

**East Lansing Police Department  
Policy & Procedure**

<b>Subject: Organization</b>	<b>ELPD Policy #: 100-7</b>
<b>Effective Date: March 1, 2022</b> <b>Revised Date:</b>	<b>Distribution: All Employees</b>
<b>MACP Accreditation Standard: Description of the Organization</b>	<b>MACP Standard: 1.5.3</b>

**I. PURPOSE**

This policy identifies the authority and organizational components of the East Lansing Police Department. The policy enumerates the responsibilities, authority, and command structure for the agency.

**II. POLICY**

The Chief of Police serves as the Chief Executive of the East Lansing Police Department. Under direction of the Chief of Police the department is organized as two primary divisions: Operations and Support Services with subordinate operational sections. Division commanders maintain oversight and management responsibilities over their respective divisions. Subordinate supervisory personnel provide direction and control of the daily section operations.

**III. PROCEDURE**

**A. Mission and Vision**

**1. Mission**

- a. The East Lansing Police Department provides quality services, safety, and protection to the citizens, visitors, residential, and business stakeholders within the City of East Lansing through collaborative partnerships with our community.

**2. Vision**

- a. To be a leader in the law enforcement profession that uses cutting edge technology, information systems, and collaboration efforts which provide innovative research, development, and implementation strategies to our community through effective proactive policing initiatives. These community-based initiatives will provide superior services to our community while at the same time champion

our agency as one of the premier law enforcement agencies in the State of Michigan as well as the entire country.

B. Authority

1. The Charter of the City of East Lansing, as amended on August 7, 2018, chapter 5, section 5.1 provides that the City Council shall create departments, agencies, and administrative offices to provide for the public peace, health, safety, and welfare of persons and property.
2. Chapter 7, section 7.1 (a) requires the City Manager to establish a Chief of Police.

C. Organization of the Police Department

1. The East Lansing Police Department is comprised of three primary components.
  - a. The Office of the Chief of Police
  - b. Operations Division
  - c. Support Services Division
2. The Office of the Chief of Police
  - a. All employees of the East Lansing Police Department work under the authority and direction of the Chief of Police. The Chief of Police is responsible for the overall direction, planning, and organization of the East Lansing Police Department. The Chief of Police works under the direction of the East Lansing City Manager.
  - b. The Office of the Chief of Police Consists of the following employee positions:
    - i. Chief's Administrative Assistants
    - ii. Police Administration Coordinator
3. Operations Division
  - a. The Operations Division commander is responsible for the oversight, management, and direction of all activities assigned to the division. The commander is also tasked with

special projects and planning that fall within the purview of this division.

b. Operations Division components

i. Patrol Operations

- a) Patrol Operations consists of shifts as specified in the collective bargaining agreement. Each shift is comprised of police officers and led by a police Lieutenant and multiple Sergeants or any combination of supervisory personnel as determined by the Chief of Police.

ii. Operations Division Collateral Duty Units

- a) Canine Unit – Consists of a sworn officer of supervisory rank and a number of K9 teams as determined by the Chief of Police.
  - 1) Bicycle Patrol – Consists of sworn officer of supervisor rank and multiple bicycle-trained police officers.
  - 2) Traffic Enforcement Unit - Consists of a sworn officer of supervisory rank and a number of police officers as determined by the Chief of Police.
  - 3) Community Policing – Consists of officers and supervisors assigned to community policing district and Neighborhood Resource Teams.

iii. Support Services Division

- a) The Support Services Division commander is responsible for the oversight, management, and direction of all activities assigned to the division. The commander is also tasked with special projects and planning that fall within the purview of this division.
- b) Support Services Division Components

- iv. Criminal Investigation and Community Engagement Team (CICET)
  - a) CICET consists of Criminal Investigations, Parking and Code Enforcement, Jail, and Police Records. Each of these subdivisions is supervised by a sworn officer of supervisory rank and staffed with police officers and civilian personnel as determined by the Chief of Police. Police Social Workers and Neighborhood Resource Specialists shall be assigned as direct reports to the CICET supervisor or his/her designee.
  
- v. Support Services Division Collateral Duty Units
  - a) Ingham Regional Special Response Team – Consists of a police supervisor and officers as determined by the Chief of Police. This team is part of a regional tactical operations group. A member of police administration shall be assigned to sit on the multi-agency oversight board.
  
  - b) Ingham Regional Crash Investigation Team – Consists of a police supervisor and officers as determined by the Chief of Police. This team is part of a regional crash investigation group.

D. Continuity of Command

- 1. The Chief of Police serves as the chief executive of the agency. In the absence of the Chief of Police and at his/her direction the following chain of command will apply:
  - a. Deputy Chief of Police
  
  - b. Captain
  
  - c. Lieutenant
  
  - d. Sergeant
  
- 2. On scene incident command will be responsibility of the most senior ranking supervisory personnel present unless otherwise designated by that official.

3. The department shall maintain a Police Administration on-call process for 24-hour coverage. Generally, the on-call personnel will consist of exempt salaried employees of supervisory rank.

#### IV. CANCELLATIONS

Not applicable

Authorized By:

  
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Kim Johnson, Chief of Police

