



Lansing Police Department Manual

100.01 — ORGANIZATION AND ADMINISTRATION OF THE LANSING POLICE DEPARTMENT

Administrative Procedure

Effective Date: 03/2024

Rescinds: 02/2001

PURPOSE

The purpose of this procedure is to outline the organization of the Lansing Police Department (LPD) and provide a general description of the primary functions and responsibilities of the Department's Divisions, Sections and Units. This procedure is not inclusive of all functions performed by the Department or its Divisions, Sections and Units. The Department's Organization Chart shall illustrate and overview of Division responsibilities for supervising Department Operations.

BOARD OF POLICE COMMISSIONERS

- Lansing City Charter Article 5, Chapter 1 provides that:
 - Citizen involvement for the operation of the City shall be provided through advisory boards. [Lansing City Charter 5-101.2](#).
 - Advisory boards are established by ordinance or this charter and are composed of citizens sharing the common goal of improving the general welfare through their advice and assistance to the elected and appointed full-time City officials. [Lansing City Charter 5-102.3](#).
 - The Board of Police Commissioners shall act as an advisory board with additional responsibilities described in that chapter. [Lansing City Charter 5-102.4](#). Administrative Procedure 200.03 *Board of Police Commissioners - Charter*, lists in detail the additional responsibilities of the Board.
- Pursuant to its charter authority, the Board utilizes a Commission Investigator employed by the City for receiving and resolving citizen complaints concerning the operation of the Police Department. Administrative Procedure 200.07 *Complaint Procedure* lists in detail the complaint process.

OFFICE OF THE CHIEF OF POLICE

- The Chief of Police shall be the administrative head of the Police Department and shall be responsible to the Mayor for the provision of police services to the City. [Lansing City Charter 4-307.1](#).
- The Chief of Police shall be appointed by the Mayor in consultation with the Board of Police Commissioners and subject to confirmation by a majority of the members of the Board of Police Commissioners serving. [Lansing City Charter 4-307.2](#).
- The Chief may delegate specific duties, responsibilities, and authority to any member of the Department as they deem necessary to ensure the accomplishment of established goals.
- The term "Office of the Chief of Police" shall include the Chief of Police and Assistant Chiefs of Police.
- In the absence of the Chief of Police, a designated Assistant Chief shall perform all the duties of the Office of the Chief of Police.
- Assistant Chiefs report directly to the Chief of Police.

- Assistant Chiefs shall supervise the Department's Divisions as designated by the Chief of Police.
- Assistant Chiefs shall develop and implement policies, procedures, rules, and regulations pertaining to the Department's Divisions, as directed by the Chief of Police.
- Assistant Chiefs shall be responsible for any other assignment as directed by the Chief of Police.

OFFICE OF INTERNAL AFFAIRS

The Office of Internal Affairs is directly responsible to the Office of the Chief of Police and for the investigation of alleged violations of Departmental rules of conduct, defects in Department policy or procedures, or civil and criminal complaints against Department personnel.

LEGAL ADVISOR

The Legal Advisor is responsible for the following functions:

- Advising the Board of Police Commissioners, the Office of the Chief of Police, and the Divisions of the Department.
- Interpretation and review of new or proposed laws affecting law enforcement.
- Presentation of police training programs and bulletins.
- Preparation of responses to civil rights complaints and assistance to outside counsel in preparation of defense of civil suits against the Department.
- Review of Freedom of Information Act (FOIA) requests for the Department.
- Other projects deemed appropriate by the City Attorney and/or Chief of Police.

PATROL DIVISION

- Chain of Command
 - The Patrol Division will be supervised by a Captain who is directly responsible to the Assistant Chief.
 - The Captain assigned to the Patrol Division monitors the use and training of specialty teams, units, and assigned workgroups of this Division (e.g., START, Canine Team, Training Unit, Traffic and Special Events Unit, Community Services Unit, Social Worker Unit, etc.).
 - The Patrol Captain is assisted by Lieutenants. The Lieutenants report to the Captain.
 - The Lieutenants are assisted by Sergeants who supervise officers assigned to team areas and units. The Sergeants report to the Lieutenant of their assigned shift and units.
 - Captains, Lieutenants, and Sergeants may be assisted by non-sworn employees within the Division.
 - Non-sworn supervisors are assisted by non-sworn employees who report to them (e.g., Social Worker Team, etc.).
- The Patrol Division is responsible for the following:
 - Sectors divided into Patrol Districts including Community Policing Officers, Canine Officers, Crime Prevention, Traffic and Special Events, etc.
 - The training for all agency personnel to include in-service training and out-of-service training and certifications.
 - Patrol Division Officers are responsible for functions including but not limited to:
 - Visible, proactive patrol to prevent crime in an area assigned by the supervisor.
 - Response to calls for service and investigation of crimes.
 - Arrest of violators.
 - Maintenance of an orderly flow of traffic and traffic enforcement.
 - Accident investigation.
 - Problem solving strategies for improved quality of life within the community.

