

FLORENCE POLICE DEPARTMENT

GENERAL ORDER

Subject: ORGANIZATIONAL STRUCTURE	Procedure: General Order 4.1.1 CALEA 11.1.1	Total Pages: 11
Authorizing Signature: Original with Authorizing Signature on File	Effective: 1/5/18	
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	

I. POLICY

It is the policy of this Department to be organized along functional lines designed to ensure unity of command, delineate responsibility, and to delegate authority.

II. PURPOSE

This written order describes the objectives, organizational structure, and duties and responsibilities of each component within the department.

III. SCOPE

This written order is applicable to all personnel.

IV. GENERAL PROVISIONS

- A. The organizational structure of this department is designed so that each employee reports to and is accountable to only one supervisor at any given time.
- B. Each organizational component is under the direct command of only one supervisor.
- C. It is expressly and implicitly stated in this directive that supervisory personnel are accountable for the activities of employees under their immediate control.
- D. Each officer, supervisor, or commander that is given responsibility for any organizational component within the department is granted commensurate authority over the component, but will be required to report and provide an account to their designated superior.
- E. 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.
- F. ORGANIZATIONAL CHARTS: The Chief of Police will ensure that the

General Order 4.1.1
Organizational Structure

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 current organizational chart will be made available to the public via the Police Department's website. 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.

G. **HIGH LIABILITY INCIDENT NOTIFICATIONS:** It shall be the responsibility of all supervisory personnel to immediately notify the Chief of Police and Deputy Chiefs of any matters which may represent high liability for the department or city and/or may result in heightened community interest. Such notifications should normally follow the chain of command, but personnel shall not be restricted from notifying the Chief directly. Such matters include, but are not limited to:

1. Any incident where there is an alleged or actual deployment of excessive use of force;
2. Any incident where there is an alleged or actual violation of the department vehicle pursuit policy;
3. Any incident where there is an alleged or actual incident of sexual harassment;
4. Any incident where there is an alleged or actual violation of law by a department employee; or
5. Any other incident which could bring discredit upon the police department of the City of Florence.

V. **DEFINITIONS**

- A. **BUREAU** – A major organizational component of the department characterized by more than one specialized function that is essential to the overall police service operation, under the direction and control of a Deputy Chief.
- B. **DIVISION** – A primary element of the police department, self-contained and capable of independent action when providing a specific function, under the direction and control of a Captain.
- C. **SHIFT** – A scheduled tour of duty, consisting of a designated number of hours, and a designated group of officers. A shift therefore, could represent a specific day of the week, time of day, and/or group of officers. A shift is responsible for performing the functional tasks of its respective division, under the general supervision of a Lieutenant.
- D. **UNIT** – A unit is a functional element of a division, usually smaller in size, with personnel assigned to perform a more specialized task in support of the division.

General Order 4.1.1
Organizational Structure

- E. ZONE – A clearly defined geographic area of variable size used to define areas of patrol and from which crime statistics are compiled.

VI. OVERVIEW

The Department is organized along functional lines under the command of the Chief of Police. There are two main bureaus, Operations Bureau (Patrol and Special Operations), and Administration Bureau (Accreditation, Investigations, Administration and Logistics). Each Bureau is under the command of a Deputy Chief who answers to the Chief of Police.

VII. STRUCTURE

A. OFFICE OF THE CHIEF OF POLICE

1. As the Chief Executive Officer, the overall authority and responsibility for departmental operations rests with the Chief of Police.
2. **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.
3. **FISCAL AUTHORITY:** The Chief of Police carries overall authority and responsibility for the fiscal management of the department.
4. **ORGANIZATIONAL AUTHORITY:** The Chief of Police may reorganize the Department as necessary to accomplish its goals and objectives.
5. **PUBLIC AFFAIRS/MEDIA RELATIONS:** The Chief of Police, or his designee, handles press relations and serves as the contact point for public affairs issues.
6. **CHAPLAINS’ CORPS:** The Chaplains’ corps consists of volunteer, civilian clergymen. The Chaplains report to the Chief of Police. The function of this corps is to provide ministerial assistance to officers, employees, and/or crime victims. They assist in making death notifications, performing memorial services, and/or provide counseling for those encountering traumatic situations, when requested by the Chief’s office.
7. **INTERNAL AFFAIRS COMMANDER:** This position, a Captain,

General Order 4.1.1
Organizational Structure

reports to the Chief of Police. This position is responsible for all work performed within the Office of Internal Affairs.

8. **DRUG TASK FORCE:** Sworn officers working as agents assigned to the drug task force report to the Drug Task Force Director. The Lauderdale County Drug Task Force is a countywide joint task force.

B. **OPERATIONS BUREAU** - The Operations Bureau provides operational police services. This function is responsible for all primary Police Service coverage and Special Operations.

