TALLAHASSEE POLICE DEPARTMENT
GENERAL ORDERS

Proudly Policing Since 1826	**SUBJECT** Chain of Command-General Management	Nationally Accredited 1986
	CHIEF OF POLICE *Signature on File*	

NUMBER	ORIGINAL ISSUE	CURRENT REVISION	TOTAL PAGES
2	07/15/1985	06/11/2025	31

AUTHORITY/RELATED REFERENCES

General Order 20, Corrective Action Procedures
General Order 46, Rules of Conduct
General Order 57, Training Protocols

ACCREDITATION REFERENCES

CALEA Chapters   1, 2, 4, 11, 12, 15, 17, 21, 22, 26, 31, 33, 35, 40, 41, 44, 45, 46, 55, 61, 70, 71, 72, 73, 81, 82, 84, 91
CFA Chapters   2, 3, 10, 14, 15, 27, 28, 29

KEY WORD INDEX

POLICY

The Department is responsible for establishing an efficient organizational structure, a clear chain of command, and effective administrative processes in support of the Department's mission. Members are responsible for abiding by the protocols of this written directive in the course of their work assignments in support of the Department's mission.

DEFINITIONS

Member: Any civilian or sworn Department employee or volunteer.

Order: A written or oral instruction from a supervisor.

Project Manager: The appointed member to spearhead a planning and research project.

Span of Control: The number of subordinates who directly report to one supervisor.

Supervisor: A member with delegated authority to lead, oversee, and supervise members in the accomplishment of their work assignments.

Written Directive: Approved General Orders, Special Orders, Standard Operating Procedures, and policy memoranda.

PROCEDURES

I.   AUTHORITY AND RESPONSIBILITY

A. Members shall be aware of their relative position within the Department, to whom they are immediately accountable, and those for whom they are responsible.

B. Members at each level of command have the authority to make decisions necessary for the effective execution of responsibilities and shall be held accountable for the use of authority and the performance of their subordinates.

C. The following is the chain of command for sworn members:

1. Chief of Police

2. Assistant Chief

3. Deputy Chief

4. Major

5. Captain (if applicable)

6. Lieutenant (if applicable)

7. Sergeant

8. Officer/Reserve Officer

D. The chain of command for civilian members assigned to the Administrative Services, Executive Services, and High-Risk Offender Bureaus are as follows:

1. Chief of Police

2. Assistant Chief

3. Deputy Chief

4. Major

5. Captain (if applicable)

6. Lieutenant (if applicable)

7. Civilian Supervisor

8. Civilian Member

E. Members shall report to their assigned supervisor and follow the chain of command thereafter. The chain of command will generally follow the Department's organizational structure as identified in the organizational chart.

F. Members should not assume command outside their own organizational structure unless failure to do so would endanger lives, property, or the professional reputation of the Department.

G. Under normal operating conditions, the highest-ranking sworn member present should assume command of any given situation.

H. When members of two or more organizational components are involved in a criminal investigation, the ranking member present from the organizational component responsible for the follow-up investigation and conclusion of the case may assume responsibility for the investigation and take command of the crime scene.

I. When members from two or more organizational components are involved in a special event (e.g., football game staffing) or a critical incident (e.g., train derailment), members shall adhere to the command protocols established under the Incident Command System.

J. The Chief of Police has the authority to designate command authority in any situation.

K. In the event of a planned absence, the Chief of Police shall issue a written memorandum designating an "Acting Chief of Police."

II. ISSUANCE OF ORDERS

A. Orders shall be given in clear, understandable language, civil in tone, and issued in support of the Department's mission and operational objectives.

B. Members shall obey all lawful orders issued by a supervisor, including any order:

1. From a duly appointed acting supervisor, or

2. Relayed by a supervisor through a person of the same or lesser rank as the supervisor issuing the order.

C. Members are accountable for the utilization of delegated authority.

D. Supervisors shall not knowingly issue an order in violation of any City of Tallahassee or Department policy, law, or ordinance.

E. Members are not required to obey an order contrary to law or policy, but the responsibility for justifying the refusal to obey rests with the member.

1. A member receiving an unlawful or improper order shall, at the first opportunity, submit a memorandum through their chain of command to the Chief of Police containing the facts of the incident and actions taken.

2. Appeals for relief from such orders may be made at the same time.

F. A member who willfully refuses to comply with a lawful order or directive, written or oral, to include both an expressed refusal to obey a proper order or a deliberate failure to carry out an order, is deemed to be insubordinate.

G. When faced with an act of insubordination, the issuing supervisor shall promptly inform the member that failure to comply with the order could result in corrective action up to and including termination.

1. When warranted, a supervisor of the rank of lieutenant or above has the authority to immediately suspend an insubordinate member contemporaneous to the act of insubordination.

2. Refer to the suspension protocols in General Order 20 (Corrective Action Procedures).

H. Supervisors are responsible for avoiding the issuance of conflicting orders.

I. When warranted by operational necessity, a supervisor of the rank of Major or above has the authority to issue an order conflicting with written directives and procedures, and:

1. The order must be issued in writing,

2. If circumstances prohibit the order from being written prior to its issuance, the reason for the order and the delay of its documentation shall be denoted in a numbered memorandum to the Chief of Police, and

3. The authority granted in this subsection does not preclude an inquiry into the reasonableness of the conflicting order.

