

ORGANIZATION

1. **PURPOSE:** To describe the Department's organizational structure.
2. **POLICY:** The Department will be organized along functional lines designed to ensure unity of command, delineate responsibility and delegate authority.
3. **SCOPE:** This directive is applicable to all personnel.
4. **RESPONSIBILITY:** All personnel will maintain compliance with this directive.
5. **GENERAL PROVISIONS**
 - A. **REVIEW AND REVISION:** The Chief of Police will initiate revisions to this directive as needed. Bureau Commanders will be responsible for notifying the Office of the Chief of Police of any changes in organizational structure or function.
 - B. **ORGANIZATIONAL CHARTS:** The Chief of Police will ensure that the organizational structure of the Department is illustrated on an organizational chart, that the chart is updated as needed, and that all personnel have access to the current chart. The Chief of Police (or designee) will maintain an archive file of the previous organizational charts. This file will contain all official organizational charts from at least the previous three-year period.
6. **OVERVIEW:** The Department is organized along functional lines under the command of the Chief of Police. There are two main bureaus, Operations Bureau (patrol, investigations, special operations functions), and Services Bureau (administrative functions and training functions). Each Bureau is under the command of a Deputy Chief who answers to the Chief of Police.
7. **OFFICE OF THE CHIEF OF POLICE:**
 - A. **CHIEF EXECUTIVE OFFICER:** Overall authority and responsibility for Departmental operations rests with the Chief of Police, who is appointed by the Mayor of the City of Huntsville and answers to the City Administrator.

1. **STATUTORY AUTHORITY:** The Chief of Police derives his or her power directly from the Code of Alabama, Title 11-43-81, "Designated chief executive officer; power of appointment and removal." This section describes the role of the mayor, giving him or her power for general supervision and control of all other officers and the affairs of the city or town to which they are appointed or elected. Under Title 11, Code of Alabama, the mayor has the power to appoint all officers whose appointments are not otherwise provided by law.
 2. **FISCAL AUTHORITY:** The Chief of Police carries overall authority and responsibility for the fiscal management of the agency.
 3. **ORGANIZATIONAL AUTHORITY:** The Chief of Police may reorganize the Department as necessary to accomplish its goals and objectives.
- B. PUBLIC INFORMATION OFFICER:** This position, a Police Lieutenant, reports to the Chief of Police. The Public Information Officer handles press relations and serves as a contact point for the public affairs. It is staffed at the direction of the Chief of Police.
1. **COMMUNITY RESOURCE SUPERVISOR:** This position, a Police Sergeant reports to the Public Information Officer and the Chief of Police. This position also serves as the Chief's designee to serve on the City of Huntsville Liquor Review Committee and liaison for the Board of Zoning Adjustments.
 2. **CRIMESTOPPERS:** This function is a non-profit, tax exempt organization controlled by a civilian Board of Directors and exists to aid law enforcement in Huntsville/Madison County in solving crime and recovering stolen property and illegal drugs. Crimestoppers is not an arm of any law enforcement agency. However, the Huntsville Police Department provides personnel and overhead for coordination of information.
 3. **COMMUNITY RELATIONS:** These units promote public awareness of crime prevention through public education and citizen participation programs. Activities include public speaking engagements, distribution of information and coordination of Community Watch and other crime prevention programs. These units coordinate the Department's Retired Senior Volunteer Program (RSVP), and report to their respective Precinct Commanders. Inclusive in this function is a Community Resource Sergeant. The Community Resource Sergeant is responsible for the coordination of citywide efforts in this area. He/She will work

closely with the Precinct Commanders to facilitate a coordinated response to multi-precinct problems.

4. **WARRANTS:** This unit coordinates the service and tracking of all Department related criminal warrants. The court liaison officer is assigned to this unit. The unit reports to the Community Relations Sergeant and is staffed by sworn personnel.
5. **PART TIME POLICE OFFICERS:** This unit provides physical security to the City of Huntsville facilities or performs various duties assigned by the Chief of Police. The unit is staffed by sworn retired officers who maintain a current certification.
6. **COMMUNITY SERVICES:** This function manages squads of inmate labor. The squads supply a support function to various aspects of city management. They work cleaning ditches, mowing and landscaping, moving equipment as well as other various tasks. They are staffed by civilian work crew leaders, and a civilian Inmate Labor Manager.