1. **OPERATIONS BUREAU DEPUTY CHIEF:** A Deputy Chief, reports to the Chief of Police. Responsibilities include command and administrative work in planning, organizing, and directing the activities of the Operations Bureau.
2. **PATROL OPERATIONS COMMANDER:** A Police Captain, reports to the Operations Bureau Deputy Chief. The Patrol Operations Commander oversees and allocates resources that are assigned to respective day or night watch, uniformed patrols and ensures primary police services (e.g., deterrent patrols, traffic enforcement, calls for service, preliminary investigation of crimes, accident investigation, citizen assists, maintenance of order, and enhancement of public safety) are provided to the public in a timely, efficient, and responsive manner. (See Job Description; Captain, for further details).
 - a. **PATROL OPERATIONS LIEUTENANT:** Acts as the designated Shift Commander to effectively coordinate police response. This position reports to the Patrol Operations Commander. The Patrol Operations Lieutenant manages the resources, training, and appraisal functions of a patrol shift. (See Job Description; Lieutenant, for further).
 - b. **PATROL OPERATIONS SERGEANT:** Leads the day to day operations of a patrol shift. The Patrol Operations Sergeant reports to the Patrol Operations Lieutenant. This Sergeant coordinates the daily assignments of patrol officers, assigns work to ensure public safety, and provides assistance to patrol officers as needed. (See Job Description; Sergeant, for further).
 - c. **UNIFORMED PATROL OFFICER:** Provides primary police services. These sworn officers are assigned to shifts and special units under the leadership of a Police Sergeant.

General Order 4.1.1
Organizational Structure

- These officers provide general patrol services and specialized patrol services as assigned.
- d. **PARK POLICE AND HOUSING AUTHORITY SERGEANT:** This Sergeant reports to the Patrol Operations Commander. The sergeant leads and coordinates the day to day assignments of the Park Police and Housing Authority officers.
 - e. **PARK POLICE:** Sworn officers assigned as Park Police report to the Park Police and Housing Authority Sergeant. These officers function as overseers of all parks within the City of Florence.
 - f. **FLORENCE HOUSING AUTHORITY OFFICERS:** Sworn officers assigned to the Florence Housing Authority unit report to the Park Police and Housing Authority Sergeant. These officers are responsible for working to improve the overall quality of life and to provide security for residents in the public housing developments by employing a community policing approach.
 - g. **DESK OFFICERS:** These civilian employees are assigned to a patrol shift and report to the shift supervisors. They provide administrative support to each patrol shift including the completion of misdemeanor police reports. (See Job Description; Desk Officer).
 - h. **DISPATCH SUPERVISOR AND DISPATCHERS:** Dispatchers are civilian personnel who operate under the supervision of a Dispatch Supervisor. This Supervisor reports to the Patrol Operations Sergeant as directed by the Patrol Operations Commander. The dispatch function involves the answering of emergency and nonemergency telephone lines and relaying pertinent and accurate information to the appropriate patrol units.
3. **SPECIAL OPERATIONS COMMANDER:** The Special Operations Captain is responsible for overseeing the department's training program. He/she is also responsible for utilizing the Incident Command System to plan and execute large-scale special events and manage critical incidents. He/she serves as the liaison between Florence Police Department and the Department of Homeland Security and both Alabama and Lauderdale County Emergency Management Agencies. The Special Operations Captain is ultimately responsible for the training and deployment of the K9 Unit, Special Weapons and Tactics Unit/Team, Crisis Negotiations Unit, Mounted Patrol Unit, Bike Patrol Unit, Water Rescue and

General Order 4.1.1
Organizational Structure

Recovery Team/Unit. The Specialty Unit's Commanders report to the Special Operations Commander. He/she also serves as the administrator for Department of Homeland Security and Federal Emergency Management Agency, as well as the agency's 10-33 Program.

- a. **TRAINING LIEUTENANT:** This position reports to the Special Operations Commander. This Lieutenant's function is to oversee the coordination of the training and recertification of all sworn personnel.
- b. **TRAINING SERGEANT:** This Sergeant reports to the Special Operations Lieutenant. This position leads and coordinates the training and recertification, as well as schedules and coordinates all instructors. This position also oversees the training coordination of Specialty Unit Commanders.
- c. **K9 UNIT:** The K9 Unit consists of specially trained sworn officers and K9's. The K9 teams are multi-purpose and provide police functions including, but not limited to patrol, detection, tracking, and the apprehension of criminal offenders and/or contraband. The K9 Unit members are assigned to Patrol Shifts and fall under their respective Patrol Shift's Chain of Command. However, the Special Operations Commander is responsible for the coordination of the K9 Unit's annual re-certification and training requirements. He may choose a designee, on a part-time basis, to assist him in these coordination efforts.
- d. **SPECIALTY UNIT COMMANDERS:** These positions are part-time positions held by appointed supervisors who hold certifications and expertise within their respective units. Specialty Unit Commanders report to the Special Operations Commander.
- e. **SPECIAL WEAPONS AND TACTICS UNIT/TEAM:** The Special Weapons and Tactics Unit/Team is a part-time, volunteer unit/team. The Special Weapons and Tactics Unit/Team conducts operations where there is an armed or barricade subject(s), or where there is a hostage(s) taken. They could also be used for, including but not limited to, High Risk Search/Arrest Warrants, Surveillance, Executive Protection, Search and Rescue, Hostage Rescue Operations, Armed, Barricaded Individuals. This unit/team reports to their respective Specialty Unit Commander.

