

Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 1.8
	Effective Date: 02/18/04 Prv. Rev. Date: 09/05/20 Revised Date: 12/19/22
	Accreditation Standards: KACP: 3.3, 4.2, 4.6, 5.1, 6.1, 8.2, 8.3, 8.5, 8.6, 20.2, 22.2, 22.4, 26.1, 26.2, 26.5, 27.2
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1.8 ADMINISTRATIVE BUREAU

1.8.1 ASSISTANT CHIEF OF POLICE/ADMINISTRATIVE BUREAU (Lieutenant Colonel)

The Assistant Chief of Police/Administrative Bureau is appointed by the Major, upon the recommendation of the Chief of Police, and reports directly to the Deputy Chief of Police/Chief of Operations. When mandated by the Chief of Police, the Assistant Chief of Police/Administrative Bureau assumes all responsibilities as the department's chief executive officer (CEO) (KACP 4.2).

The Assistant Chief of Police/Administrative Bureau coordinates the activities of the following (KACP 3.3):

- Police Human Resources (HR)
- Administrative Services Division
- Executive Administrator of LMPD Budget

The Assistant Chief of Police/Administrative Bureau, or his/her designee, oversees the Accident Review Board (ARB). The ARB reviews all at-fault vehicle traffic collisions resulting in damage to a departmental vehicle while under the control, or in the possession of, a departmental member, sworn or civilian. Other incidents involving damage to a departmental vehicle may also be reviewed by the ARB at the discretion of the Chief of Police. Any collisions involving emergency equipment (e.g. lights and siren), where there is an injury to non-LMPD personnel, will be investigated by the Professional Standards Unit (PSU). The Chief of Police retains the right to assign any collision, or other incident resulting in vehicle damage or injury to a person, to the Special Investigations Division (SID) for investigation. The ARB does not review cases investigated by the SID unless otherwise directed by the Chief of Police.

For all at-fault vehicle traffic collisions or other incidents resulting in damage to a departmental vehicle while under the control of a departmental member, the Chief of Police has the ultimate authority to determine the disposition of all investigations and to dispense discipline based on the facts.

1.8.2 POLICE HUMAN RESOURCES (HR) (Civilian Director) (KACP 26.2)

The Police HR Director reports to the Assistant Chief of Police/Administrative Bureau. Police HR is responsible for maintaining records of past and current departmental members (includes all sworn and civilian personnel). They handle administrative needs with regards to computing payroll, preparing reports, and hiring/terminating members.

1.8.3 ADMINISTRATIVE SERVICES DIVISION (Major)

The Administrative Services Division Commander is appointed by the Mayor, upon recommendation of the Chief of Police, and reports directly to the Assistant Chief of Police/Administrative Bureau. The Administrative Services Division Commander acts as the departmental liaison with the Louisville Metro Emergency Management Agency (EMA) and is responsible for the following units/services:

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1.8.3 ADMINISTRATIVE SERVICES DIVISION (CONTINUED)

STRATEGIC PLANNING (Lieutenant)

The Strategic Planning Lieutenant reports to the Administrative Services Division Commander and is responsible for the following:

- **Recruitment and Selection** – The Strategic Planning Lieutenant directly supervises the Recruitment and Selection Unit of the LMPD, which includes the testing and background investigations of applicants, as well as recruitment and all marketing/advertisement business.
- **Strategic Plan** – The Strategic Planning Lieutenant acts as a liaison with the Office of Performance Improvement and Innovation (OPI2) for the strategic plan while overseeing the implementation of the strategic plan for the Louisville Metro Police Department (LMPD).
- **Coordinating and managing grants related to the strategic plan.**
- **Acting as a liaison for Metro Facilities for LMPD property.**
- Maintaining the department's website.
- Creating maps for special events and for use in court.
- Maintaining department-wide performance measures and compiling executive summary reports of these performance measures.

RECORDS MANAGEMENT (Civilian Director) (KACP 5.1, 22.4d)

The Records Management Director reports to the Administrative Services Division Commander and is responsible for maintaining the integrity, compilation, security, and retention of data for the department (KACP 26.1). Records Management is comprised of the following units:

- **Data Integrity Unit (Civilian Supervisor):** Electronically enters paper citations, incident reports, missing person reports, and JC-3 reports into the Records Management System (RMS) (KACP 22.2). The Data Integrity Unit reviews and validates incident reports and supplemental reports submitted by officers and Police Report Technicians (PRTs) in order to verify compliance with the National Incident Based Reporting System (NIBRS), Uniform Crime Report (UCR), and Uniform Offense Report (UOR).
- **Data Resolution Unit (Civilian Supervisor):** Sorts, processes, and logs all incoming mail and paperwork scanned from LMPD divisions/units. This includes paper citations (including Mental Inquest Warrant (MIW) citations, juvenile citations, and citations for local ordinance violations), incident reports, missing person reports, and JC-3 reports. The Data Resolution Unit is responsible for scanning all paper Collision Report and Analysis for Safer Highways (CRASH) reports, as well as reviewing and approving electronically-entered CRASH reports. The Data Resolution Unit is responsible for assisting in the preparation of the monthly NIBRS report provided to the Kentucky State Police (KSP) and the Federal Bureau of Investigation (FBI).
- **LMPD Service Center (Civilian Supervisor):** Provides three (3) primary services, the 574-LMPD Crime Tip Line, Telephone Reporting, and Online Reporting. Through the 574-LMPD Crime Tip Line, the LMPD Service Center receives anonymous tips by phone or online, which allows the community to become more involved in helping the department solve crimes. The service of Telephone Reporting allows incident reports to be taken from the public, by phone, for various crimes, in lieu of sending an officer to the scene. The LMPD Service Center allows incident reports to be taken online for certain crimes. The LMPD Service Center is responsible for reviewing, accepting, and importing online reports

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1.8.3 ADMINISTRATIVE SERVICES DIVISION (CONTINUED)

into the RMS. The LMPD Service Center checks all vehicles through the National Crime Information Center (NCIC) that are repossessed by private companies to verify that the vehicles are not stolen and enters the information into the RMS. The LMPD Service Center also checks the stolen report status of all vehicles that are going to be auctioned by the Vehicle Impoundment Unit (VIU).

- **Central Records Unit (Civilian Supervisor):** Consists of the following:
 - **Customer Service:** Provides reports to the public, law enforcement officers, other governmental agencies, and private businesses over the phone, via the service window at the Edison Building and through mailed/faxed requests, in accordance with KRS 189.635. Clerks collect payments on behalf of the department for official reports generated for customers.
 - **Expungements:** Processes court-ordered expungements. Expungement personnel verify that records held within the LMPD database are in compliance with the directives received within court orders. Additionally, personnel expunge juvenile arrest(s) once the individual has reached the age of 23, unless the juvenile was charged as an adult or if the record involved a child abuse case or a traffic offense (refer to SOP 6.1). Personnel will need to be familiar with RMS, CourtNet, and archiving procedures, which includes storing reports, boxing reports, and completing transmittal and destruction forms, for records sent pursuant to an order.
 - **Alarms:** Responsible for the implementation and oversight of Louisville Metro false alarm ordinances. Alarms personnel act as liaisons and mediators between the LMPD, Department of Codes & Regulations, the Office of Management and Budget (OMB), alarm businesses, alarm technicians, and alarm users. Personnel will need to be familiar with CryWolf software in order to process applications, citations, and fines.

EVIDENCE AND PROPERTY UNIT (EPU) (Lieutenant)

The EPU Lieutenant reports to the Administrative Services Division Commander. The EPU is responsible for the storing, classification, retrieval, and disposal of seized, found, or recovered property and forwarded evidence (including all evidence related to controlled substances) under the protective custody of the LMPD. The EPU safeguards the integrity of all property or evidence (KACP 27.2). Their other duties include maintaining and issuing a limited supply of certain police equipment.

VEHICLE IMPOUNDMENT UNIT (VIU)/FLEET (Lieutenant and Fleet Coordinator)

The VIU/Fleet Lieutenant and Fleet Coordinator report to the Administrative Services Division Commander. The VIU is responsible for the impoundment of vehicles that are in violation of traffic regulations, blocking streets/right-of-ways, abandoned in public areas, trespassing on private property, or participating in illegal dumping (refer to SOP 7.9). The VIU is also responsible for providing towing and impoundment services for vehicles identified as nuisances by the Department of Codes & Regulations and clearing streets after vehicular accidents. The unit stores vehicles involved in fatal accidents, arson investigations, and other criminal activity. The VIU collects all towing and storage charges and releases vehicles on-site. Unclaimed vehicles are disposed of at public auctions, pursuant to state law.

The Fleet Coordinator is a non-sworn position and reports to the Administrative Services Division Commander. The Fleet Coordinator is responsible for the management of LMPD Fleet Budget and works with Metro Fleet Services to manage, operate, repair, and/or replace departmental vehicles.