J. When warranted by operational necessity, a supervisor may override an order given to a member without consulting the supervisor issuing the previous order, and:

1. The supervisor issuing the conflicting order is responsible for justifying the conflicting order.

2. Upon receipt of an order conflicting with a previous order or instruction, the affected member shall advise the person issuing the second order of the conflict, and

3. The responsibility for overriding the original order or instruction then rests with the supervisor issuing the second order.

III. SPAN OF CONTROL

A. The span of control should not exceed nine to 12 members.
1. Under certain working conditions, the span of control may be increased (e.g., emergencies, special events).

2. Under certain working conditions, the span of control may be decreased (e.g., pre-planned operations).

B. When determining the proper span of control of supervisors, commanders shall consider the following:

1. The competence, skill level, and operational capability of the supervisor and subordinate members,

2. The extent to which the supervisor must carry out non-supervisory tasks and the workload demands from other individuals and work units,

3. The similarity or dissimilarity of the activities being supervised,

4. The degree of difficulty, danger, or risk of the work assignments,

5. The amount of interaction between the work units or subordinate members, and

6. The degree of geographical separation of subordinate members.

C. Each Bureau Commander shall periodically review the span of control of all supervisors under their command to maintain the efficiency of the supervisors and their subordinate members.

IV. STAFF ALLOCATION

A. Each Bureau Commander shall periodically review staff allocation and distribution under their command.

B. Factors to consider for revisions in staff allocation or distribution include, but are not limited to:

1. Pertinent information from the most recent workload assessment (see subsection C below),

2. Community needs and expectations,

3. Population growth,

4. Neighborhood and commercial development or degeneration,

5. The number and nature of calls for service,

6. Crime trends,

7. Investigative caseloads, and

8. Member demographics.

C. Documented workload assessments are required of all organizational components at least once every four (4) years.

   1. The Department's organizational components include each bureau and the Office of the Chief.

   2. Unless otherwise directed by the Chief of Police:

      a. Each Bureau Commander, in coordination with the Accreditation and Inspection Unit (AIU), is responsible for the workload assessment of their assigned bureau, and

      b. The Assistant Chief, or designee, is responsible for the workload assessment of the Office of the Chief.

   3. The AIU shall maintain an up-to-date schedule of all organizational components' workload assessments.

   4. Each workload assessment shall be in a format addressed to the Chief of Police via the chain of command and, at a minimum, include:

      a. The assessment methodology utilized,

      b. Conclusions based upon the findings, and

      c. Any recommendations for distribution/allocation of members.

V.   PLANNING AND RESEARCH FUNCTION

General –

A. The Chief of Police has the authority to designate members to plan, research, coordinate, and organize administrative activities to address present and future Department needs.

B. Examples of planning and research include, but are not limited to, the activities listed below.
   1. Capital improvement projects.

   2. Community initiatives.

   3. Equipment and vehicle testing and evaluation.

   4. Department Strategic Plan.

C. The project manager of an activity described in subsections A and B above will have ready access to the Chief of Police regarding the activity.

Strategic Plan –

D. The member(s) responsible for the Strategic Plan shall ensure the plan (or addenda to the plan) address the following:

    1. Long-term goals and operational objectives,

    2. Anticipated workload and population trends,

    3. Anticipated personnel levels,

    4. Anticipated capital improvements and equipment needs,

    5. Provisions for review and revision as needed, and

    6. Collaborative systems review.

E. On an annual basis, each Bureau Commander is responsible for reviewing operating capital budget and personnel needs for their Bureau and submitting these requests as part of the Department's budget process.

    1. Commanders should involve as many assigned members as possible in this process.

    2. As a part of this process, progress toward accomplishing Department strategic goals and initiatives should be evaluated in the development of requests for budget resources.

F. Established goals and objectives shall be made available to all members.

VI. INFORMATION EXCHANGE AND COORDINATION

A. The coordination of information within and between all organizational components are essential for the effective management of Department operations.

B. Each Bureau Commander should have periodic staff meetings with assigned members to supplement the day-to-day exchange of information through in-person conversations, e-mail, and telephone calls.

C. Command staff meetings are conducted weekly by the Chief of Police to ensure Department-wide communication, coordination, and cooperation among all organizational components and members.

D. At the discretion of the Chief of Police, participants in command staff meetings should include:

1. Assistant Chief,

2. Deputy Chiefs,

3. Bureau Commanders (and Captains if applicable),

4. Financial Management Officer,

5. Legal Advisor,

6. Employee Resources Director,

7. Public Safety Information System Administrator, and

8. Director of Communications.

E. The Director of Communications is responsible for disseminating the Command Staff Meeting Notes to members (by e-mail, Department-wide).

VII. ADMINISTRATIVE ACTIVITIES AND REPORTING

A. The Department mandates certain administrative activities and reporting processes to:

1. Ensure communication of important information between Department components,
2. Abide by prescribed legal mandates, and

3. Comply with accreditation standards.

B. Department Commanders (i.e., Bureau Commanders, the Executive Services Bureau directors, the TAC Team Commander, and the SRT Commander) are responsible for ensuring administrative activities and reporting under their command are completed within the prescribed timeframes.

C. When the administrative activity is an *administrative review*, *analysis*, *audit*, *evaluation*, *inspection*, *inventory,* or *review,* the member

conducting the activity is responsible for completing and documenting the activity consistent with the definitions and descriptions outlined in Appendix One.

