

Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 1.7
	Effective Date: 02/18/04 Prv. Rev. Date: 07/08/22 Revised Date: 05/29/23
	Accreditation Standards: KACP: 3.3, 4.2, 13.1, 19.6, 19.7, 22.1
Chapter: Departmental Organization	
Subject: Support Bureau	

1.7 SUPPORT BUREAU

1.7.1 ASSISTANT CHIEF OF POLICE/SUPPORT BUREAU (Lieutenant Colonel)

The Assistant Chief of Police/Support Bureau is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports to the Deputy Chief of Police/Chief of Operations. When mandated by the Chief of Police, the Assistant Chief of Police/Support Bureau may assume all responsibilities as the department's Chief Executive Officer (CEO) (KACP 4.2).

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

- Major Crimes Division
- Special Operations Division
- Criminal Interdiction Division
- Homeland Security Unit

1.7.2 MAJOR CRIMES DIVISION COMMANDER (Major)

The Major Crimes Division Commander is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports directly to the Assistant Chief of Police/Support Bureau.

The Major Crimes Division Commander is responsible for planning the department's response to unusual criminal activities and coordinating the activities of the following personnel (KACP 3.3):

HOMICIDE UNIT

The Homicide Unit is divided into three (3) squads:

- **Homicide Squad:** Investigates homicides, fatal shootings, critical assaults, suicides, suspicious deaths, kidnappings for ransom, or missing persons suspected of being victims of violent crimes, who cannot be located. This unit also investigates train vs. pedestrian accidents when the pedestrian is killed or death is imminent.
- **Cold Case Squad:** Investigates unsolved homicide cases that are at least two (2) years old or are considered "cold" by the Homicide Unit Commander, or their designee.
- **Missing Persons Squad:** Investigates all missing person reports, except for kidnappings for ransom or the victims of suspected violent crimes who cannot be located.

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1.7.2 MAJOR CRIMES DIVISION COMMANDER (CONTINUED)

ROBBERY/FINANCIAL CRIMES UNIT

The Robbery/Financial Crimes (RFC) Unit is divided into two (2) squads:

- The **Robbery Squad**:
 - Investigates all first-degree and second-degree robberies of retail businesses that operate from a permanent structure, when the intent of the suspect is to commit a robbery in order to obtain money or property from the business. The Robbery Squad also investigates first-degree and second-degree robberies of employees making bank drops or deposits, when a suspect commits the robbery in order to obtain the money being deposited from the business.
 - Investigates first-degree robberies involving motor vehicles, classified as a “carjacking,” where a firearm or deadly/dangerous instrument is used, or a citizen who is not involved in the crime sustains serious physical injury. The Robbery Squad does not investigate second-degree robberies involving motor vehicles, classified as a “carjacking,” where the victim does not sustain serious physical injury and/or a weapon is not used.
 - Investigates all first-degree and second-degree robberies of mobile food trucks. This does not include itinerant vendors (e.g., neighborhood ice cream trucks and pushcart vendors), vendors with barbeque smokers on trailers, or temporary food services set up for fairs or festivals (e.g., tents, trailers, or kiosks).
 - Investigates first-degree and second-degree robberies of financial institutions (e.g., banks and credit unions), pharmacies, armored cars, or armored car couriers in the performance of their duties.
 - Investigates, upon direction from the Major Crimes Division Commander, first-degree street robberies that involve the same perpetrator(s) and span multiple divisions.

The Robbery Squad does not investigate robberies of delivery drivers not occurring on the premises of the business or incidents that begin as shoplifting.

- The **Financial Crimes Squad** investigates crimes involving forged or counterfeit checks, possession of forgery devices, identity thefts, consumer fraud, business fraud, embezzlement, and pigeon drops.

