

DEPARTMENTAL GENERAL ORDER 25-022

ST. LOUIS COUNTY POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

February 26, 2025

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General Order **23-022**

DEPARTMENT ORGANIZATION

I. PURPOSE

The purpose of this Order is to establish and advise all personnel of the administrative and operational organization of the St. Louis County Police Department and provide the legal foundation from which the Department derives its authority.

II. LEGAL AUTHORITY

St. Louis County police officers have full authority and responsibility for the enforcement of all Missouri State laws throughout St. Louis County. Further, St. Louis County police officers are responsible for the enforcement of St. Louis County ordinances in both unincorporated areas of St. Louis County and in incorporated areas. St. Louis County Police Officers are responsible for the enforcement of municipal ordinances where a police services contract exists or as defined by a mutual aid agreement. All employees are given the authority to make decisions necessary for the effective execution of their responsibilities. Each employee shall be held accountable for the use of the employee's delegated authority and has a duty to intervene when other employees are abusing their legal authority.

III. BOARD OF POLICE COMMISSIONERS

The Board of Police Commissioners shall oversee the St. Louis County Police Department. The Board of Police Commissioners formulates policies governing the operation and conduct of the Department, appoints and removes the Chief of Police, hears appeals, establishes standards and regulations, promulgates a manual of conduct and discipline, and administers the oath of office to commissioned members of the St. Louis County Police Department.

IV. DEFINITIONS

- A. Bureau – A component of a division or **another bureau**, commanded by an employee with the rank of a captain, director, **deputy commander**, lieutenant, or **sergeant**. For the purposes of this policy, the Office of Emergency Management, the Emergency Communications Network, the Regional Information and Intelligence Center, and the County and Municipal Police Academy shall be considered bureaus.
- B. Detail – A component of a precinct or division, commanded by an employee with the rank of captain, lieutenant, or sergeant.
- C. Division – An organizational component of the Department. A division is commanded by a Commanding Officer. Commanding Officers report to the Deputy Chief of Police. For the purposes of this policy, a commanding officer may hold the title of Executive Director.
- D. Employee – all commissioned and professional staff members, chaplains, and any other individual operationally attached to the Department, to include contractors and task force members. This definition is solely used for the convenience of reading this policy and is not to meant to establish an employment relationship with any individual(s) where such a relationship does not otherwise exist.

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- E. Office – A component of a bureau, unit, or division, commanded by a professional staff employee or commissioned officer with a rank determined by the Chief of Police.
- F. Precinct – A component of the Division of Patrol, commanded by an employee with the rank of captain.
- G. Section – A component of a bureau, unit, office, or division which typically has an operational focus on a specific subject matter and is supervised by a professional staff employee or a commissioned officer with a rank determined by the Chief of Police.
- H. Unit – A component of a bureau or division, commanded by an employee with the rank of lieutenant or sergeant or professional staff supervisor. A single supervisor may command more than one Unit. Those employees assigned to supervise a Unit that are not of the rank of sergeant or lieutenant, or professional staff supervisor are governed under General Order 070, *Specialized Assignments and Succession Planning*.

V. OFFICE OF THE CHIEF OF POLICE

A. Chief of Police

The Chief of Police reports to the Board of Police Commissioners. The Chief of Police is responsible for the leadership, management, and operation of the Department. The Chief of Police is responsible for the direct supervision of the Deputy Chief, Public Information Office, and the Intelligence Operations Bureau.

1. Public Information Office

The Supervisor, Public Information Office, reports to the Chief of Police. The Office is responsible for coordinating the exchange of information with and via various media outlets.

2. Office of the Historian

The Historian, reports to the Supervisor, Public Information Office. The Office **of the Historian** is responsible for the collection, organization, preservation, and display of all items historically descriptive of the Department since its origin. Positions in the Office of Historian are non-paid, volunteer, and appointed by the Chief of Police.

3. Intelligence Operations Bureau

The Commander, Intelligence Operations Bureau, reports to the Chief of Police. The Bureau is responsible for the overall coordination of the Camera Systems Section along with the investigative and analytical activities of the Criminal Intelligence Unit, the Fusion Center, and the Regional Information and Intelligence Center (RIIC). Through proactive information sharing, identification of potential threats and vulnerabilities, and development of intervention and enforcement strategies, the Bureau will combat criminal and terrorist threats throughout the metropolitan region.

a. Criminal Intelligence Unit

The Supervisor, Intelligence Unit, reports directly to the Commander, Intelligence Operations Bureau. The Unit is responsible for the collection, collation, and analysis of information on all phases of criminal, gang, and terrorist activity. Also required is the maintenance of confidential files on known criminals and gang members/associates and the dissemination of criminal intelligence information to affected units within the Department and other law enforcement agencies, **as** appropriate, for follow-up investigations and necessary enforcement action.

