enforcement computer systems.
13. Fingerprinting citizens requiring prints for background checks, passports, entertainer permits, etc.
14. Performing other duties as required.

The Chief Clerk will also serve as the department's Terminal Agency Coordinator (TAC). This is the liaison position between the department and ALEA. This position will be responsible for making sure the department is following ALEA/FBI security policies and other guidelines. They will be responsible for certification of new employees, and tracking and maintaining recertification on all employees. They are responsible for tracking and maintaining records on security awareness training, fingerprints and fingerprint-based background checks on new employees and city vendors. They will also work with the Agency Information Security Officer (AISO) on all state and federal audits. They will maintain the departments UCR reports and filings of criminal statistics with the State and FBI and file quarterly supplements as necessary with the State.

Data Systems Detail - shall be immediately subordinate to the *\*Chief Records Clerk* and shall be responsible for:

1. Maintenance, training, development and configuration of the department's records management system providing updates and modifications to the database to reflect current personnel, incident report workflow, department property and evidence, issued property, administrative report workflow, UCR submission requirements, and additional database requirements, as needed.
2. Providing user assistance, conducting training, and liaison with vendor technical support.
3. Maintaining user licensing requirements, producing custom database reports, coordinating with other city functions and other duties, as assigned.

Alarm Officer - A Records Supervisor assigned to the Records Detail shall be assigned by the Chief Clerk to serve as the Alarm Officer. They shall have at their disposal Records Specialists assigned specifically to the job duties relating to alarm permits and false alarm notifications. The Records Supervisor and Records Specialists assigned to these duties shall be subordinate to the Chief Clerk and shall administer their duties in accordance with department rules and regulations and specific operational guidelines established by the Records Detail. Their duties shall include the overseeing of issuing alarm permits, both residential and commercial, and renewing those permits when applicable. They will also track and invoice citizens and businesses for false alarms. They will be guided by and adhere to the City of Mobile false alarm ordinance. They will maintain paper and digital files pertaining to alarm permits and will follow the retention schedule where applicable.

Inspections Detail – inspections shall be conducted as assigned by the Chief of Police or his designee and shall be coordinated by the Support Services Unit Commander. The Inspections Detail shall be responsible for performing staff inspections of all department commands to ensure compliance with department rules, regulations, orders or procedures. The Inspections Detail shall prepare detailed written reports for executive review following each staff inspection. The Inspections Detail shall have access to department records and files that are relevant to the assigned inspection. In the event confidential records are withheld which, in the opinion of the commanding officer of the Support Services Unit, are relevant to the assigned inspection, the approval of the Chief of Police to review the records may be requested. The ultimate goals of the Inspections Detail's activities are to promote standards of excellence throughout the department and to foster the highest levels of teamwork, morale and productivity. This unit is responsible for conducting a continuing program of inspection for the following purposes:

1. Evaluating the level of departmental discipline and efficiency.
2. Identifying existing and potential problem areas.
3. Ensuring department-wide compliance with established rules, regulations, orders and procedures.
4. Gathering and evaluating feedback from the community regarding the quality of services provided by the agency.
5. Completing other related assignments as may be directed by the Chief of Police.

Digital Compliance Detail – shall be commanded by a Sergeant who is immediately subordinate to the Lieutenant of the Support Services Unit, and shall administer his duties in accordance with these rules and regulations. Under exigent circumstances, or in the absence of the SSU Lieutenant, the Digital Compliance Detail Sergeant shall have direct access to the Support Services Commander. The Digital Compliance Detail shall be responsible for the following:

1. Receipt and processing of all digital evidence production requests, to include, Body-Worn Camera video imagery, and related FOIA requests.
2. Review body-worn camera notice and imagery release recordkeeping and compliance.
3. Other accountability assignments and special projects as delegated by the needs of the Section and Unit.

City of Mobile Animal Shelter – will be managed by a civilian Animal Control Supervisor who will serve in the capacity of director. The director shall report to the Support Services Unit Commander and shall administer the duties in accordance with rules and regulations. The City of Mobile Animal Shelter is responsible for the ethical and humane capturing, care, and sheltering of injured, stray, abandoned or nuisance animals in the City of Mobile. Additionally, the City of Mobile Animal Shelter shall be responsible for assisting citizens who wish to reclaim a lost animal or adopt a sheltered animal that has been deemed abandoned or stray or otherwise adoptable. Furthermore, the Animal Shelter will be responsible for citing citizens for violations of City Ordinance pertaining to animals and for issuing proper licenses required by the city for pet ownership.

Community Services Unit – shall be commanded by a Lieutenant who is immediately subordinate to the Support Services Section Commander. The unit is composed of the following detail:

Crime Prevention Detail – shall be responsible for providing community programs and services aimed at engaging community members, building trust, and preventing crime.

Public Liaison Team – shall be responsible for providing information and assistance to citizens and promoting a positive image for the department. The team also acts as the main

“switchboard” telephone operation for police headquarters during business hours. They are located in the public reception area in the lobby of police headquarters.

