

JUNEAU POLICE DEPARTMENT PROCEDURES



Title:	Organization and Command	Chapter: 1.003
Date Issued:	March 8, 2007	
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I. PURPOSE

The purpose of this policy is to explain the organizational structure of the Juneau Police Department and to clarify command protocol.

II. POLICY

The Department structure is designed to provide the most effective police service possible. JPD is committed to allocating adequate staff positions for efficient and effective delivery of police services. The structure of the Department is subject to alteration based on the changing needs of the Department and the community.

III. DEFINITIONS

Regulations and Operations Manual (ROM) – A book of rules, policies, and procedures created to provide guidelines and direction to JPD employees.

Span of control – the number of employees that report directly to a supervisor.

IV. PROCEDURE

A. Employee Identification Numbers

1. All JPD employees are issued a serial number that is unique and will never be re-assigned to another employee.
 - a. Sworn employees' numbers are issued by seniority with the Department and begin with 100 for the most senior officer.
 - b. Civilian employees' numbers are issued by seniority with the Department and begin with C-100 for the most senior employee.

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- c. Employees are directed to use their serial numbers to identify themselves on all official documents.

B. Organizational Structure - General

1. The Department head is the Chief of Police.
2. The Chief is supported by the Deputy Chief of Police, the Administrative Officer, and an Administrative Assistant.
3. The Department is divided into the Operations and Police Services Divisions. Both divisions are commanded by the Deputy Chief.
4. The Operations Division includes the Administrative, Patrol, and Special Operations Sections.
 - a. The Administrative Section is managed by a Lieutenant and includes background investigations, training, internal investigations, special projects, Community Service Officers, airport police, the police reserve program, and the school resource officer program.
 - 1) The Administrative Lieutenant is assisted by two sergeants: the administrative sergeant and the airport sergeant.
 - (a) The Administrative Sergeant assists with accreditations, public outreach, recruitment/selection, and training for the department. They supervise the school resource program.
 - (b) The Airport Sergeant supervises law enforcement duties at the Juneau International Airport.
 - (c) The Lead Community Service Officer manages the Community Services Unit. Community Service Officers are responsible for enforcing the City's parking ordinance, litter, and bear-related ordinances, wood smoke bans, and for regulating commercial passenger vehicles that carry less than 15 passengers. They also perform traffic control duties, pick up recovered bicycles, and conduct station tours.
 - b. The Patrol Section is managed by a lieutenant and is made up of teams of officers. The number of patrol teams is subject to change based on staffing.
 - 1) Each patrol team is supervised by a sergeant and normally includes at least 5 patrol officers.
 - (a) See ROM 4.000 for operation detail.
 - c. The Special Operations Section is managed by a lieutenant and includes criminal investigations, civilian investigators, drug enforcement, and crisis intervention.

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- 1) The Special Operations Lieutenant is assisted by two civilian investigators and two sergeants: the Criminal Investigations Sergeant and the Drug Enforcement Sergeant.
 - (a) The Criminal Investigations Sergeant supervises the detectives within the Investigations Unit.
 - (b) The Drug Enforcement Sergeant supervises the detectives, the K9 unit, and the Information Support Specialist within the Drug Enforcement Unit.
5. The Police Services Division is managed by a Public Safety Manager and includes the Communications Center, Records Unit, Evidence Unit, and Information Technology Unit.
 - a. The Communications Center is supervised by the Public Safety Manager. Lead dispatchers are responsible for assisting the Public Safety Manager with administrative and operational functions of the section related to consolidated police, fire, and EMS dispatch duties, programs, and staffing.
 - b. JPD operates a 24-hour, fully-functioned, enhanced 9-1-1 system and is the Public Safety Answering Point (PSAP) for the City and Borough of Juneau. The Database Specialist serves as the 9-1-1 Coordinator and reports directly to the Public Safety Manager.
 - c. The Records Unit Supervisor is the Department's official keeper of police records and is responsible for UCR reporting and the collection, dissemination, and retention of all JPD official police case records.
 - d. The Evidence Unit is supervised by an Evidence Specialist.
 - e. The Information Technology Unit is supervised by a Network Administrator.
6. The Department will continually evaluate supervisory assignments to ensure appropriate span of control, considering the following factors:
 - a. The supervisor's ability and experience
 - b. The maturity of the subordinates
 - c. The sensitivity, volume, or complexity of the work
7. The organizational structure of the Department will be reviewed at least once a year and may be reorganized as necessary.

C. Special Units

1. Tactical Operations Unit (TOU)
 - a. The TOU is made up of three specially trained teams and each team has a designated team leader, as follows:
 - 1) Special Weapons and Tactics (SWAT)

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- 2) Crisis Negotiating Team (CNT)
- 3) Explosive Ordinance Disposal (EOD)
- b. The TOU Commander reports directly to the Deputy Chief.
- c. The TOU shall be activated in the following situations:
 - 1) Hostage events; See ROM 4.411
 - 2) Barricaded Persons; See ROM 4.411
 - 3) Warrant service or arrests where people are known to be dangerous and pose a specific threat of serious physical injury or death when confronted by officers
 - 4) Prison riots when the suppression of inmates that are involved in acts of violence is beyond the capability of Corrections Department personnel
 - 5) Suspicious explosives
 - 6) Any other situation when directed by the Chief of Police

D. Command Protocol

1. Command protocol will normally be determined by rank; however, an officer assigned to a call will be in charge of the scene unless relieved by a supervisor.
2. The Department will respond to major events by instituting an incident command system based on the National Incident Management System (NIMS), whereby one person, usually the ranking officer at the scene will assume the role of the incident commander. The NIMS model for incident command will be followed.
3. The Administrative Assistant assigned to the Chief's Office will maintain an organizational chart, depicting personnel assignments and the lines of authority of the Department's components.

E. Direction

1. The Chief of Police is the chief executive officer of the Police Department and is responsible for protecting lives and property through the management of all police functions.
2. The Chief of Police is responsible for organizing, controlling, and directing the personnel and resources of the Police Department.
3. Succession of command
 - a. If the Chief of Police becomes unable to command or is away from the City, the JPD command structure will be as follows:
 - 1) Deputy Chief of Police
 - 2) Lieutenant in order of Seniority of Rank
 - 3) Patrol Sergeant

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4. On-duty supervisors are responsible for the performance of the employees under their immediate control, including the completion of delegated tasks.

F. Ancillary Duties

1. There are a number of ancillary duties that are performed by members of the Department.
2. It is expected that JPD employees will broaden their experience base by volunteering for ancillary duties.
3. Employees that perform most ancillary duties receive recognition in the form of service bars.

Ed Mercer

A handwritten signature in dark ink, appearing to read "Ed Mercer".

Chief of Police