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b. Fusion Center

The Director, St. Louis Fusion Center, reports directly to the Commander, Intelligence Operations Bureau. In certain circumstances, the Fusion Center Director may also report directly to the Chief of Police, specifically regarding the receipt of sensitive information from Federal Law Enforcement, or other sources.

The St. Louis (Regional) Fusion Center (STLFC) is designated by the US Department of Homeland Security as a Recognized Fusion Center and part of the National Network of Fusion Centers. The St. Louis Fusion Center operates as a collaborative partnership among federal, state and local law enforcement, Fire, Health, Hospital, Emergency Management and Private Sector / Critical Infrastructure. The STLFC was formed to focus on the many facets of terrorism prevention while enhancing coordination, information sharing, regional preparedness, training and investigative support/analysis for first responders and other public and private partners in the St. Louis Urban Area Security Initiative (UASI) Region.

c. Regional Information and Intelligence Center

The Commander, Regional Information and Intelligence Center (RIIC), reports directly to the Commander, Intelligence Operations Bureau. The RIIC is responsible for providing a centralized, comprehensive, multi-agency criminal information and intelligence-sharing network for the St. Louis Region. By leveraging innovative investigative methods and technologies, the RIIC will enhance the operational effectiveness and efficiency of all law enforcement and public safety agencies involved to maximize their ability to detect, prevent, apprehend, and respond to criminal and terrorist activity.

d. Camera Systems Section

The Camera Systems Section reports to the Commander, Regional Information and Intelligence Center (RIIC). This section works with commissioned and professional staff involved with the In-Car and Body-Worn Camera program. The Section is responsible for the management of data generated by the camera systems, maintenance and upgrading of all camera systems equipment. The Section is also responsible for providing informational reports for the Department's commanders as well as processing any requests for media/data received via Sunshine Law requests through the Bureau of Central Police Records.

B. Deputy Chief of Police

The Deputy Chief of Police reports directly to the Chief of Police. The Deputy Chief is responsible for the control and coordination of the Bureau of Professional Standards, Fraternal Order of Police Representative, the Fiscal Services Unit, the Bureau of Research and Analysis, and **the Division** of Human Resources. The Deputy Chief of Police supervises the Commanding Officers of the Divisions of Patrol, Special Operations, Operational Support, and Criminal Investigation. The Deputy Chief is also responsible for the management and operation of the Department in the absence or incapacitation of the Chief of Police.

1. Bureau of Professional Standards

The Commander, Bureau of Professional Standards, reports to the Deputy Chief of Police. The Bureau is responsible for ensuring the integrity of the Department by

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objective and comprehensive investigation regarding allegations of misconduct alleged to have been committed by Department employees and deputized individuals. The Bureau is also responsible for the identification of employees who establish patterns of unacceptable behavior.

2. Fraternal Order of Police Representative

The Fraternal Order of Police Representative reports directly to the Deputy Chief of Police. The representative serves as a liaison between the Police Association and Department. As part of their daily activities, the representative attends meetings and speaks with association members and Department leadership about issues impacting the Department.

3. Fiscal Services Unit

The Supervisor, Fiscal Services Unit, reports to the Deputy Chief of Police. The Unit is responsible for the administration of the Department's budget, financial transactions, payroll, and administration of the False Alarm Program.

4. Bureau of Research and Analysis

The Commander, Bureau of Research and Analysis, reports to the Deputy Chief of Police. The Bureau uses data science techniques to extract knowledge and insights from structured and unstructured data. The Bureau prepares various analytical products for both internal and external users. The Bureau conducts analysis on crime and practices, to include NIBRS and Traffic Stop Reports. The Bureau manages compliance with CALEA standards and ensures that periodic reports, reviews, and other activities mandated by accreditation standards are accomplished. In addition, the Bureau maintains the Written Directives System, conducts policy research and authors, manages and develops all Department forms and brochures, generates infographics, solicits and manages the Department's Federal and State grants, handles legislative liaison activities, and coordinates other special projects as directed by the Chief of Police.

a. Municipal Contracts

The **Municipal Contracts Administrator** reports to the Commander, Bureau of Research and Analysis. The **Administrator** is responsible for developing and maintaining a relationship with area law enforcement agencies to improve the delivery of police services **along with** the coordination of police service contracts with municipalities, other law enforcement agencies, school districts, other government agencies, and private entities.

b. Office of Staff Inspections

The Staff Inspector, Office of Staff Inspections, reports to the Commander, Bureau of Research and Analysis. The Office is responsible for ensuring that the operational policies and procedures of all divisions, precincts, bureaus, and units conform to Department rules and best practices.