C. INTERNAL AFFAIRS:

1. Internal Affairs conducts internal investigations, pre-employment background investigations, and other internal matters as designated by the Chief of Police. The unit is staffed by both sworn and civilian personnel under the command of a Lieutenant and reports to the Chief of Police.
2. **POLYGRAPH OFFICE:** This function provides polygraph services in support of criminal investigations, employment selection processes and internal investigations.

D. POLICE PROGRAMS MANAGER (Accounting): This position, a civilian, reports to the Chief of Police. The Program Manager compiles all information submitted by divisions, obtains projected prices and totals all accounts and spreadsheets for the Departmental budget. This position verifies receipt book totals and monies collected for copies of incident reports to the general public. All accounts receivable are processed by this office. This position supervises the operation of the supply function.

1. **SUPPLY:** This function operates a storeroom which stocks and issues a variety of office supplies, police uniforms, and equipment. Inventory control is tracked by

this function. Staffing is by civilian personnel who answer to the Police Programs Manager.

2. **GRANTS MANAGEMENT:** This position, a civilian, is responsible for the effective management of all grant-related forms. They will ensure that all required reports and documentation are completed as needed, and will facilitate the application for new grants, and monitor the progress of all current grants.
- E. **STAC:** This unit is a multi-jurisdictional entity and is responsible for investigation and suppression of vice and controlled substances activity. The unit is staffed by sworn officers and civilian personnel under the command of a Police Sergeant, who reports to a Tactical Commander. The Tactical Commander, a Police Lieutenant, reports to the Chief of Police.
8. **SERVICES BUREAU:** This Bureau provides Operational support services including but not limited to: Training, Accreditation, Communications, Records, Identification, Evidence and In-Custody Property, and Management Information Services.
 - A. **SERVICES BUREAU COMMANDER:** This position, a Deputy Chief, reports to the Chief of Police. This is command and administrative work in planning, organizing, and directing the activities of the Services Bureau.
 - B. **ACCREDITATION AND STAFF INSPECTIONS:** This section is headed by the Accreditation Manager who is responsible for the maintenance of international accreditation requirements, the Departmental Written Directives system, proving departmental compliance with CALEA Standards and preparation of the files.
 - C. **DIRECTOR OF TRAINING:** This position, a Police Captain, reports to the Services Bureau Commander. This is a command level position that conducts administrative work in managing the fiscal, capital and personnel resources of the recruiting, hiring and training functions of the department. The Director of Training is also the Hiring Process Coordinator.
 1. **DEPUTY DIRECTOR OF TRAINING:** This position, a Police Lieutenant, reports to the Director of Training. The Deputy Director of Training manages the activities of the Recruitment Team and Training Staff. The Deputy Director of Training is also the Field Training Program Coordinator.
 2. **TRAINING SUPERVISOR:** This position, a Police Sergeant, reports to the Deputy Director of Training. The Training Supervisor manages a unit consisting

of Training Advisors and is responsible for ensuring that departmental training goals and objectives are met.

3. **TRAINING ADVISOR:** This position, a Police Officer, reports to the Training Supervisor. Training Advisors are responsible for preparing lesson plans and conducting training for basic and lateral academy instruction as well as continuing education for current police officers.
 4. **RECRUITMENT SUPERVISOR:** This position, a Police Sergeant, reports to the Deputy Director of Training. The Recruitment Supervisor is responsible for managing the Recruitment Team which consists of one Police Officer who is assigned full time and numerous Police Officers who are assigned as part time. The Recruitment Supervisor is responsible for planning and coordinating Recruitment Team activity to ensure that departmental goals are met.
 5. **RECRUITING OFFICER:** This position, a Police Officer, reports to the Recruitment Supervisor. The Recruitment Officer is responsible for the management of the day to day recruitment activities.
- D. **ADMINISTRATIVE SERVICES COMMANDER:** This position, a Captain, reports to the Services Bureau Commander. The Administrative Services Commander is responsible for management of fleet vehicles and information systems maintenance working parallel with the City's IT division. The Administrative Services Commander manages the fiscal, capital, and personnel resources and ensures support police services (e.g., evidence, communications, records and identification, fleet services and alarm unit) are provided to the public in a timely and efficient manner.
1. **ADMINISTRATIVE LIEUTENANT:** This position, a Lieutenant, reports to the Administrative Services Commander. The Administrative Lieutenant is responsible for personnel management within the Administrative Services Bureau.
 2. **COMMUNICATIONS:** This function involves the answering of emergency and non-emergency telephone lines and relaying pertinent and accurate information to the appropriate police units or agencies. Communications is housed in the Madison County 911 Center. Staffing consists of civilian personnel under the command of shift Supervisors who answer to the Police Communications Manager. The Police Communications Manager reports to the Administrative Lieutenant. The Police Communications Manager manages the shift supervisors