D. Commanders are responsible for ensuring adherence to the following timetable for completion of administrative activities and reports:

1. Annual, biennial, triennial, and quadrennial: Due 60 days after the end of the year, except for:

   a. The CFA Annual Report, which is due by January 31,

   b. The CALEA Agency Status Report, which is due contemporaneously to the annual remote web-based assessment,

   c. The Uniform Crime Report, which is due by May 1,

   d. The School Crossing Guard Report, which is due by June 1, and

   e. Any unannounced activity (e.g., CI File Audit).

2. Semi-annual: Due 30 days after June 30 and December 31,

3. Quarterly: 30 days after the end of the quarter (calendar year),

4. Monthly: Fifth day of the following month, and

5. Weekly: Monday of the following week.

VIII. MANDATORY REFRESHER TRAINING

A. The Department requires members to participate in refresher training in order to abide by prescribed legal mandates and comply with accreditation standards.

B. It is the responsibility of each member to participate in mandatory refresher training applicable to their work assignment (see Appendix Two).

C. Each Bureau Commander is responsible for ensuring members under their command participate in applicable mandatory refresher training (see Appendix Two).

D. The responsibility for administering refresher training rests with the Department work unit designated in Appendix Two.

IX.   COLLECTIVE BARGAINING PROCESS

A. The City of Tallahassee's role in the collective bargaining process with the Big Bend Chapter of the Florida Police Benevolent Association, Inc. includes:

1. Establishment of a collective bargaining team for the COT with one person designated as the principal negotiator,

2. Identification of the Big Bend Chapter of the Florida PBA as the bargaining unit representing Department members with which it will negotiate,

3. A commitment to participate in "good faith" bargaining with the Big Bend Chapter of the Florida PBA,

4. A commitment to abide by the ground rules for collective bargaining which arise out of the collective bargaining process or labor arbitration, and

5. A commitment to abide, in both letter and spirit, by the negotiated labor agreement which has been signed by COT and PBA representatives and ratified by the bargaining unit.

History: previous title (*chain of command – issuance of orders*) – issued 07/15/1985, revised 01/01/1991, 12/18/1995, 01/19/1999, 10/01/2001 (*change of title*), 11/08/2004, 12/15/2004, 12/03/2007, 09/09/2010, 07/15/2013, 09/15/2016, 03/27/2018, 05/16/2019, 07/02/2024, and 06/11/2025.

GENERAL ORDER 2 – CHAIN OF COMMAND – GENERAL MANAGEMENT
APPENDIX ONE

ADMINISTRATIVE ACTIVITIES AND REPORTS

I. **DEFINITIONS**

Administrative Review: A documented review of an incident or occurrence prepared for the Chief of Police or designee, which indicates whether policy, training, equipment, or disciplinary issues should be addressed.

Analysis: A systematic, structured process for dissecting an event into its basic parts to identify any patterns or trends. Analysis should reveal patterns or trends that could be predictive or indicate program effectiveness, training needs, equipment upgrade needs, and/or policy modification needs.

CALEA Audit: A significant representative sampling, as defined by CALEA, of items held in the Property and Evidence Unit.

CFA Audit: The examination of records and activities to ensure compliance with established controls, policies, and operational procedures and to recommend any indicated changes.

Evaluation: A careful appraisal and study to determine the significance and/or worth or condition and to draw conclusions about an item, project, or undertaking.

Inspection: A careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.

Inventory: For purposes of compliance with **CFA** accreditation standards, the act or process of cataloging through either a full or partial accounting (as directed in Appendix Three) of the quantity of goods or materials on hand.

Review: To examine or study; less formal than an analysis.

II. **ACTIVITIES AND REPORTING**

A. Unless specifically exempted below, reporting of an administrative activity requires a underlined numbered memorandum. The exceptions are:

1. CALEA Agency Status Report,

2. CFA Annual Report,

3. Strategic Plan, and

4. Uniform Crime Report.

B. The information below, presented in alphabetical order, reflects the title of each administrative activity/report, the person or assignment responsible for its completion, its purpose or content, to whom it is distributed, the frequency of its completion, and any accreditation or written directive references for the activity/report.

Title of Activity/Report	Responsible Authority
Purpose and/or Content	Report Distribution
Frequency	Accreditation/Policy References

Active Threat Policy/Training Review	OSB Commander
Documented review of policies and in-service training addressing active threats.	Deputy Chief of Police, Operations Branch
Annual	CALEA 46.1.10, GO 26

Assaults on Police Officers Review	OSB Commander
Documented review of all assaults on Department sworn officers to determine trends or patterns, with recommendations to enhance officer safety, recommend policy revision, or address training issues.	Deputy Chief of Police, Operations Branch
Annual	CALEA 4.2.5

Authorized Weapons and Ammunition	OSB Commander
Types and specifications of all lethal and less lethal weapons, and ammunition approved for use by members (not for TAC or SRT; those are listed in their respective written directives).	Deputy Chief of Police, Operations Branch
Biennial	CALEA 4.3.1, GO 61, GO 70

Body Worn Camera Program Review	Accreditation Manager
Documented review of the BWC Program to include policy review and legal updates impacting BWC utilization.	Deputy Chief of Police, Internal/ External Affairs Branch
Annual	CALEA 41.3.8, GO 16

Building Evacuation Plan Review	Facility Maintenance Supervisor
Documented <u>review</u> of the Department Building evacuation plan (may be combined with the Surveillance/Alarm System Inspection).	ASB Bureau Commander
Semi-annual	SO 10