5. Division of Human Resources

The Executive Director, **Division** of Human Resources, reports directly to the Deputy Chief of Police. The **Executive** Director is responsible for the management and control of all work elements within the **Division**.

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a. Risk Management Unit

The Supervisor, Risk Management Unit, reports to the **Executive** Director, **Division** of Human Resources. The Unit is responsible for managing the Department's Risk Management Profile and assisting other work elements in implementing practices that minimize and mitigate risk.

b. Personnel Services Unit

The Commander, Personnel Services Unit, reports to the **Executive** Director of the **Division** of Human Resources. The Unit is responsible for the administration of promotional processes and is divided into **the** Employee Services Section, Background and Recruitment Section, and **Cadets**.

1) Employee Services Section

The Employee Services Section Supervisor reports to the Commander, Personnel Services Unit. The Section is responsible for updating and maintaining the employment files for all personnel. The section also compiles data year-round for the Equal Employment Opportunity Report. The Employment Services Section coordinates with the Background and Recruitment section to schedule testing and appointments for applicants and completes on-boarding orientation for those hired by the Department.

2) Background and Recruitment Section

The Background and Recruitment Section Supervisor reports to the Commander, Personnel Services Unit. The Background Section is responsible for conducting a thorough investigation of all applicants who have applied with the Department to ensure that the best candidates are hired. The Recruitment Section is responsible for conducting an organized and efficient search for the best qualified and diverse candidates to fill all Department vacancies, both commissioned and non-commissioned.

3) Cadet Program

The St. Louis County Police Department's Cadet Program is intended to provide a comprehensive and unique law enforcement training program with the goal of producing highly qualified, experienced, and educated law enforcement professionals. Cadets receive paid work exposure to an extensive array of Department resources in each of the Department's Divisions. Cadets will participate in ride-alongs with each of the precincts, as well as work within the various work units, such as the Bureau of Communications, the Crime Scene Unit, the Police Crime Laboratory, the St. Louis County and Municipal Police Academy, the Personnel Services Unit, and the Fingerprint Unit. These assignments will allow the Cadet to become familiar with the various Department elements while assisting these elements in their functions.

c. Diversity and Inclusion Unit

The Commander, Diversity and Inclusion Unit, reports to the **Executive** Director of the **Division** of Human Resources. The Unit is responsible for

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developing and reinforcing an inclusive work environment for employees and for ensuring that the practices of the Department, both front-facing and internal, are fair, impartial, and inclusive to all members of the Department and community.

d. Wellness Unit

The Commander, Wellness Unit, reports to the **Executive** Director of the **Division** of Human Resources. The Unit is responsible for ensuring the mental, physical, and emotional health of Department employees. The Unit does this by identifying resources for employees, assisting employees in crisis, providing training, educational seminars, and workshops. The Unit also manages all department "help services," including the Peer Support Program, Police Chaplain Program, and psychological services. These programs and services are available to all employees, as well as their family members.

VI. DIVISION OF PATROL

The Commanding Officer, Division of Patrol, reports to the Deputy Chief of Police. The Commanding Officer is responsible for the management and control of the precincts, and the Patrol Ancillary Services Unit.

A. Precincts

The Precinct Commanders report to the Commanding Officer, Division of Patrol. The Precinct Commanders are responsible for providing police service throughout the unincorporated portions and contract patrol areas of their precinct. Within each precinct are the Neighborhood Police Officers who address neighborhood concerns by organizing Neighborhood Watch Groups, the Citizen and Teen Academies, and the School Resource Officers who provide safety at area schools.

B. Bureau of Transit Police

The Commander, Bureau of Transit Police, reports to the Commanding Officer, Division of Patrol. Bureau officers are responsible to patrol and respond to criminal activity in and along transit line(s) in the St. Louis Region.

C. Patrol Ancillary Services Unit

The Supervisor, Patrol Ancillary Services Unit, reports to the Commanding Officer, Division of Patrol, and serves as a liaison between St. Louis International Airport Police and the Department. Staff of the Patrol Ancillary Services Unit serve as aide(s) to the Commanding Officer of the Division of Patrol.