and acts as a liaison between the police department and the Madison County 911 Center,

3. **RECORDS AND IDENTIFICATION:** This function involves processing and storage of police records, classification and examination of fingerprints and fingerprint evidence. Records personnel use computerized records management systems and ACJIS terminals in processing of accidents, case reports, criminal history, and various other data. Staffing consists of civilian personnel assigned to shifts under Civilian Supervisors, who report to the Administrative Lieutenant.
4. **EVIDENCE:** This function involves processing and storage of property that has been turned in for safekeeping or pursuant to a criminal investigation and is staffed by civilian personnel.
5. **FLEET SERVICES:** This function involves the issuance of fleet vehicles to sworn personnel. Staffing consists of a Vehicle Support Technician who reports directly to the Administrative Lieutenant.
6. **ALARM UNIT:** This function involves educating security alarm users and alarm businesses to maintain operational reliability in the proper uses of alarm systems in limiting unnecessary police emergency response to false alarms. The Alarm Coordinator reports directly to the Administrative Lieutenant.
7. **POLICE IT:** This is technical work involving software application support, enhancement, and maintenance of the Police Records Management System and other police related software applications. Work involves supporting, enhancing and maintaining police department software applications, inventory control of computer equipment and computer related work order system. Work also involves maintaining certain databases pertaining to critical Police records.
9. **OPERATIONS BUREAU:** The Operations Bureau provides operational police services through the operation of three precincts. This function is responsible for all primary Police Service coverage.
 - A. **OPERATIONS BUREAU COMMANDER:** This position, a Deputy Chief, reports to the Chief of Police. This is command and administrative work in planning, organizing, and directing the activities of the Operations Bureau.
 - B. **PRECINCT COMMANDER:** This position, a Police Captain, reports to the Operations Bureau Commander. The Precinct Commander manages the fiscal,

capital, and personnel resources assigned to a Precinct and ensures primary police services (e.g., deterrent patrol, traffic enforcement, calls for service, preliminary investigations of crimes, follow up investigation of general crimes, accident investigation, assistance to citizens, maintenance of order and enhancement of public safety) are provided to the public in a timely, efficient, and responsive manner. A Precinct Commander may act as the Operations Bureau Commander in the Bureau Commander's absence.

1. **PRECINCT LIEUTENANT:** These sworn positions manage the resources assigned to patrol and specialized functions. Precinct personnel are sworn officers and civilian support personnel. Precinct personnel are generally assigned to squads and shifts, supervised by Police Sergeants. The Precinct Lieutenant acts as a designated Shift Commander to effectively coordinate police responses. This position reports to a Precinct Commander.
2. **PRECINCT SERGEANT:** This position manages the resources assigned to a particular precinct, shift and squad. This is a patrol function. The Patrol Sergeant reports to a designated Precinct Lieutenant.
3. **UNIFORMED POLICE OFFICERS:** This position provides primary police services. These officers are assigned to Precincts, shifts and squads under the command of a Police Sergeant. These Officers provide general patrol services and specialized patrol services as assigned.

C. **CRIMINAL INVESTIGATION DIVISION COMMANDER:** This position, a Police Captain, reports to the Operations Bureau Commander. The CID Commander manages the fiscal, capital, and personnel resources assigned to CID and ensures investigative police services are provided to the public in a timely, efficient, and responsive manner. The Commander oversees the supervision of personnel, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance within the Division. The CID Commander may act as the Operations Bureau Commander in the Bureau Commander's absence.