CALEA Agency Status Report	Accreditation Manager
Status report on accreditation compliance efforts.	The Commission on Accreditation for Law Enforcement Agencies
Annual	CALEA 11.4.1, AIU 3

CFA Annual Report	Accreditation Manager
Status report on accreditation compliance efforts.	The Commission for Florida Law Enforcement Accreditation
Annual	CFA 3.02, AIU 3

Citizen Satisfaction Survey Results	Accreditation Manager
Summary of the responses to the Department's citizen satisfaction survey.	Chief of Police
Biennial	CALEA 45.2.2

CIU Summary of Services Report	HRO Bureau Commander
Summary of CIU activities to include a <u>review</u> of procedures and processes.	Deputy Chief of Police
Annual	CALEA 40.2.3, GO 30

Community Relations Unit Report	ESB Commander
Listing of all CRU programs and evaluating their effectiveness.	Chief of Police
Annual	CALEA 45.1.1, PTL 34

Confidential Informant File Audit	Accreditation Manager
Documented <u>audit</u> of the information contained in the master confidential informant file.	Chief of Police
Annual (unannounced)	CFA 15.03, GO-62

Early Intervention Program Report	Director of Employee Resources
<u>Evaluation</u> of the EIP program.	Chief of Police
Annual	CALEA 35.1.9, GO 54

Exposure Control Plan Review	Director of Employee Resources
Documented <u>review</u> of General Order 11 (Exposure Control Plan).	Chief of Police
Annual	CFA 29.01, GO 11

Grievance Report	Director of Employee Resources
<u>Analysis</u> of employee grievances and supporting policies and practices.	Chief of Police
Annual	CALEA 22.4.3, ER 19, ER 20

IAU Report	IAU Unit Commander
Statistical summaries of complaints on members (including bias-based policing complaints) and an <u>administrative review</u> of agency practices regarding bias-based policing prohibitions, to include any corrective measures taken.	Chief of Police
Annual	CALEA 1.2.9 & 26.2.5, GO 29

Job Description Review	Director of Employee Resources
Documented <u>review</u> of COT job descriptions (job specs) applicable to the Department.	Chief of Police
Quadrennial	CALEA 21.2.2, ER 3

Juvenile Services Unit Report	CIB Commander
Documented <u>review</u> & <u>evaluation</u> of enforcement and prevention programs relating to juveniles.	Chief of Police (requires documented approval by the chief of police)
Annual	CALEA 44.1.3, GO 32

LInX Audit	Accreditation Manager
Review the Agency's LInX access, usage, training, security, and other related information-sharing policies to ensure they are up to date and comprehensive, and will protect a user's data and the data of all of the different agencies in the LInX system	Assistant Chief of Police
Annual	RLEX MOU/User Agreement

NamUs Review	CIB Commander
Documented review of NAMUS entry to determine whether the entry should remain in the database.	Deputy Chief of Police, Investigations Branch
Annual	GO 43, GO 47

Narcotics K-9 Training Aid Inventory	Accreditation Manager
Documented <u>inventory</u> of all narcotics used for K-9 training.	Chief of Police
Annual (unannounced)	CFA 14.12, GO 52

Professional Traffic Stop Report	Executive Crime Intelligence Analyst
Statistical summaries and <u>administrative review</u> of traffic stops addressing warnings, citations, vehicle searches, demographics, and temporal and geographical information.	Chief of Police
Annual	CALEA 1.2.9 & 26.2.5, GO 29

Property & Evidence Unit Audit	Accreditation Manager
Documented <u>audit</u> of property & evidence held by the Property & Evidence Unit in compliance with CALEA Appendix K.	Chief of Police
Annual	CALEA 84.1.6 c, GO 52

P&E Unit Inventory and Inspection	ASB Commander
Documented <u>inventory</u> (as described in PE-1) and <u>inspection</u> of the Property & Evidence Unit to determine adherence to procedures used for the control of property and evidence.	Chief of Police
Semi-annual	CALEA 84.1.6 a, PE 1

Property & Evidence Unit Inspection	Accreditation Manager
Documented <u>inspection</u> of the Property & Evidence Unit storage areas.	Chief of Police
Annual (unannounced)	CALEA 84.1.6 d, GO 52

Pursuit Analysis/Policy Review	OSB Commander
Documented <u>analysis</u> of vehicle pursuit reports and documented <u>review</u> of GO-27 and reporting procedures.	Chief of Police (requires documented approval by the Chief of Police)
Annual	CALEA 41.2.2, GO 27

Recruitment Plan Analysis	ASB Commander
Documented <u>analysis</u> on the progress towards stated objectives (to include any needed revisions and demographic data of current sworn members).	Chief of Police
Annual	CALEA 31.2.2

Recruitment Plan	ASB Commander
Documented <u>plan</u> for the year towards stated objectives (to include any needed revisions and demographic data of current sworn members).	Deputy Chief of Police, Internal/External Affairs Branch
Annual	CALEA 31.2.1

Response to Resistance Analysis	OSB Commander
Documented <u>analysis</u> of response to resistance incidents, policy compliance, and practices (to include the identification of date/time of incidents, types of incidents resulting in a response to resistance, trends or patterns related to age, gender, or race of the persons involved, trends or patterns resulting in injury to any person, and the impact of findings on policies, practices, equipment, and training).	Chief of Police
Semi-annual	CALEA 4.2.4, GO 60

School Crossing Survey	SPO Lieutenant
Documented <u>review</u> of school-crossing guard locations in a manner described in SPO 3.	SPO Bureau Commander
Annual	CALEA 61.3.4, SPO 3