D. Special Response Unit

The Commander, Special Response Unit, reports to the Commanding Officer, Division of Patrol. The Unit is designed to provide the Department with a mobile precinct operating within St. Louis County to include the municipal contracts. The primary responsibility of the Special Response Unit is to assist the Division of Patrol, including the Bureau of Transit Police, with beat staffing. The Special Response Unit will deploy a full range of enforcement and community intervention tactics within these focused areas.

VII. DIVISION OF SPECIAL OPERATIONS

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The Commanding Officer, Division of Special Operations, reports to the Deputy Chief of Police. The Commanding Officer is responsible for the management and control of the work elements within the Division.

A. Bureau of Tactical Support

The Commander, Bureau of Tactical Support, reports to the Commanding Officer, Division of Special Operations. The Bureau is responsible for providing tactical and airborne support for the St. Louis Metropolitan area.

1. Tactical Operations Unit

The Commander, Tactical Operations Unit, reports to the Commander, Bureau of Tactical Support. The Unit is responsible for special weapons and tactics and special circumstances such as hostage negotiations and the handling of barricaded subjects. The Unit assists the precincts where needed in crime deterrent activities and enforcement programs, maintains teams capable of providing dignitary protection, traffic and crowd control, as well as other special assignments.

2. Police Canine Unit

The Supervisor, Police Canine Unit, reports to the Commander, Bureau of Tactical Support. The Unit supports the Police Department by providing canines trained in suspect apprehension, searching for missing persons, and narcotics detection. The Unit assists the precincts and other specialized units where needed in crime deterrent activities and enforcement programs, in maintaining teams capable of providing dignitary protection, traffic and crowd control, and other special assignments.

3. Highway Safety Unit

The Supervisor, Highway Safety Unit, reports to the Commander, Bureau of Tactical Support. The Unit is responsible for the enforcement of the various traffic laws on the state and interstate highway system within St. Louis County in an effort to reduce the number of vehicle accidents resulting in injury or death and to facilitate the safe and orderly flow of vehicular traffic. The Unit is also responsible for the operation of sobriety checkpoints authorized by the Commander. The Unit assists the precincts where needed in crime deterrent activities and enforcement programs, maintains teams capable of providing dignitary protection, traffic and crowd control and other special assignments.

4. Commercial Vehicle Enforcement Unit

The Supervisor, Commercial Vehicle Enforcement Unit, reports to the Commander, Bureau of Tactical Support. The primary objectives of the Commercial Vehicle Enforcement Unit are to reduce the number of vehicle crashes involving Commercial Motor Vehicles (CMVs) resulting in injury or death, facilitate the safe and orderly flow of vehicles operating in Interstate and Intrastate commerce on public roadways, achieve voluntary compliance of the Federal Motor Carrier Safety Regulations (FMCSRs) and the Hazardous Materials Regulations (HAZMAT), and enforce the laws of the State and the County with specific applicability to all vehicles involved in Interstate and Intrastate Commerce. The CVE Unit's focus is safety and Compliance, by the commercial motor vehicle industry, to the applicable Federal Regulations, State Statutes, and St. Louis County Ordinances.

5. Metro Air Support

The Supervisor, Metro Air Support Unit, reports to the Commander, Bureau of Tactical Support. The Unit is responsible for providing aircraft and personnel to operate the Unit's

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helicopters and fixed-wing aircraft in law enforcement and search and rescue roles for the St. Louis Metropolitan area. The Metro Air Support Unit also serves as a liaison between the St. Louis County Government and the Spirit of St. Louis Airport and provides a physical security force for the Spirit of St. Louis Airport. The Unit assists the precincts where needed in crime deterrent activities and enforcement programs, maintains teams capable of providing dignitary protection, traffic and crowd control, and other special assignments.

B. Crisis Intervention Unit

The Supervisor, Crisis Intervention Unit, reports to the Commanding Officer, Division of Special Operations. The Unit is responsible for coordinating the delivery of positive law enforcement services to people with mental illness in St. Louis County. The team is comprised of officers throughout the entire Department that have completed the required training courses. Officers are equipped with the skills, methods, and tactics to safely de-escalate incidents involving persons in a mental health crisis.