General Order 4.1.1
Organizational Structure

- f. **CRISIS NEGOTIATIONS UNIT:** The Crisis Negotiations Unit is a part-time, volunteer unit. This unit conducts negotiation operations, including but not limited to, situations where there is a barricaded individual, a hostage(s), and situations that may require special negotiation skills in the preservation of life. This unit reports to their respective Specialty Unit Commander.
 - g. **MOUNTED PATROL UNIT:** The Mounted Patrol Unit is a part-time, volunteer unit that conducts mounted patrols at special events or major functions. This unit reports to their respective Specialty Unit Commander.
 - h. **BIKE PATROL UNIT:** The Bike Patrol Unit is a part-time, volunteer unit that conducts bicycle patrols at special events and major functions. Member of the unit also engage in bicycle safety training for citizens throughout the community. This unit reports to the Special Operations Commander.
 - i. **WATER RESCUE AND RECOVERY TEAM/UNIT:** The Water Rescue and Recovery Team/Unit is a part-time, volunteer team/unit that engages in waterborne, police functions. This team/unit consists of specially trained officers and Sergeants. This team/unit is able to respond to waterborne emergencies, assist in the inspection of dams and bridges, and aid in the recovery of evidence. This team/unit reports to their respective Specialty Unit Commander.
 - l. **EXPLOSIVE ORDINANCE DISPOSAL UNIT:** Currently, sworn officers assigned to the EOD unit report to the EOD Unit Commander. This is a part-time unit consisting of specially trained officers and Sergeants. These personnel are trained in dealing with hazardous devices. These officers serve part-time as EOD unit members on an as-needed basis. The EOD Unit Commander reports directly to the Special Operations Commander.
- C. **ADMINISTRATION BUREAU:** This Bureau provides operations support services including Investigations, Accreditation, Internal Affairs, and Community Policing.
- 1. **SUPPORT SERVICES DEPUTY CHIEF:** This position, a Deputy

General Order 4.1.1
Organizational Structure

Chief, reports to the Chief of Police. This position is command and administrative work in planning, organizing, and directing the activities of the Administration Bureau.

2. PROFESSIONAL STANDARDS AND INVESTIGATIONS
COMMANDER: This position, a Captain, reports to the Administration Bureau Deputy Chief. This position commands and manages the resources assigned to the Criminal Investigations Division. The Captain ensures that follow up investigations are conducted in a timely, thorough, and efficient manner. This position is also responsible for all work performed within the Office of Internal Affairs and CALEA accreditation.
 - a. CRIMINAL INVESTIGATIONS LIEUTENANT: This Lieutenant manages the training and appraisal functions of CID. This position reports to the Professional Standards and Investigations Commander. This position commands, oversees, and ensures the proper methods of follow up investigations; interrogation, arrest, testimony, and reporting are followed. (See Job Description; Lieutenant, for further).
 - b. CRIMINAL INVESTIGATIONS SERGEANT: This position leads and coordinates the day to day operations of CID. This position reports to the CID Lieutenant. The CID Sergeant coordinates the daily assignments of investigators, assigns work to ensure timely and efficient investigations are conducted; reviews cases, and provides assistance as needed. (See Job Description; Sergeant, for further).
 - c. CRIMINAL INVESTIGATORS: These sworn officers work as investigators and are under the supervision of a CID Sergeant. They are responsible for conducting follow up investigations based on their specialized assignment. Criminal investigators are assigned to investigate either crimes against persons, crimes against property, white collar crimes, juvenile crimes, or street crimes. Also, investigators are scheduled for a rotating twenty-four hour “on-call” duty status that requires them to respond after hours at the request of a patrol supervisor.
 - d. EVIDENCE & VAULT CUSTODIAN: This position is responsible for the collection, processing, submission, storage, security, and maintenance of evidence. This position is under the command of the CID Sergeant. This position is solely responsible for the evidence vault and is

General Order 4.1.1
Organizational Structure

utilized in processing crime scenes. This position is also responsible for the return of identifiable property to the rightful owner and preserving/presenting evidence for court.