Selective Traffic Enforcement Report	SPO Bureau Commander
Documented <u>review</u> of selective traffic enforcement activities.	Deputy Chief of Police, Internal/External Affairs Branch
Annual	CALEA 61.1.1, SPO 2

Special Investigations Annual Report	HRO Bureau Commander
Compilation of narcotics arrests, seizures, investigations, operational plans, and drug trends, and a documented <u>review</u> of confidential informant utilization practices to ensure conformity with Department policy, procedures, and FS.	Chief of Police
Annual	CFA 15.03, GO 62

Strategic Plan	As directed by the Chief of Police
Documented multi-year plan which includes the information outlined in section V of this policy.	Department-wide (via Power DMS)
As directed by the Chief of Police	CALEA 15.1.3, 15.2.1, GO 40

Surveillance/Alarm System Inspection	Facility Maintenance Supervisor
Documented <u>inspection</u> and/or test of the Department Facility surveillance system and alarm system (may be combined with the Building Evacuation Plan Review).	ASB Commander
Semi-annual	SO10

TAC Team Annual Report	TAC Team Commander
Summary of TAC Team utilizations, training, and equipment, and a review of Department high-risk incident policies and response plans.	TAC Team chain of command
Annual	GO 75

Task Force Evaluation	Affected Bureau Commander
Written <u>evaluation</u> of results, and statement on whether or not there is a need for continued operation of "long-term, multi-jurisdiction or multi-agency investigative task forces."	Deputy Chief of Police
Annual	CALEA 42.2.4, GO 33

NIBRS Report	ASB Commander
Official reporting of crime data for the City of Tallahassee.	Command Staff
Annual	CALEA 82.1.4, RCD 3

Victim Advocate Report	CIB Commander
<u>Documented review</u> of victim needs and available services/resources within the Department's service area.	Deputy Chief of Police, Investigations Branch
Annual	CALEA 55.1.2

Continuity of Operations Plan (COOP) Exercise	ASB Commander
<u>Documented review</u> of the Agency's COOP for needed updates. <u>Exercise</u> of the plan with a tabletop or other function.	Assistant Chief of Police
Reviewed biennially, Exercised every 4 years	CALEA 46.1.13

**GENERAL ORDER 2 – CHAIN OF COMMAND – GENERAL MANAGEMENT
APPENDIX TWO**

MANDATORY REFRESHER TRAINING

The information below, presented in alphabetical order, reflects the title of each mandatory refresher training, the person or work unit responsible for providing the training, the purpose/content or delivery method, the members who are required to participate, the frequency of the training, and any accreditation or written directive references for the training.

Title of Refresher Training	Responsible Authority
Purpose/Content or Delivery Method	Required Members
Frequency	Accreditation/Policy References

Active Threat/Assailant	Training Section
Initial and annual refresher training are offered every year to sworn and non-sworn members. Scenarios may be a part of each year's training.	All sworn and non-sworn members.
Annual	CALEA 46.1.10, CFA 10.19, GO 26

Biased Policing Prohibition	Training Section
Addresses contemporary issues and legal aspects of biased policing. Requires initial and annual training blocks of in-service training.	All Sworn Members and other affected members.
Annual	CALEA 1.2.9, CFA 2.06, GO 46

Emergency Readiness/ICS	Various (see SO-1, I H)
Training on the Department's Emergency Management Plan and the Incident Command System. Various training venues (see SO-1, I H).	Various Members (see SO-1, I H)
Annual	CALEA 46.1.9, SO 1

Ethics	Accreditation Manager
Provided by the COT or in Power DMS.	All Members
Annual	CALEA 1.1.2, GO 46

Hazmat Awareness	Accreditation Manager
Training Bulletin (via Power DMS) on awareness level training for events involving hazardous materials.	All Sworn Members
Triennial	CALEA 46.3.2, SO 5

In-service	Training Section
To keep members up to date with new laws, technological improvements, and revisions in policy and procedures. In-service training includes the following high-liability topics: • Response to resistance • Firearms proficiency • TEW recertification • Less lethal weapons* • Defensive tactics (weaponless control techniques) • First Aid* and CPR* • Vehicle operations (vehicle pursuits, emergency response driving, forcible stop techniques*, roadblocks*) • Legal updates	All Sworn Members
Annual (*Biennial)	CALEA 33.5.1, 4.3.3, & CFA 10.13, TRN 5

Interviews with Autistic Persons	Accreditation Manager
Initial and periodic training via PowerDMS addresses the interview process for persons on the autism spectrum (see General Order 18, Interview and Interrogation Protocols – Special Needs).	All Sworn Members
Initial and Triennial	CFA 15.18, GO 18

Mental Health Awareness / Mentally Ill Persons	Training Section
Provided via Power DMS, in-service or in-person training, or in other written form. Addresses the interaction of agency personnel with persons suspected of suffering from mental health issues, as well as prevention, mitigation, and treatment strategies, and includes a discussion of Post-Traumatic Stress Disorder.	All Members.
Annual	CALEA 41.2.7, CFA 10.16, GO 54, GO 8

Naloxone *(Narcan)* Training	Training
Provided via Power DMS, training in compliance with General Order 83.	All sworn members
Annual	CFA 14.14, CALEA 41.2.8, GO 83