C. Park Ranger Detail

The Park Ranger Detail reports directly to the Commanding Officer, Division of Special Operations. The Detail serves as the Commander oversees the overall operations of the Park Rangers, to include but not limited to budgeting, maintaining all assets and equipment, developing policies and procedures, developing training and education, hiring of new rangers, promoting ranger supervisors, addressing crime issues within St. Louis County Parks, developing crime strategies for St. Louis County Parks, and communicating with municipal police departments that have St. Louis County Parks within their jurisdictions.

D. Bureau of Security Services

The Commander, Bureau of Security Services, reports to the Commanding Officer, Division of Special Operations. The Bureau is responsible for protecting property, employees, and visitors within St. Louis County Government facilities and utilizes an explosive detection canine as an additional safeguard. The Bureau coordinates and approves all alarm systems installed within County Government offices.

E. Community Outreach Unit

The Supervisor, Community Outreach Unit, reports directly to the Commanding Officer, Division of Special Operations. The Unit is responsible for developing and fostering activities and services within the community through educational, social, and support initiatives, such as the Police Athletic League (PAL), as well as the Explorer, Career and Pathways through Law Enforcement (CAPLE) programs. Additionally, the Unit also uses Problem Properties Detectives to provide problem-solving resources and enforcement actions for neighborhoods.

1. Police Athletic League

Employees assigned to the Police Athletic League Unit are responsible for promotion of the program at area schools, enrollment of children in the program, and the scheduling of activities with volunteers.

2. Explorer Program

The Law Enforcement Exploring Program permits young adults the opportunity to examine law enforcement as a career through training and working with police officers. In return the program provides the Department with a trained staff of

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enthusiastic young adults to assist in many essential Department operations. Members of the Law Enforcement Explorer Program are not commissioned with sworn officer status but are considered volunteers for the Department.

3. Career Pathways through Law Enforcement (CAPLE)

CAPLE aims to provide firsthand experience to promising and at-risk area youth in the role of Law Enforcement officers and exposure to recreational settings away from the urban core. The program was developed to create a positive engagement between law enforcement officers, youth, and their families in order to promote successful future interactions, relationships, and workforce pipelines for a new Cadet (age 18 to 21) and new Police Officers (age 21 and older). CAPLE provides some of the recruit training to install discipline, teamwork, fitness, CPR training, and academics to pave a pathway for a future career in Law Enforcement.

VIII. DIVISION OF OPERATIONAL SUPPORT

The Commanding Officer, Division of Operational Support, reports to the Deputy Chief of Police. The Commanding Officer is responsible for the management and control of all work elements within the Division.

A. Bureau of Communications

The **Director**, Bureau of Communications, reports to the Commanding Officer, Division of Operational Support. The Bureau is responsible for the operation of a central telephone service desk and radio communications for the Department, authorized agencies, and those municipalities contracting for police dispatching services. The Bureau is responsible for processing, evaluating, and dispatching calls for police services.

B. Office of Emergency Management

The Director, Office of Emergency Management, reports to the Commanding Officer, Division of Operational Support. The Office of Emergency Management provides St. Louis County with the professional capability of planning for and responding to natural and/or man-made disasters and homeland security issues through planning, training, and exercises. The Office of Emergency Management also provides awareness training on hazardous materials and weapons of mass destruction (WMD).

C. Emergency Communications Network

The Director, Emergency Communications Network, reports to the Commanding Officer, Division of Operational Support. The Director has the responsibility of policy and administrative oversight of a complex emergency communications network serving all jurisdictions within St. Louis County. The communication network includes the St. Louis County Outdoor Warning Sirens, Microwave, and E911 Systems. The director assists in the development of agency rules, regulations, and policies concerning the use of communications equipment and systems while evaluating the performance of the radio communication system and assisting in long-range strategic planning to remain compatible with emerging technology.

D. St. Louis County and Municipal Police Academy

The Director, County and Municipal Police Academy, reports to the Commanding Officer, Division of Operational Support. The Academy is responsible for administering and delivering training and continuing education courses for law enforcement personnel primarily within St. Louis County. The Academy is governed by a set of established bylaws as approved by the Board of Police Commissioners and the Academy's Board of Managers.

E. Bureau of Logistics and Technology

The Commander, Bureau of Logistics and Technology, reports to the Commanding Officer, Division of Operational Support. The Bureau consists of the Central Police Records Unit, Computer Assisted Report Entry (CARE) Section, Record Room Section, Private Security Section, Sex Offender Registration and Enforcement Section, Department of Armory, Vehicle and Supply Unit, and IT Unit.