Civilian Cadet Detail – shall be subordinate to the Lieutenant of the Community Services Unit. Cadets will be rotated to various assignments as part of their training. The scheduling will be the responsibility of the \*Community Services Commander.

#### **11.2.1 EMPLOYEE ACCOUNTABILITY**

The concept of Unity of Command is that each member or employee in the Department has one immediate supervisor. Each member or employee shall be accountable to only one supervisor at any given time.

To achieve effective direction, coordination, and control, the number of subordinates under the immediate control of a supervisor shall not exceed a number that will increase the difficulty of command or decrease the efficiency of both the supervisors and their subordinates. This number should not exceed 15 subordinates except in the case of an emergency.

The Chief of Police will annually evaluate supervisory span of control issues in conjunction with the organizational structure review. Typically the span of control is narrower nearer the top of the organization.

#### **11.2.2 DIRECT COMMAND**

Each organizational component is under the direct command of only one commanding officer or supervisor at any given time.

#### **11.2.3 EMPLOYMENT RIGHTS**

The employment rights of personnel assigned under any contract for law enforcement services shall not be abridged by the Mobile Police Department or the City of Mobile.

#### **11.3.1 RESPONSIBILITY/AUTHORITY**

Mobile Police Department employees are accountable and responsible for the proper and legal use of their authority as outlined in these rules and regulations. Employees of this agency have the authority to perform and complete the tasks and duties necessary to fulfill and satisfy the policing, service and supervisory needs of this agency and the service community. This performance will be in compliance with all departmental orders, policies, federal and state laws, and city ordinances.

#### **11.3.2 SUPERVISORY ACCOUNTABILITY**

Supervisors shall be responsible and accountable for the discipline and efficiency of subordinates assigned to their command.

#### **11.3.3 SENIORITY**

When a question of seniority arises, such authority shall be determined by:

1. Rank
2. Date of rank
3. Continuous service in the rank

#### 4. Seniority with the Department

##### 11.3.4 RANKING OFFICERS

Ranking officers shall have authority to carry out departmental policies and administer and supervise the work of various divisions and units. Ranking officers shall exercise the authority of position in the best interest of the Department. Such officers shall rank in the following order of seniority:

1. Chief of Police
2. Assistant Chief of Police *\*(Chief of Staff and Chief of Operations)*
3. Major
4. Captain
5. Lieutenant
6. Sergeant
7. Corporal

##### 11.4.1 ADMINISTRATIVE REPORTING PROGRAM

The department's administrative reporting system provides management information on the activity of the agency. Administrative reports will reflect important information and trends as well assist in providing proper communication of information throughout the department and chain of command.

The Administrative Services Section Commander shall be responsible for maintaining a current Administrative Reports listing.

Time sensitive and event related reports, reviews, or other activities will be detailed in an Administrative Reports listing (See Appendix A) maintained by the Accreditation Manager, which will identify:

- a. Position responsible for formulation of the reports;
- b. Purpose of the reports;
- c. Frequency of the reports; and,
- d. Distribution of the reports;

Division Commanders are responsible for ensuring the completion and distribution of required reports, reviews, inspections, audits, analyses, or other activities specific to functions under their command.

*Administrative reports associated with accreditation standards shall be retained in accordance with the department's current assessment cycle.*

*The originator and/or recipient of these administrative reports shall maintain the document(s) for use in compliance files.*

##### 11.4.2 ACCOUNTABILITY FOR AGENCY FORMS

*\*The development and modification of agency forms is the task of the Administrative Services Section. Forms shall be reviewed for usefulness and accuracy at the direction of the Administrative Services Section Commander. Approval of all form changes rests with the Chief of Police or his designee. Information should be non-duplicative and readily understandable. Due to the implementation of a paperless system, forms are stored electronically. Agency forms shall not be transmitted inside or outside the Mobile Police Department for any purpose other than official*

*business. Consultation with department sections required to use the forms should be done prior to approval of changes, modifications, or development.*

#### **11.4.3 ACCREDITATION COMPLIANCE DETAIL**

The Department will maintain a system for ensuring reports, reviews and other activities mandated by applicable accreditation standards are accomplished as required.

**ACCREDITATION MANAGER** – The Accreditation Manager is responsible for ensuring that periodic reports, reviews and other activities mandated by applicable accreditation standards are accomplished. The accreditation program is a voluntary program for law enforcement agencies. The accreditation program is a joint effort of the Commission on Accreditation for Law Enforcement Agencies, Inc. and the four major enforcement executive memberships:

1. International Association of Chiefs of Police (IACP)
2. National Organization of Black Law Enforcement Executives (NOBLE)
3. National Sheriffs' Association (NSA)
4. Police Executive Research Forum (PERF)

This process and the standards to be met are established by the Commission on Accreditation for Law Enforcement Agencies (CALEA).

The Department Accreditation Manager utilizes Power Data Management System (DMS) software to keep abreast of the accreditation process. The software tracks proposed changes or amendments to the law enforcement standards, which are mandated by CALEA.