Occupational Exposure	Accreditation Manager
Provided via Power DMS as bloodborne pathogen training.	Members in job classifications that are reasonably anticipated to have an occupational exposure.
Annual	CFA 29.02, GO 11

Photographic/Live Lineups	Accreditation Manager
Provided via Power DMS, training in compliance with General Order 81.	All sworn members
Triennial	CFA 15.13, GO 81

GENERAL ORDER 2 – CHAIN OF COMMAND – GENERAL MANAGEMENT
APPENDIX THREE

ORGANIZATIONAL STRUCTURE

A.   The **Chief of Police** leads and directs the Department, and the organizational components reporting directly to the Chief of Police are as follows:

1.   **Assistant Chief of Police**– Provides oversight and leadership for:

   a.   **Deputy Chiefs of Police -** Provides oversight and leadership for each of the three Branches.

   b.   **Executive Crime Intelligence Analyst** - A civilian who conducts crime analysis activities for executive staff, oversees special projects, and other requests from the Chief of Police

   c.   **Internal Affairs Unit** (IAU) – Supervised by a sergeant, receives and reviews complaints, conducts internal and special investigations, and conducts compliance reviews of response to resistance (use of force) incidents, vehicle pursuits, and on-duty traffic crashes. The Assistant Chief serves as the Internal Affairs Commander and reports directly to the Chief.

2.   The **Tactical Apprehension and Control (TAC) Team** – A group of sworn members specially trained for response to high-risk incidents. The team is supervised by the TAC Team Commander, assisted by sergeants on the TAC Team.

3.   **Special Response Team (SRT)** – Led by the SRT Commander, it is a group of sworn members specially trained for response to mass arrest/crowd control situations.

   The Commander will be assigned at the discretion of the Chief.

4.   **Chaplain Program –** Led by the Senior Chaplain, assists Department members with personal, family, or job-related problems or concerns. Provides a trusted individual whom Department members may confide in or seek guidance.

5.   **Public Information Office –** Led by a civilian Director of Communications, serves as the voice of the department, ensuring precise, timely, and transparent communication with the public while managing media relations, critical incident responses, press conferences, and internal communications. The Public Information

Office is supported by an Assistant Director of Communications and an adjunct PIO throughout the department.

6. **Technology and Innovations (T&I) -** Led by a civilian supervisor (T&I Manager), it develops and administers the Department's Technology needs, maintains all computers, software applications, 900 MHZ radio system, Digital Video Evidence to include Body Worn Cameras (BWC)/ In-car camera systems, Unmanned Aircraft Systems, as well as Capital Region Real Time Crime Center (CRRTCC) technology. Acts as the Agency Local Area Security Officer (LASO). The following work units report to the T&I Manager or appointed designee: Mobile Data Computer Section (MDC), 900 MHz Radio Section, Public Safety Technology Applications Section: Law Enforcement Records Management System (LERMS), and Digital Video Evidence Section (BWC Office).

7. **Historian -** Responsible for researching, collecting, and preserving materials related to the history of the Department. Disseminates historical information about the Department and may answer questions regarding the history of the Department and its former members. Serves as a liaison to the Tallahassee Police Historical Foundation.

8. **Executive Secretary** – Provides executive-level administrative support to the Chief and Assistant Chief of Police. Responsibilities include speaking with members of the public and officials who contact the Office of the Chief for assistance, maintaining the Chief's calendar and schedule, and day-to-day logistics. Responsible for developing and implementing various departmental/divisional policies and programs by analyzing, formulating, and recommending changes or improvements in existing systems.

9. **Legal Advisor** – Provides legal assistance and guidance to members regarding criminal and civil litigation.

B. **Operations Branch** – Two majors divide command between the Patrol Bureau and the Operational Support Bureau.

1. **Patrol Bureau –** One Major divides command between two captains of the following organizational components of the bureau:

   a. **Patrol** – Uniformed, sworn members whose primary responsibilities are to respond to calls for service, prevent crime, arrest violators, maintain peace and order, and proactively engage the community through community policing. These sworn members are grouped into squads, each led by a sergeant. A

patrol shift comprises multiple squads, each commanded by a lieutenant.

b. **Watch Commanders** – Lieutenants who lead each of the six patrol shifts and manage staffing levels, call prioritization, complaint resolution, and significant incidents. Watch commanders supervise sergeants assigned to their shift.

c. **Communications Liaison** – A lieutenant who serves as the Department's contact with the Consolidated Dispatch Agency and as liaison to the Florida Department of Law Enforcement regarding members' use of criminal justice databases. This Lieutenant also oversees the following:

1) **Teleserve Unit** – Members responsible for completing specific incident reports with information gathered from citizens via the telephone or in-person interviews at the Department.

2) **Duty Office** – The Department's central hub, located at the only public access to the Department and staffed by members 24 hours a day to assist Department visitors, address citizen complaints, and handle calls for service via the telephone.

3) **Customer Service Aide (CSA)** – Non-sworn members responsible for monitoring and responding to requests from citizens in the Duty Office. They may complete specific incident reports using information gathered from citizens via telephone or in-person interviews at the Department.

4) **Community Service Technicians (CST)** – Each squad is led by a sergeant. The squads consist of non-sworn members who respond to and handle to completion certain low-priority calls for service.