1. Central Police Records Unit

The Commander, Central Police Records **Unit**, reports to the **Commander, Bureau of Logistics and Technology**. The **Unit** is responsible for the recording, indexing, maintenance, and processing of criminal and non-criminal police reports and records originating from the St. Louis County Police Department and storing all criminal reports from the municipal police departments. The **Unit** also responds to open records requests from the public and handles data processing/entry of various Department paperwork. The **Unit** contains the **Computer Assisted Report Entry (CARE) Section, Record Room Section, Private Security Section, and Sex Offender Registration and Enforcement Section**.

a. Computer Assisted Report Entry (CARE) Section

The CARE Coordinator reports to the Commander, Central Police Records **Unit**. The **Section** is responsible for assisting officers and citizens in creating police reports, in addition to entering and validating teletypes, orders of protection, booking sheets, victim supplemental reports, tickets, and curfew violations. The **Section** also provides assistance to the record room during non-business hours, reviews all police reports in CARE for MIBRS compliance, and ensures that all MIBRS information is then forwarded to the State on a monthly basis.

b. Record Room Section

The Record Room Coordinator reports to the Commander, Central Police Records **Unit**. The **Section** is responsible for maintaining and distributing records that originate from the St. Louis County Police Department. Daily, the **Section** responds to all Sunshine Law requests received by the Department and assists officers by sending hit verifications, entering tow teletypes, and completing criminal histories. The **Section** also issues CCW permits, assists the Private Security **Section** in issuing security licenses, and provides assistance to the Sex Offender Enforcement **Section** in updating offender information when needed.

c. Private Security Section

The police officer(s) assigned to the Private Security **Section** report to the Commander, Central Police Record **Unit**. The **Section** partners with St. Louis City to issue three types of licenses: security, watchman, and courier license. The **Section** oversees the issuing and training of all licensees.

d. Sex Offender Registration and Enforcement Section

The police officer(s) assigned to the Sex Offender Registration and Enforcement **Section** report to the Commander, Central Police Records **Unit**. The **Section** is responsible for registering all applicable sex offenders residing or working within St. Louis County. The **Section** also maintains all files of the offender registration forms, photographs and fingerprints of the

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offender and notifies all St. Louis County municipal law enforcement officials of registered sex offenders residing in their venues. The **Section** works cooperatively with the Missouri State Highway Patrol after obtaining such information for inclusion into the Missouri Uniform Law Enforcement System (MULES).

2. Department Armory

The Department Armory reports to the **Commander, Bureau of Logistics and Technology**. The Department Armory is responsible for the acquisition, maintenance, records regarding, and deployment of pistols, rifles, shotguns, electronic control devices, selected specialty weapons, and associated peripherals. The Department Armory also maintains the Department's historical firearms catalog.

3. Vehicle and Supply Unit

The Supervisor, Vehicle and Supply Unit, reports to the **Commander, Bureau of Logistics and Technology**. The Unit is responsible for the monitoring of automotive fleet maintenance, records of such maintenance, the maintenance of adequate stocks of certain supplies for the Department, and supervision of the uniform equipment program in addition to travel administration and asset acquisition for the Department.

4. Police IT Unit

The Supervisor, Police IT Unit, reports to the **Commander, Bureau of Logistics and Technology**. The Unit is responsible for the development, implementation, and maintenance of the Department's computer systems, its interfaces with other networks and systems, and administering/maintaining computer-related hardware and software.

IX. DIVISION OF CRIMINAL INVESTIGATION

The Commanding Officer, Division of Criminal Investigation, reports to the Deputy Chief of Police. The Commanding Officer is responsible for the management and control of all work elements within the Division.

A. Bureau of Drug Enforcement

The Commander, Bureau of Drug Enforcement, reports to the Commanding Officer, Division of Criminal Investigation. The Bureau is responsible for investigations concerning the manufacture, distribution, sale, possession, and use of those drugs listed as controlled substances.

B. Word Processing Unit

The Supervisor, Word Processing Unit, reports to the Commanding Officer, Division of Criminal Investigation. The Unit is responsible for providing administrative support services to the Division of Criminal Investigation.

C. Polygraph Unit

The Supervisor, Polygraph Unit, reports to the Commanding Officer, Division of Criminal Investigation. The Unit is responsible for administering polygraph tests and analyzing test results.