1. **CID LIEUTENANT:** This position, a Police Lieutenant, is responsible for coordinating, developing and reviewing Criminal Investigation Divisions operations as well as the responsibility for discipline, supervision, and evaluation of assigned personnel. Provides statistics and data to the sergeants to improve clearance and arrest percentages. Supervises the sergeants within the Division.

2. **INVESTIGATIONS SERGEANT:** The Investigative Sergeant's duties include; assigning cases, reviewing all reports and supplements, supervising investigations and documentation of crimes. Evaluates their employees and keeps up with clearance and arrest percentages in their specialized areas.
3. **INVESTIGATORS:** The investigative squads within C.I.D. are the Major Crimes Unit, Violent Crimes Unit, Special Victims Unit, Property Crimes Unit, Cyber/Financial Crimes Unit, and General Investigations Unit. Additionally, there is an Anti-Crime Team with a Sergeant, Crime Analysis Investigator, JTTF/Homeland Security Liaison, FBI Cyber Taskforce and Marshall's Task Force are all in the Criminal Investigation Division. A Police Investigators are assigned in each squad and Police Officers are assigned to the Anti-Crime Team.
4. **PLANNING AND RESEARCH:** This section is staffed by a sworn officer who reports to the Operations Division Commander. Responsibilities include maintaining a crime analysis unit to collect and collate data for analysis and dissemination of crime information.

D. SPECIAL OPERATIONS DIVISION COMMANDER: This position, a Police Captain, reports to the Operations Bureau Commander. This is command and administrative work in managing the fiscal, capital and personnel resources of the Special Operations functions.

1. **S.W.A.T. UNIT:** The Department maintains a part-time S.W.A.T. unit consisting of a designated Sergeant and a unit of specially trained officers. These personnel are permanently assigned to various Precincts and Divisions, and serve on an as-needed basis. They are under the command of a designated S.W.A.T. team Sergeant while acting in this capacity. A Tactical Lieutenant supervises their overall function. The Tactical Lieutenant reports to the Special Operations Commander for S.W.A.T. operations.
2. **CANINE (K-9):** This function provides canine support to the Patrol function, Investigations and other Departmental components in the form of building searches, scent detection, criminal apprehension by tracking, evidence/property searches, drug searches, crowd control, etc. This unit is staffed by sworn officers under the command of a Police Sergeant who reports to a Special Operations Lieutenant.
3. **TRAFFIC SERVICES:** The function of this unit is assisting in the safe and efficient flow of traffic within the city through the use of various methods and equipment. This

unit is staffed by sworn officers under the command of a Police Sergeant, who reports to a Special Operations Lieutenant.

4. **SCHOOL RESOURCE OFFICER PROGRAM:** This unit consists of one Police Sergeant supervising a squad of sworn officers, assigned in teams to city schools. Their primary duties include assisting school personnel in maintaining order and interacting with students as positive role models and advisors. The Sergeant reports to a Special Operations Lieutenant.
5. **CRISIS NEGOTIATION RESPONSE TEAM:** The Department maintains a part-time Crisis Negotiation Response Team consisting of a designated Sergeant and a unit of specially trained officers. These personnel are permanently assigned to various Precincts and Divisions and serve as Crisis Negotiations Response Team on an as-needed basis. A Special Operations Lieutenant supervises their overall function.
6. **BOMB SQUAD:** This function consists of sworn personnel trained in handling hazardous devices. Bomb Squad personnel are under the command of the Bomb Squad Supervisor for all matters involving hazardous devices. These personnel are permanently assigned to various Precincts and Divisions, and serve part-time as Bomb Squad members on an as-needed basis. The Bomb Squad Sergeant reports to a Special Operations Lieutenant while acting in this capacity.
7. **SAFETY PATROL SERVICES:** This function is responsible for the safety of school children and safe, smooth flow of traffic in school zones. Staffing consists of two full-time non-sworn Supervisors and a complement of part-time, non-sworn Safety Patrol Aides.