2. **Operational Support Bureau (OSB)** – Led and directed by a major, with the assistance of three lieutenants, it is comprised of the following work units:

a. **Airport Security Unit** – Led by two sergeants, it is an airport enforcement detail as required by law, which works closely with the Transportation Security Administration to ensure safe travel for airline passengers. The Sergeants report to a Lieutenant.

b. **Canine Unit (K9)** – Led by a sergeant, it consists of specially trained sworn members who, using police canines, provide a variety of support services to Department work units.

c. **Tallahassee Emergency Assessment Mobile (T.E.A.M)** – Led by a Lieutenant, it consists of three officers trained to conduct crisis interventions.

d. **Community Oriented Policing and Problem Solving (COPPS) Squads** – Each COPPS Squad is led by a sergeant. The specialty squads are comprised of sworn members assigned to address specific community issues and crime trends using community policing concepts and bike patrols.

e. **Tactical Flight Officer (TFO)** - The Tactical Flight Unit consists of Department members who support the flight operations of the Leon County Sheriff's Office Aviation Unit. TPD TFOs with the necessary certifications may pilot the helicopter. Non-pilot TFOs operate equipment within the LCSO helicopters, allowing the Pilots to focus on flight operations. The LCSO Pilots and TPD TFOs form the Aviation Task Force (AVTF). The AVTF's duties are to support the operational needs of local public safety agencies. Responsibilities include, but are not limited to, patrol operations, specialty unit surveillance operations, searches for missing and wanted persons, storm damage assessments, and power line/power station patrols.

f. **Training Unit** – Led by a sergeant, it coordinates training for members, facilitates recruit training with the Florida Public Safety Institute, and manages the Field Training and Evaluation Program.

C. **Internal External Branch** – Three majors divide command between the Administrative Services Bureau, Executive Service Bureau, and the Special Operations Bureau.

1. **Executive Services Bureau (ESB)** – Led and directed by a Major, assisted by a Captain, and comprises the following units:

   a. **Financial Management Office (FMO) –** Led by a civilian supervisor (Financial Management Officer), it develops and administers the Department's budget, monitors expenditures, and coordinates purchasing. The following work units report to the Financial Management Officer or appointed designee:

      1) **Grant Management** – Provides oversight of all grant processes for the Department.

      2) **Supply Management Office (SMO)** – Led by a civilian supervisor, it is responsible for the management of agency

equipment and maintaining stored equipment in a state of operational readiness.

b. **Employee Resources Office (ER)** - Led by a civilian supervisor (Employee Resources Director), it is responsible for preparing personnel-related documents, labor relations activities, including the coordination of grievance procedures, administering the promotional processes for sworn members, and facilitating member participation in activities outlined in General Order 54 (Stress Management).

   1) **Behavioral Wellness Program** – Led by a civilian coordinator, who is responsible for identifying, developing, and maintaining resources related to behavioral wellness and the department's Employee Assistance program. Will be supervised by the Employee Resources Director.

   2) **Physical and Nutritional Wellness Program** - Led by a civilian coordinator, this program is responsible for identifying, developing, and maintaining the physical fitness and nutritional programs. Will be supervised by the Employee Resources Director.

c. **Accreditation and Inspection Unit (AIU)** – Led by a civilian supervisor, is responsible for policy development and dissemination, management of accreditation processes, staff inspections, and line inspections. Archive all written directives and Department forms. Reports to a Captain.

d. **Downtown Officers** – Sworn members specifically assigned to patrol the downtown area of Tallahassee. Supervised by a Captain.

e. **Reserve Unit** – Led by a Captain, it consists of part-time police officers used to supplement Department staffing.

f. **Community Relations Unit (CRU)** – Led by a sergeant, it consists of sworn members responsible for implementing crime prevention programs, conducting security presentations and surveys, facilitating the Department's Citizens and Youth Police Academies, and coordinating the activities of Police Cadets. Reports to the Captain.

2. **Special Operations Bureau (SPO)** – Operates under the direction of a major, with the assistance of a lieutenant, and is comprised of the following work units:

a. **Traffic/Traffic Homicide Unit** – Led by a sergeant, it investigates traffic crashes involving serious personal injury, those requiring hit-and-run follow-up, and certain police vehicle-involved crashes. It places special emphasis on traffic enforcement, utilizing marked and unmarked vehicles and motorcycles. This sergeant also oversees the following positions:

   1) **DUI Coordinator**

   2) **DUI Officer**

b. **Wrecker/Towing Officer** – A reserve officer assigned to liaise with wrecker companies and tow yards operating in the City of Tallahassee to ensure compliance with applicable statutes and ordinances and investigate complaints about the towing of vehicles.

c. **Special Events Unit** – Led by a sergeant, it organizes and directs Department activities that require enhanced staffing (e.g., football games, parades, marches, and other special details). This Sergeant also supervises:

   1) **Special Events Traffic Assistants (SETA)** – This program consists of temporary, non-sworn members who assist sworn officers with traffic direction during special events.

   2) **School Crossing Guard Unit** – Led by the civilian School Crossing Guard Coordinator, it consists of civilian members who assist students in crossing roadways to and from elementary and middle schools located within the City of Tallahassee.

d. **School Speed -** Led by a Lieutenant, it consists of reviewing speed violations in a school zone within the City of Tallahassee and issuing tickets to the registered owner of the vehicle.