D. Police Crime Laboratory

The Director, Police Crime Laboratory, reports to the **Commanding Officer, Division of Criminal Investigation**. The Laboratory is responsible for the examination and analysis

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of physical evidence including DNA, narcotics, firearms identification, and all photographic printing/processing. The laboratory is comprised of the Fingerprint Unit, Firearm/Toolmark Section, Biology/DNA Section, Chemistry Section, Photo Section, and Digital Forensics Unit.

1. Fingerprint Unit

The Supervisor, Fingerprint Unit, reports to the Director/Quality Assurance Manager, Police Crime Laboratory. The Unit is responsible for processing the fingerprints and related arrest documents obtained from the processing of prisoners. The Unit also assists in the identification and prosecution of offenders by receiving, processing, comparing, identifying, and entering into the Automated Fingerprint Identification System fingerprint evidence obtained by investigators of the Crime Scene Unit and area police departments.

2. Firearms/Toolmark Section

The Supervisor, Firearms/Toolmarks Section reports to the Director/Quality Assurance Manager, Police Crime Laboratory. The Section is responsible for the examination of bullets, cartridge cases, and ammunition components to identify if they were fired in a particular firearm. In addition, function testing of firearms, serial number restorations, toolmark examinations and National Integrated Ballistic Information Network (NIBIN) database inquiries are part of the section's responsibilities.

3. Biology/DNA Section

The Supervisor, Biology/DNA Section reports to the Director/Quality Assurance Manager, Police Crime Laboratory. The Section is responsible for the examination of evidence thought to contain bodily fluids or thought to have come in contact with an individual related to a crime. The Section also maintains and administers the local Combined DNA Index System (CODIS), which is utilized to develop investigative leads from unknown DNA profiles.

4. Chemistry Section

The Supervisor, Chemistry Section, reports to the Director/Quality Assurance Manager, Police Crime Laboratory. The Section is responsible for the examination of controlled substances, fire debris for items associated with fire scenes for the presence of ignitable liquids, and explosives or explosive precursors using chemical and instrumental analysis.

5. Digital Forensics Unit

The Supervisor, Digital Forensics Unit, reports to the Director/Quality Assurance Manager, Police Crime Laboratory. The Unit is responsible for preserving, acquiring, processing, and analyzing evidence in a digital format.

6. Photo Section

The Photography Technician(s), Photography Section, reports to the Supervisor, Digital Forensics Unit. The section is responsible for a range of photographic services that include printing, processing, and storing digital/film images and photography of Department related public events.

E. Bureaus of Investigation

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The Commander, Bureaus of Investigation, reports to the Commanding Officer Division of Criminal Investigation. The Bureaus are responsible for the investigation of various crimes against property and persons along with the processing of crimes scenes, conveyance of prisoners, apprehension of fugitives, and storage of evidence. The Bureaus are comprised of the Bureau of Crimes Against Property, Bureau of Crimes Against Persons, and Bureau of Criminal Identification.

1. Bureau of Crimes Against Property

The **Deputy** Commander, Bureau of Crimes Against Property, reports to the **Commander, Bureaus of Investigation**. The bureau is responsible for the investigation of crimes committed against property **and is comprised of the following** units: Burglary, St. Louis Regional Bomb and Arson, and General Assignment.

2. Bureau of Crimes Against Persons

The **Deputy** Commander, Bureau of Crimes Against Persons, reports to the **Commander, Bureaus of Investigations**. The bureau is responsible for the investigation of serious crimes against persons **and is comprised of the following** units: Homicide/Robbery/Sexual Assault, Child Abuse, Domestic Violence, Special Investigations, and Cold Case.

3. Bureau of Criminal Identification

The **Deputy Commander**, Bureau of Criminal Identification, reports to the **Commander, Bureaus of Investigations**. The bureau is responsible for providing a wide variety of criminal identification services to the Department, as well as to other law enforcement agencies.

a. Crime Scene Unit

The Supervisors, Crime Scene Unit, report to the Deputy Commander, Bureau of Criminal Identification. The Unit is responsible for crime scene investigations relating to the collection and preservation of evidence.

b. Prisoner Conveyance Unit

The police officers assigned to the Prisoner Conveyance Unit are supervised by the Supervisors of the Crime Scene Unit. The Prisoner Conveyance Unit provides prisoner processing support and transportation for the precincts and municipalities within and near St. Louis County.

c. Fugitive Affairs Unit

The Supervisor, Fugitive Affairs Unit, reports to the Deputy Commander, Bureau of Criminal Identification. The Unit is responsible for maintaining the catalogue of active arrest warrants and the execution of those warrants including the extradition of fugitives.

d. Property Control Unit

The Supervisor, Property Control Unit, reports to the Deputy Commander, Bureau of Criminal Identification. This Unit is responsible for collection, control, storage, and disposal of lost or recovered property and all evidence.