- e. **ADMINISTRATIVE ASSISTANT - CRIMINAL INVESTIGATIONS DIVISION:** This position, occupied by a civilian, handles the secretarial duties of the Criminal Investigations Division. They report to the supervisory rank structure of CID. This individual is responsible for Crime Victims Advocacy, handling the clerical functions of all juvenile investigations, interview transcription, as well as serving respectively as CID Administrative Assistant.
 - f. **PROFESSIONAL STANDARDS AND INTERNAL AFFAIRS LIEUTENANT:** This Lieutenant reports to the Professional Standards and Investigations Commander. This individual holds the position of CALEA accreditation manager, which oversees proper documentation of CALEA standards as well as updates policies of the Florence Police Department. In addition to these duties, they will also investigate allegations of internal misconduct at the direction of the Professional Standards and Criminal Investigations Commander.
 - g. **RECORDS SUPERVISOR:** This position, a civilian, reports to the Criminal Investigations Lieutenant. This is an administrative position that manages the fiscal and personnel resources of the Records unit.
 - 1) **RECORDS CLERKS:** These civilian employees report to the Records Supervisor. They are responsible for the processing, reporting, and storage of police records. Records personnel use computerized records management systems to process accidents, case reports, and various other data.
3. **ADMINISTRATION AND LOGISTICS COMMANDER:** This position, a Captain, reports to the Administration Bureau Commander. The Administrative and Logistics Commander manages the resources assigned to the Community Policing and School Resource Officer, as well as oversees all of the agency's recruiting efforts. This position ensures that community policing and crime prevention efforts are being provided in an efficient and responsive manner, as well as oversees any research conducted at the request of the Chief of Police. This Captain is also responsible

General Order 4.1.1
Organizational Structure

for all command and administrative work related to management information systems maintenance, equipment selection and ordering, and fleet and facilities maintenance.

- a. **ADMINISTRATIVE LIEUTENANT:** This Lieutenant reports to the Administrative and Logistics Commander. This Lieutenant manages the training and appraisal functions of the Community Policing, SRO, and the crime prevention and community relations efforts. This Lieutenant also coordinates the hiring of off-duty personnel to work small-scale special events. The department's recruitment efforts and annual Recruitment Plan are managed by the Administrative Lieutenant.
- b. **LOGISTICS SERGEANT:** The Logistics Sergeant reports to the Administration Lieutenant. This Sergeant manages the day to day fleet and facilities maintenance function. The Technical Services Sergeant will also be responsible for uniform acquisition for sworn and non-sworn personnel.
- c. **TECHNICAL SERVICES OFFICER:** This employee reports to the Administration and Logistics Sergeant. This position is responsible for day to day technical services maintenance. This function includes management information systems, technical hardware maintenance, and the crime mapping function.
- d. **PUBLIC SAFETY OFFICERS:** The PSO's are civilian employees that report to the Logistics Sergeant. These employees conduct patrols for parking violations, and provide other support functions.
- e. **ADMINISTRATIVE SERGEANT:** This sergeant reports to the Administrative Lieutenant. The sergeant leads and coordinates the day to day assignments of the Community Policing, SRO, Warrants, OT Jobs, and Social Media.
- i. **SCHOOL RESOURCE OFFICER:** Sworn officers assigned as an SRO report to the Administrative Sergeant. These officers are responsible for facilitating positive relationships with students, provide crime prevention/education programming, and to deter and prevent school violence. The SRO interaction with students and teachers is instrumental in fostering a safe environment conducive to learning.
- j. **COMMUNITY POLICE OFFICER:** Sworn officers assigned to this unit report to the Administrative Sergeant.

General Order 4.1.1
Organizational Structure

This unit is responsible for conducting educational programs intended to reduce crime. They identify quality of life and crime problems by working closely with citizens and the business community and coordinate efforts to resolve these issues.

- k. **WARRANT OFFICER:** Sworn officer assigned as a Warrant Officer and reports to the Administrative Sergeant. This officer functions as overseers and service of all warrants issued by the City of Florence.

D. CLERICAL AND ADMINISTRATIVE STAFF:

- a. **ADMINISTRATIVE ASSISTANT – CHIEF OF POLICE:** This position, occupied by a civilian, is the administrative assistant to the Chief of Police and functions as the supervisor of the clerical staff. This position also performs the role of Grants Administrator and reports to the Chief of Police.
- b. **ADMINISTRATIVE ASSISTANT – DEPUTY CHIEFS AND CAPTAINS:** This position, occupied by a civilian, is the administrative assistant to the Deputy Chiefs and Captains. This position reports to the Administrative Assistant to the Chief of Police. This position is responsible for the payroll and accounts payable functions.