3. **Administrative Services Bureau (ASB)** – Led and directed by a major, with the assistance of two lieutenants, it is comprised of the following work units:

a. **Backgrounds and Recruiting Unit** – Led by a sergeant, the unit is responsible for coordinating and administering applicant testing and background investigations for all civilian and sworn applicants for the department. Also responsible for coordinating and participating in recruiting events. Reports to the Major.

b. **Fleet Management Unit** – Led by a civilian supervisor, it is responsible for the acquisition and maintenance of Department vehicles. Reports to a Lieutenant.

c. **Facility Maintenance Unit** – Led by a civilian supervisor, it is responsible for maintenance and repairs of the Department facility. Reports to a Lieutenant.

d. **Property and Evidence Unit** – Led by a civilian supervisor, it ensures secure storage and appropriate disposal for impounded, seized, and found property. Reports to a Lieutenant.

e. **Records Unit** – Led by two civilian supervisors, it is the central repository for Department documents completed by members reporting traffic, field interview, criminal, and public safety incidents. Reports to a Lieutenant.

D. **Investigations Branch** – Two majors divide command between the Criminal Investigations Bureau and the High-Risk Offender Bureau.

1. **Criminal Investigations Bureau (CIB)** – Operates under the direction of a major, the bureau is comprised of two Lieutenants and a civilian director who oversee the following work units:

   a. **Persons Section** – Operates under the direction of a lieutenant and is comprised of the following work units:

      1) **Violent Crimes Units (VCU)** – Each led by a sergeant, the units investigate serious crimes against persons, including homicides, robberies, and assaults.

      2) **Special Victims Unit (SVU)** – Led by a sergeant, it investigates sex crimes and crimes where a child is the victim.

      3) **Juvenile Services Unit (JSU)** – Led by a sergeant, it investigates certain property crimes with juvenile suspects, gang-related issues, and is responsible for coordinating the Department's enforcement and prevention programs relating to juveniles.

      4) **Victim Advocate Unit (VAU)** – Led by a civilian supervisor, the unit primarily works with victims of serious persons crimes, but also assists family and friends following suicides, unexplained child deaths, traffic fatalities, and line-of-duty injury or death to officers.

b. **Property Section** – Operates under the direction of a lieutenant and is comprised of the following work units:

1) **Burglary Crimes Unit (BCU)** – Led by a sergeant, it investigates residential and commercial burglaries.

2) **Property Crimes Unit (PCU)** – Led by a sergeant, it investigates certain non-burglary property crimes, including crimes associated with pawn shop transactions.

3) **Financial Crimes Unit (FCU)** – Led by a sergeant, it investigates crimes such as forgery and fraud, identity theft, and computer-related crimes. The sergeant also manages the CopLogic$^©$ program.

4) **Property Crimes Task Force (PCTF)** – Led by a sergeant, this is a partnership with LCSO, and detectives are dually sworn at LCSO. It investigates auto thefts and vehicle burglaries.

5) **Court Liaison** – A member who ensures the timely transmittal of information to the State Attorney and local court systems for judicial proceedings. The Court Liaison reports directly to the Property Section Lieutenant.

6) **Coplogic** - A member who ensures the timely review of online reports from citizens. The Coplogic Administrator reports directly to the Property Section Lieutenant.

c. **Forensic Services Unit (FSU)** – Led by a civilian supervisor (Forensic Services Director), and comprises the following work units:

1) **Crime Scene Unit** – Led by a civilian forensic supervisor, it is responsible for crime scene processing and collection.

2) **Laboratory Services** – Led by a civilian forensic supervisor, it is responsible for the analysis of physical evidence.

2. **High Risk Offender Bureau (HRO)** – Operates under the direction of a major with the responsibility to plan/coordinate weekly tactical and strategic meetings. The bureau is comprised of three Lieutenants who oversee the following work units:

a. **Violent Crimes Response Team Section (VCRT)** – Operates under the direction of a lieutenant and is comprised of the following work units:

   1) **Violent Crimes Response Teams** – A sergeant leads each team and employs a comprehensive approach to dealing with violent crimes and criminal activity, which has been deemed a priority by the Department.

   2) **Career Criminal Unit (CCU)** – Led by a sergeant, it monitors the activities of adult habitual offenders, as defined by Florida Statutes, who reside within the city limits of Tallahassee. It also makes community notifications regarding sexual predators.

b. **Criminal Intelligence & Analysis** – Operates under the direction of a lieutenant and is comprised of the following work units:

   1) **Crime Analysis Unit** – Led by a civilian supervisor, it conducts crime data analysis, develops both historical and forecasting trend data concerning major or specialized crimes, and distributes analytical reports.

   2) **Criminal Intelligence Unit** – Led by a Sergeant, it acts as a clearinghouse for all tactical and strategic criminal intelligence information, conducts threat assessments, and coordinates the National Integrated Ballistic Information Network for the Department.

   3) **NIBIN –** Is used to enhance operational and investigative capabilities of officers in crime prevention and apprehension of criminals, and is led by the NIBIN Administrator.

c. **Real Time Crime Center (RTCC)** – Operates under the direction of a lieutenant and is comprised of a civilian supervisor and crime analysts. It conducts real-time data analysis for officers responding to/investigating crimes in progress or recently committed.

d. **Special Investigations Section (SI)** – Operates under the direction of a lieutenant and is comprised of the following work units:

   1) **Drug Interdiction Unit** – Led by a sergeant, it specializes in investigating the shipment and transportation of illicit substances and contraband.

2) **General Narcotics Unit** – Led by a sergeant, it specializes in narcotics/vice-related criminal investigations.

3) **Technical Operations Unit** – Led by a sergeant, it maintains the Department's technical equipment in a state of operational readiness and provides advanced technical support to ongoing investigations.