SPECIAL VICTIMS UNIT (SVU)

The Special Victims Unit (SVU) is divided into the following:

- **Domestic Violence (DV) Squad**: Investigates felony domestic/dating violence and abuse incidents. The Domestic Violence Squad will also follow-up on misdemeanor domestic/dating violence and abuse incidents where beat officers have not made an immediate arrest (refer to SOP 8.6).
- The **Office of Sexual and Physical Investigations (OSPI)** investigates the following:
 - Felony sexual assaults;
 - Misdemeanor sexual assaults involving children;
 - Physical abuse allegations where a caretaker is the perpetrator;
 - Reported cases of human trafficking, prostitution, escort services, and violations of the Sex Offender Registry; and

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1.7.2 MAJOR CRIMES DIVISION COMMANDER (CONTINUED)

- Internet Crimes Against Children (ICAC) cases (i.e., crimes perpetrated against juveniles) involving the use of a computer or other electronic means.

FORENSIC INVESTIGATIONS

Forensic Investigations consists of the following support personnel:

- **Crime Scene Unit (CSU):** Assists officers or Police Report Technicians (PRTs) at crime scenes by photographing, preserving, collecting, processing, packaging, and transporting evidence.
- **National Integrated Ballistic Information Network (NIBIN) Squad:** Provides support for all departmental members and outside agencies, via the NIBIN Program, which is maintained by the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF). The NIBIN automates ballistics evaluations and provides actionable investigative leads in a timely manner by analyzing and entering scene cartridge cases and test fires from crime guns. NIBIN technicians enter cartridge casing evidence into the Integrated Ballistic Identification System (IBIS), where these images are then correlated against the NIBIN database.
- **Latent Print Squad:** Assists officers and CSU technicians with the photographing, preserving, analyzing, and processing of latent fingerprint evidence. The Latent Print Squad also evaluates latent evidence for entry into the Integrated Automated Fingerprint Identification System (IAFIS) and the Automated Fingerprint Identification System (AFIS) maintained by the Kentucky State Police (KSP).
- **Video Forensics and Analysis Squad (VFAS):** Provides support for all departmental members, which include conducting forensic video analysis of surveillance video seized from crime scenes and the videotaping of major crime scenes. The VFAS is also responsible for taping training exercises, special events, and other activities as deemed necessary by the Chief of Police.
- **Polygraph Squad:** Provides support to investigative units by conducting polygraph investigations and conducts pre-employment polygraph examinations (KACP 13.1).
- **Transcribers:** Produce written documents from audio recordings of dictated investigative letters, interviews, and telephone recordings.
- **Foreign Language Transcribers:** Produce written documents of foreign language translations from audio recordings of interviews, telephone recordings, and investigative letters.
- **Metal Theft Investigations Squad:** Conducts inspections of metal salvage and scrap dealers to verify compliance with applicable state statutes and local ordinances and assists members with issues surrounding metal/salvage locations and their role in ongoing investigations.
- **Pawn Investigations Squad:** Conducts physical examinations of pawn shops/secondhand dealers, inspects the records of pawn shops/secondhand dealers to verify compliance with applicable state statutes and local ordinances, and assists members with issues associated with pawn shops/secondhand dealers or property from pawn shops.

FUGITIVE UNIT (Sergeant)

The Fugitive Unit Sergeant reports directly to the Major Crimes Division Commander. The Fugitive Unit is responsible for identifying and apprehending fugitives who are known violent offenders.

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1.7.2 MAJOR CRIMES DIVISION COMMANDER (CONTINUED)

VICTIM SERVICES UNIT (VSU) (Professional Staff Director)

The Victim Services Unit (VSU) Director reports directly to the Major Crimes Division Commander. The VSU provides support to crime victims and witnesses of crimes by assuring that these individuals are treated with respect and dignity and are afforded rights and services designed to address the specific needs of their victimization. VSU Specialists respond to the physical, emotional, and financial needs of crime victims and witnesses through intervention, counseling, outreach, advocacy, and education.

1.7.3 SPECIAL OPERATIONS DIVISION COMMANDER (Major)

The Special Operations Division Commander is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports directly to the Assistant Chief of Police/Support Bureau.

The Special Operations Division Commander coordinates the activities of the following sections/units (KACP 3.3):

SPECIAL EVENTS UNIT

The Special Events Unit facilitates the planning and implementation of public events. The Special Events Unit reviews all permits filed with Louisville Metro Government and determines the amount of assistance that the department may provide.