X. CHAIN OF COMMAND

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- A. The Chief of Police shall designate an Acting Chief in the event of a planned absence or incapacitation. The Personnel Order shall identify the person who will be the Acting Chief. In the event the Chief of Police is absent or incapacitated and has not designated who will be Acting Chief, the following listing shall dictate the chain of command:

Deputy Chief of Police

Commanding Officer, Division of Patrol

Commanding Officer, Division of Criminal Investigation

Commanding Officer, Division of Operational Support

- B. Within each division, the sequence listed below shall constitute the chain of command in the absence of incapacitation of the Commanding Officer of that particular division. This will not apply if the acting position has been designated in advance via notification to the Personnel Services Unit.

Division of Patrol

Commander, North County Precinct

Commander, Central County Precinct

Division of Special Operations

Commander, Bureau of Tactical Support

Commander, Bureau of Security Services

Division of Criminal Investigation

Commander, Bureau of Drug Enforcement

Commander, **Bureaus of Investigation**

Division of Operational Support

Commander, **Bureau of Logistics and Technology**

Director, Police Academy

C. Significant or Noteworthy Events Occurring After Hours

1. Watch Commanders and supervisors shall immediately notify their Division Commanding Officer via the Chain of Command of significant or noteworthy events, occurring within their command or precinct, that include, but are not limited to:
 - a. Use of Deadly Force against a person; or
 - b. Intentional use of deadly force with no injuries; or
 - c. Serious injury or death of an employee; or
 - d. Serious injury or death related to employees' actions; or
 - e. Bank robberies or robbery with injury or loss of life; or

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- f. Any kidnapping committed by an unknown subject (stranger) or Amber Alert; or
 - g. Arrest of a well-known public employee or prominent citizen; or
 - h. Spontaneous and large-scale protest event; or
 - i. Terrorist incident; or
 - j. Large-scale hazmat event; or
 - k. Natural disaster; or
 - l. Incidents occurring outside the patrol jurisdiction of the St. Louis County Police Department that may require extraordinary resources from the Department (e.g., officer-involved shooting, large crowd after the scene of a police action, hazmat incident, etcetera); or
 - m. Any other event not described above that would cause significant media coverage or liability for the Department.
- 2. The Division Commanding Officer may designate an employee in their command as the incident commander for the event.
 - 3. The Division Commanding Officer shall make notification to the Chief of Police at their discretion.

D. Span of Control

- 1. Under normal day-to-day operations, no more than 20 employees will be under the immediate control of a supervisor.
- 2. Each organizational component shall be under the direct command of only one commander/supervisor at any given time.

XI. ACTING CHIEF

- A. It shall be the responsibility and duty of the Acting Chief to act in the capacity of the Chief in all areas of administration of the Department. The Acting Chief shall possess all powers of the Chief of Police in the conduct of the business of the Department and in carrying out the orders and policies of the Chief.
- B. The Acting Chief shall not, without authorization, alter, revise, or countermand such orders and policies of the Chief of Police, except in case of emergency.

XII. COMMISSIONED POSITIONS

In descending order, the several commissioned positions and rank structure below Chief of Police shall be:

Deputy Chief of Police
Police Lieutenant Colonel
Police Captain
Police Lieutenant

Departmental General Order 25-022, "Department Organization"

Police Sergeant

Police Officer

Probationary Police Officer

XIII. COMMAND STAFF MEMBERS

The Command Staff shall consist of the Chief of Police, the Deputy Chief of Police, all Lieutenant Colonels, all Captains, all Directors, and any other employee appointed by the Chief of Police.

Attachments: [Department Organizational Chart](#)

Adopted by Command Staff

By order of:

COLONEL KENNETH GREGORY
Chief of Police

KG:mw

Approved at the regular meeting of the Board of Police Commissioners on February 26, 2025.

COMMISSIONER
Chair

COMMISSIONER
Secretary

Distribution

All Department Personnel

CALEA Reference

1.2.1; 11.1.1; 11.1.2; 11.2.1; 11.2.2; 11.3.1; 11.3.1; 11.6.2; 12.1.2; 17.2.1; 21.2.1; 31.1.1; 33.1.1;
44.2.4; 46.1.1; 52.1.2; 73.1.1; 82.1.3