The Department Accreditation Manager utilizes the CALEA Accreditation Document checklist in Excel and Power DMS to track documents and standards, administrative reports, and to perform self-assessment for on-site inspections.

#### **11.5.1 ANNUAL UPDATING OF GOALS AND OBJECTIVES**

The Mobile Police Department will establish goals and objectives for the department and institute procedures for evaluating the progress made toward attaining those goals and objectives.

#### **DEFINITIONS**

**Goals** – Goals are relatively broad statements of the end result that one intends ultimately to achieve. A goal usually requires a relatively long time span and, whenever possible should be stated in a way that permits measurement of its achievement.

**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 sub-goal or an element of a goal, and therefore, requires a shorter time to accomplish than does a goal.

#### **PROCEDURES**

**Goals** – The Chief of Police, Assistant Chief of Police *\*(Chief of Staff and Chief of Operations)*, and the Majors of the various divisions of the department will establish written goals for the Police Department.

These goals will be made available to all employees within the agency's strategic plan.



Objectives – will be established by the Chief of Police or his designee(s) and delineated in the strategic plan. Progress toward or attainment of specific objectives will be discussed and reviewed during staff meetings and weekly crime briefings.

Personnel representing all levels within the department will participate in the annual process to define the goals and objectives.

The completed goals and objectives statement for the department will be maintained by the Administrative Services Section and will be made available to each employee.

#### **11.5.2 SYSTEM FOR EVALUATION OF GOALS AND OBJECTIVES**

The department's Executive Staff shall be responsible for the establishment of department goals and objectives. Division commanders shall forward an annual review of the division's progress toward meeting the goals and objectives to the Chief of Police. The department's established goals and objectives are made available to all personnel on the city intranet.

#### **11.6.1 PLANNING AND RESEARCH FUNCTION**

The Administrative Services Section is responsible for the following:

1. Research projects at the request of the Chief of Police
2. Compiling, maintaining and preparing department orders, manual, directives and training bulletins, advisories and etc.
3. Staying familiar and current with new developments in the field of police administration and management and making recommendations as to their possible use in the operation of the department.
4. Examining proposed procedural changes to determine if they are in conflict with existing orders or policies.
5. Preparing reports to outside agencies.
6. Assisting in the preparation of the annual budget and the monitoring of said budget throughout the fiscal year.
7. Administering, monitoring and controlling purchase requisitions according to budget schedules.
8. Maintaining, upgrading and reviewing department form.
9. Maintaining the personnel records for all employees. These records shall reflect hiring dates, dates and reasons employees left the department, payroll status, merit raises, awards accumulated leave status, promotion and demotion dates.
10. Submitting and keeping current all payroll records and submitting said records to the City Payroll Department on a bi-weekly schedule. Said records shall reflect applicable overtime, vacation, and sick or other leave, both used and/or earned.
11. Maintaining and compiling current lists that indicates due merit raises and/or any other compensations and submitting to the Personnel Board as required.
12. Developing specifications for major procurements of new equipment and facilities.
13. The general monitoring and control of all department vehicles.
14. Performing staff inspections of all department commands to ensure compliance procedures. The completion of detailed written reports for executive prerogative following each staff inspection.
15. Insuring periodic reports, reviews, and other activities mandated by applicable accreditation standards are submitted.
16. The development, analysis and interpretation of both historical and current statistical information to determine various crime patterns and trends.
17. The Mobile Police Department utilizes cellular phones in order to increase or enhance

communication between members. Cellular phones are issued at the discretion of the Chief of Police. The Planning and Research Unit Commander is responsible for managing cell phones and monitoring phone records as needed.

18. During times of unusual occurrences or critical incidents, collecting and maintaining records on personnel time, expense, injuries, liability issues and additional resources procured during the incident.

#### **11.6.2 ORGANIZATIONAL PLACEMENT OF PLANNING AND RESEARCH**

The planning and research function shall be the responsibility of the Captain of the Administrative Services Section, who is immediately subordinate to the Chief of Staff, who is immediately subordinate to the Chief of Police. In the event of exigent circumstances, the Captain of the Administrative Services Section would have direct access to the Chief of Police.

The Administrative Services Section and subordinate units will have access to all department resources necessary to enable the unit to perform its duties as stated in this General Order.

All divisions, sections and units within the department will cooperate in all ways with the Administrative Services Section and subordinate units in the performance of their duties.

#### **11.6.3 DISTRIBUTION OF ANALYTICAL REPORTS**

The Planning and Research Unit will be responsible for the dissemination of analytical records to the affected organizational units.

#### **11.6.4 MULTI-YEAR PLAN**

All divisions shall submit an annual updated multi-year plan, which shall include the following:

- A. Goals and operational objectives
- B. Anticipated workload and population trends
- C. Anticipated personnel levels
- D. Anticipated capital improvements and equipment needs

By order of:



Lawrence L. Battiste, IV  
Chief of Police





*Lawrence L. Batista, IV*  
Lawrence L. Batista, IV  
Chief of Police