TRAFFIC UNIT

The Traffic Unit responds to, and investigates, collisions involving fatalities and life-threatening injuries. The Traffic Unit may also investigate collisions on the interstates (KACP 22.1).

COMMUNITY ENGAGEMENT UNIT

The Community Engagement Unit has the primary responsibility of enhancing the department's community policing initiative by building public trust and addressing crime issues.

SPECIALTY TEAMS/UNITS SECTION

The Specialty Teams Section coordinates the implementation of the following specialty teams and units:

- **Air Unit:** Provides aerial surveillance, search and apprehension duties, and rescue services.
- **River Patrol Unit:** Provides waterborne services on the Ohio River and its tributaries and within the waters of the department's jurisdiction.
- **Canine Unit:** Responds to situations calling for trained police dogs, which include building and area searches, evidence/property recovery, the tracking and apprehension of suspects, and searches for narcotics and hazardous devices.

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1.7.3 SPECIAL OPERATIONS DIVISION COMMANDER (CONTINUED)

- **Mounted Patrol Unit:** Provides patrol support by addressing citizen issues, deterring criminal activity through officer presence, assisting in crowd control at public events, and maintaining increased visibility in targeted areas.
- **Special Weapons and Tactics (SWAT) Team:** Responds to situations with hostage-takers, barricaded suspects, or other incidents that may involve a threat to human life, where specialized training or equipment could be utilized. The SWAT Team also assists with the execution of high-risk search warrants (KACP 19.6e).
- **Hostage Negotiating Team (HNT):** Negotiates the surrender of hostage-takers or barricaded suspects and the safe release of hostages, through the effective implementation of the negotiation process (KACP 19.7e).
- **Underwater Search and Recovery Unit (USRU):** Also known as the "Dive Team." Provides for the recovery of property, injured persons, and corpses within the waters of the department's jurisdiction.
- **Hazardous Incident Response Team (HIRT):** Responds to incidents involving human biological vectors and hazardous material situations that require a police presence.
- **Bomb Squad:** Provides the identification, recovery, transportation, and disposal of explosives and suspected explosive devices.
- **Dignitary Protection Team (DPT):** Escorts and provides protection for high-profile individuals, such as government officials, dignitaries, and celebrities.
- **Honor Guard:** Represents the department at ceremonious occasions that include funerals, parades, award ceremonies, and other functions as deemed appropriate by the Chief of Police.
- **Special Response Team (SRT):** Responds to situations that involve, or might involve, civil disturbances, weapons of mass destruction (WMD), natural disasters, and other major events.

1.7.4 CRIMINAL INTERDICTION DIVISION COMMANDER (Major)

The Criminal Interdiction Division Commander is appointed by the Mayor, upon the recommendation of the Chief of Police, and reports directly to the Assistant Chief of Police/Support Bureau.

The Administrative Sergeant reports directly to the Criminal Interdiction Commander. The Administrative Sergeant's responsibilities include, but are not limited to, maintaining the daily operational status of the division and directing the operations of the division. The Administrative Sergeant also oversees special projects for the Criminal Interdiction Division Commander.

The Criminal Interdiction Division is divided into four (4) operational units, each under the command of a lieutenant, as follows (KACP 3.3):

The **Support Unit** performs the listed functions:

- **Asset Forfeiture Squad:** Tracks and controls all property seized by the Criminal Interdiction Division by assisting detectives in determining the basis for a criminal or civil seizure/forfeiture action.
- **Prescription Drug Diversion Squad:** Conducts investigations pertaining to all complaints related to forged, altered, or otherwise fraudulent prescriptions. The Prescription Drug Diversion Squad enforces controlled prescription substance offenses involving the use or sale of prescription medications.

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1.7.4 CRIMINAL INTERDICTION DIVISION COMMANDER (CONTINUED)

Personnel who are assigned to this unit may be used to perform various functions within the Criminal Interdiction Division.