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1.8.3 ADMINISTRATIVE SERVICES DIVISION (CONTINUED)

TECHNICAL SERVICES (Lieutenant)

The Technical Services Lieutenant reports to the Administrative Services Division Commander. The Technical Services Lieutenant also acts as the departmental liaison with the Office of Civic Innovation and Technology (CIT) and MetroSafe. The Technical Services Lieutenant is responsible for the following:

- **Technical Services (Civilian Supervisor):** The Technical Services Supervisor reports to the Technical Services Lieutenant and assists as a liaison with the CIT, MetroSafe, and other Metro Government entities, as needed. The Technical Services Supervisor assists in the planning of the LMPD's technical needs and special projects and coordinating the maintenance of the LMPD's technical systems. Technical Services is responsible for maintaining departmental cell phones/smart devices, software, applications, database integrations, and other systems utilized by the LMPD. Technical Services also provides data for LMPD command staff and for public dissemination, when requested through open records requests by citizens and/or members of the media.
- **Technical Investigations (Sergeant):** The Technical Investigations Sergeant reports to the Technical Services Lieutenant. Technical Investigations provides operations support of all specialized investigative equipment and provides expertise in matters regarding electronic surveillance.
- **Digital Forensic Unit (DFU) (Sergeant):** The Digital Forensic Unit Sergeant reports to the Technical Services Lieutenant. The DFU Sergeant is responsible for the supervision of the DFU and LMPD personnel assigned to the Kentucky Regional Computer Forensic Laboratory (KRCFL). The DFU Sergeant supervises, conducts, and/or actively leads digital forensic examinations. The DFU will act as a liaison for LMPD with local law enforcement agencies, federal agencies, as well as private companies. The Sergeant will attend meetings and briefings related to digital investigations and coordinate deconfliction efforts with other units within LMPD and other law enforcement agencies. The DFU will also provide technical support to other investigative units within LMPD.
 - **KRCFL:** The KRCFL personnel reports to the DFU Sergeant. The KRCFL provides high quality digital forensic services and assistance to any law enforcement agency with jurisdiction in the state of Kentucky, including the seizure and examination of computers, computer systems, computer media, and cell phones. The KRCFL is an American National Standards Institute (ANSI) National Accreditation Board (ANAB) accredited laboratory, guaranteeing examiner qualifications and quality control procedures. Forensic examiners offer court testimony explaining how they conducted their examinations and what they discovered as a result.
- **Video Records (Sergeant):** The Video Records Sergeant reports to the Technical Services Lieutenant. Video Records handles all Mobile Video System (MVS) and Body-Worn Camera (BWC) open records requests from persons or agencies outside of the LMPD in coordination with the Office of Business Management (OMB), with the exception of media requests, which are handled by the Media and Public Relations Office (refer to SOP 3.3 and SOP 4.1) (KACP 20.2b).

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1.8.3 ADMINISTRATIVE SERVICES DIVISION (CONTINUED)

REAL TIME CRIME CENTER (RTCC) (Civilian Director)

The RTCC Director reports to the **Administrative Services Division Commander**. The RTCC is a centralized hub that is responsible for providing real-time tactical and strategic support to sworn personnel by utilizing technology and information systems. The RTCC is divided into two (2) analytical units, **tactical analysis and strategic analysis**. The **tactical analysts** enhance public and sworn personnel safety by monitoring the Metro Watch Cameras at a centralized location. **The strategic analysts review crimes data, patterns, and intelligence to provide commanders and the Chief of Police support for the development strategics to enhance public safety.**

Responsibilities of the RTCC include, but are not limited to, the following:

- Proactively monitoring Metro Watch Cameras and relaying any significant activities, civil disturbances, and/or disorderly crowds to MetroSafe dispatchers and sworn personnel.
- Monitoring MetroSafe dispatch communications in order to provide real-time intelligence and information before, during, and after sworn personnel arrive on the scene of a dispatched call.
- Providing continual **strategic** and tactical support for sworn personnel during critical incidents, significant activities, Special Weapons and Tactics (SWAT) Team call-outs, civil disturbances, disorderly crowds, special events, and major disasters.
- Researching and providing intelligence and information to sworn personnel in response to requests for information regarding ongoing investigations.
- Responding to internal and external requests for data.
- Providing sworn personnel with intelligence and informational bulletins.
- Providing sworn personnel with non-emergency cell phone location information.
- Utilizing crime mapping technology.
- Assessing the need for the deployment of additional sworn personnel.

The RTCC provides weekly, multi-media postings of Louisville's Most Wanted, highlighting suspects wanted for felony crimes in the Louisville Metro area.

1.8.4 EXECUTIVE ADMINISTRATOR OF LMPD BUDGET (Civilian) (KACP 8.2)

The Executive Administrator acts as the departmental liaison with the Office of Management and Budget (OMB) and reports to the Assistant Chief of Police/Administrative Bureau. The Executive Administrator is responsible for the department's fiscal management functions and the internal monitoring and auditing of the department's internal budget (KACP 8.5). The Executive Administrator receives written recommendations from the supervisors of the different departmental areas, based on operational and activity analysis, for use in formulating the department's budget (KACP 8.3). The OMB is responsible for collecting, safeguarding, and dispersing cash by maintaining an allotment system, preparing financial statements, and conducting internal audits of information provided by the custodial personnel who oversee petty cash or investigative funds and who have been appointed by the division/section/unit commander (refer to SOP 8.37) (KACP 8.6a-d).