- The Neighborhood Watch program coordination, alarm regulation, crime prevention education and inspection.

INVESTIGATIONS DIVISION

- Chain of Command
 - The Investigative Division will be supervised by a Captain who is directly responsible to the Assistant Chief of Police.
 - The Captain assigned to the Investigation Division monitors the use and training of specialty teams, units, and assigned workgroups of this Division (e.g., Detectives, Dive, Crime Analyst, Special Operations Section, Crime Scene Investigators, etc.).
 - The Investigations Captain is assisted by Lieutenants. The Lieutenants report to the Captain.
 - The Lieutenants are assisted by Sergeants who supervise Detectives assigned to workgroups. The Sergeants report to the Lieutenant of their assigned workgroup.
 - The Captain, Lieutenants, and Sergeants may be assisted by non-sworn employees within the Division.
- The Investigation Division is responsible for the following:
 - Follow-up investigation of criminal complaints and arrest of offenders.
 - Presentation of assigned cases in court.
 - Direction of on-scene work and training of the Crime Scene Investigators.
 - Identification of crime patterns, active criminals and working with patrol to solve and prevent crime.
- The investigation division is divided into various squads according to the needs of the Division.

ADMINISTRATIVE SERVICES DIVISION

- Chain of Command
 - The Administrative Division is supervised by a Captain who is directly responsible to the Assistant Chief.
 - The Captain of the Administrative Division is assisted by Lieutenant(s) and non-sworn supervisors assigned to different workgroups of this Division (e.g., Detention and Court Services, Property and Supply, Emergency Equipment Maintenance, Payroll and Budget Control, Capital Area Response Effort (CARE), etc.).
 - The Lieutenants are assisted by Sergeants and non-sworn supervisors.
 - The Sergeants and non-sworn supervisors report to the Lieutenant of their assigned workgroup or Division Captain in the absence of a designated Lieutenant.
- The Administrative Services Division is responsible for the following:
 - Issuing and ordering of all equipment and the storage, collection, and review of case related evidence.
 - The detainment of defendants prior to and after court proceedings. The processing of reports, arraignments, and subpoenas.
 - The coordinating, assisting, and reporting on the budget authorized for the Lansing Police Department. The oversight of grants and programs awarded to the department in conjunction with the State and Federal Government.
 - The recording and oversight of individual employees' time worked, leave time banks and balances within the department.
 - The installation and maintenance of all FCC radio communication systems, including vehicle/

152 building video recording access equipment pertinent to the department.

- 153 ○ Oversight of CARE which is a domestic violence post-arrest response team and the only post-
154 arrest response team for victims/survivors of domestic violence in Lansing, Lansing Township,
155 Meridian Township, East Lansing and on the campus of Michigan State University.

156 **STAFF SERVICES DIVISION**

- 157 • Chain of Command
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- 159 ○ The Staff Services Division is supervised by a Captain who is directly responsible to the
160 Assistant Chief.
- 161 ○ The Captain of this Division is assisted by Lieutenant(s) assigned to different workgroups
162 (e.g., FOIA Analyst, Data Administrator, Fingerprint Technician, etc.).
- 163 ○ Sergeant(s) and non-sworn supervisors assigned to workgroups report to the Lieutenant.
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- 165 • The Staff Services Division is responsible for the following:
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- 167 ○ The processing of police reports, accident reports, uniform citations, FOIA requests,
168 background checks, notary services and ride-a-long applications.
- 169 ○ MCOLES reporting, department promotional processes, department assignment transfers,
170 and ride-a-longs.
- 171 ○ Maintenance and management of various critical core systems within LPD.
- 172 ○ Examination, analysis, and comparison of fingerprint evidence for criminal investigations.
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LANSING POLICE DEPARTMENT Organizational Diagram FY2024