The **Major Case Unit** performs the listed functions:

- **Major Case Squad:** Identifies mid-level and upper-level narcotics traffickers and disrupts drug trafficking organizations due to the relationship between narcotics and violence. The squad conducts physical and electronic surveillance operations and facilitates controlled buys of narcotics through the use and development of confidential informants.
- **Interdiction Squad:** Enforces controlled substance violations that occur through interstate and international commerce.
- **Task Force Officers:** Work with various federal law enforcement agencies, as assigned.

The Major Case Unit Lieutenant coordinates the registration and record maintenance related to informants who are used by departmental members.

Personnel who are assigned to this unit may be used to perform various functions within the Criminal Interdiction Division.

The **Focused Intelligence Unit** performs the listed functions:

- **Firearms Intelligence Squad:** Comprised of detectives trained to focus on preserving, documenting, and collecting evidence resulting from firearms-related investigations. Detectives work closely with Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) Agents and Evidence and Property Unit (EPU) Technicians with NIBIN technology to identify perpetrators, link criminal activity, and investigate shooting incidents to disrupt the shooting cycle. The cooperative goal is to reach the next level of efficiency and effectiveness in firearms investigations for increased prosecution, firearm-related convictions, and the reduction of gun-related crime.
- **Louisville Metro Intelligence (LMINTEL) Squad:** Investigates violent street gangs, armed criminals, and criminal enterprises involving gang members, while working with federal partners, including the Federal Bureau of Investigation (FBI), the ATF, the Drug Enforcement Agency (DEA), and the Internal Revenue Service (IRS), leading to successful prosecutions at the state and/or federal level.
- **Task Force Officers:** Work with various federal law enforcement agencies, as assigned.

Personnel who are assigned to this unit may be used to perform various functions within the Criminal Interdiction Division.

The **Violent Crime Unit (VCU)** is comprised of the following:

Violent Crime Squads: Address violent crime in the Louisville Metro area utilizing intelligence-led strategies to focus on specific individuals/locations known to be associated with violent criminal activity. Squads will coordinate efforts with detectives at both the LMPD Patrol Division and Major Crime levels, as well as outside local and federal law enforcement agencies to accomplish the following tasks:

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1.7.4 CRIMINAL INTERDICTION DIVISION COMMANDER (CONTINUED)

- Apprehending fugitives,
- Investigating and apprehending known violent offenders,
- Gathering intelligence on potentially violent actors,
- Monitoring known gang/violent group members, and
- Disrupting the illegal firearms and narcotics trafficking fueling violent crime in Louisville.

Personnel who are assigned to this unit may be used to perform various functions within the Criminal Interdiction Division.

The Criminal Interdiction Division also investigates vice-related crimes, such as gambling and handbooks.

1.7.5 HOMELAND SECURITY UNIT (HSU) (Lieutenant)

The Homeland Security Unit (HSU) Lieutenant reports to the Assistant Chief of Police/Support Bureau and is responsible for coordinating departmental compliance with national preparedness goals.

The HSU investigates actual or perceived threats against facilities and events with the potential for mass casualties, as well as threats against high-profile individuals. The HSU investigates suspected terrorism, extremism, organized criminal groups, suspicious powders, and the theft/loss of nuclear, biological, chemical, or explosive material. The HSU also performs special assignments at the discretion of the Assistant Chief of Police/Support Bureau.

An Intelligence Liaison Officer (ILO) will be identified from each division. The ILO facilitates the information flow between their division and the HSU. The ILOs will meet regularly with the HSU and may assist HSU detectives with threat investigations and special assignments.

The HSU acts as the departmental liaison with the Kentucky Intelligence Fusion Center (KIFC) and federal and local law enforcement agencies.

JOINT TERRORISM TASK FORCE (JTTF)

The HSU Lieutenant acts as the departmental liaison with the Joint Terrorism Task Force (JTTF).

The JTTF is comprised of locally based investigators, analysts, and experts from various United States law enforcement and intelligence agencies who investigate threats and incidents related to terrorism and national security. The JTTF provides a single team response and strives to create familiarity among investigators and managers across the state of Kentucky before a crisis occurs.