



# TALLAHASSEE POLICE DEPARTMENT

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## 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 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. Deputy Chief
  - 3. Major
  - 4. Lieutenant
  - 5. Sergeant
  - 6. Officer/Reserve Officer

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- D. With the exception of the Administrative Services Bureau, the chain of command for civilian members will typically follow the sworn member chain of command.
- E. The chain of command for civilian members assigned to the Administrative Services Bureau is as follows:
  - 1. Chief of Police
  - 2. Deputy Chief
  - 3. Major
  - 4. Lieutenant
  - 5. Civilian Supervisor
  - 6. Civilian Member
- F. Members shall report to their assigned supervisor and follow the chain of command thereafter. The chain of command will normally follow the Department's organizational structure as identified in the organizational chart.
- G. 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.
- H. Under normal operating conditions, the highest ranking sworn member present should assume command of any given situation.
- I. 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.
- J. 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.
- K. The Chief of Police has the authority to designate command authority in any situation.

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- L. 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.

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1. When warranted, a supervisor 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 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 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., emergency situations, special events).

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2. Under certain working conditions, the span of control may be decreased (e.g., pre-planned high risk 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 in order 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,

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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 individual 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 Deputy Chief of Police, in coordination with the Accreditation and Inspection Unit (AIU), 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 component's 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.

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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 addendums 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, as a part of the Department budget process, each Bureau Commander is responsible for drafting a proposed list of goals and objectives appropriate for each area of their responsibility.
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.
  3. Established goals and objectives shall be made available to all members.

## **VI. INFORMATION EXCHANGE AND COORDINATION**

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- A. The coordination of information within and between all organizational components is 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. Deputy Chief
  - 2. Bureau Commanders
  - 3. Communications Liaison
  - 4. OPS Commander
  - 5. Executive Crime Analyst
  - 6. Financial Management Officer
  - 7. Legal Advisor
  - 8. Employee Resources Director
  - 9. Public Safety Information System Administrator
  - 10. Public Information Officer
- E. The Public Information Officer 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 in order to:

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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 OPS Commander, the TAC Team 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 set forth 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 contemporaneous 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.

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### 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 the 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 and 03/27/2018.

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 pertaining to 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 numbered memorandum. The exceptions are:

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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.

|  |                                 |
|--|---------------------------------|
| <b><i>Title of Activity/Report</i></b> | Responsible Authority           |
| Purpose and/or Content                 | Report Distribution             |
| Frequency                              | Accreditation/Policy References |

|   |                       |
|---|-----------------------|
| <b><i>Active Threat Policy/Training Review</i></b>                                      | Accreditation Manager |
| Documented <u>review</u> of policies and in-service training addressing active threats. | OPS Commander         |
| Annual  | CALEA 46.1.10, GO-26  |

|   |                        |
|---|------------------------|
| <b><i>Assaults of Police Officers Review</i></b>  | P&D Bureau Commander   |
| Documented <u>review</u> of all assaults on Department sworn officers to determine trends or patterns, with recommendations to enhance officer safety, revise policy, or address training issues. | Deputy Chief of Police |
| Annual  | CALEA 4.2.5            |

|   |                           |
|---|---------------------------|
| <b><i>Authorized Weapons and Ammunition</i></b>   | P&D Bureau 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    |
| Biennial  | CALEA 4.3.1, GO-61, GO-70 |

|  |                        |
|--|------------------------|
| <b><i>Body Worn Camera Program Review</i></b>  | Accreditation Manager  |
| Documented <u>review</u> of the BWC Program to include policy review, and legal updates impacting BWC utilization. | Deputy Chief of Police |
| Biennial   | CALEA 41.3.8, GO-16    |

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

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|--|--|
| <b><i>CALEA Agency Status Report</i></b>           | Accreditation Manager  |
| Status report on accreditation compliance efforts. | The Commission on Accreditation for Law Enforcement Agencies |
| Annual   | CALEA 11.4.1, AIU-3  |

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|--|--|
| <b><i>CFA Annual Report</i></b>                    | Accreditation Manager                                    |
| Status report on accreditation compliance efforts. | The Commission for Florida Law Enforcement Accreditation |
| Annual   | CFA 3.02, AIU-3  |

|   |                       |
|---|-----------------------|
| <b><i>Citizen Satisfaction Survey Results</i></b>                         | Accreditation Manager |
| Summary of the responses to the Department's citizen satisfaction survey. | Chief of Police       |
| Biennial  | CALEA 45.2.2          |

|   |                             |
|---|-----------------------------|
| <b><i>Community Relations Unit Report</i></b>   | Patrol Operations Commander |
| Listing of all CRU programs and conducting an <u>evaluation</u> of their effectiveness. | Chief of Police             |
| Annual  | CALEA 45.1.1, PTL-34        |

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

|   |                        |
|---|------------------------|
| <b><i>CIU Summary of Services Report</i></b>                                      | 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    |

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|---|----------------------|
| <b><i>Early Intervention Program Report</i></b> | P&D Bureau Commander |
| <u>Evaluation</u> of the EIP program.           | Chief of Police      |
| Annual  | CALEA 35.1.9, GO-54  |

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| <b><i>Exposure Control Plan Review</i></b>                            | P&D Bureau Commander   |
| Documented <u>review</u> of General Order 11 (Exposure Control Plan). | Deputy Chief of Police |
| Annual  | CFA 29.01, GO-11       |

|   |                            |
|---|----------------------------|
| <b><i>Grievance Report</i></b>  | P&D Bureau Commander       |
| <u>Analysis</u> of employee grievances and supporting policies and practices. | Chief of Police            |
| Annual  | CALEA 22.4.3, ER-19, ER-20 |

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|--|----------------------|
| <b><i>Job Description Review</i></b>   | P&D Bureau Commander |
| Documented <u>review</u> of COT job descriptions (job specs) applicable to the Department. | Chief of Police      |
| Quadrennial  | CALEA 21.2.2, ER-3   |

|  |   |
|--|---|
| <b><i>Juvenile Services Unit Report</i></b>  | 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   |

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

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

|  |                             |
|--|-----------------------------|
| <b><i>Professional Traffic Stop Report</i></b>   | Patrol Operations Commander |
| 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 |

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| <b><i>Property &amp; Evidence Unit Audit</i></b>   | OPS Commander         |
| Documented <u>audit</u> of property and evidence held by the Property & Evidence Unit in compliance with CALEA Appendix K. | Chief of Police       |
| Annual   | CALEA 84.1.6 c, GO-52 |

|  |                      |
|--|----------------------|
| <b><i>P&amp;E Unit Inventory and Inspection</i></b>  | 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 |

|   |                       |
|---|-----------------------|
| <b><i>Property &amp; Evidence Unit Inspection</i></b>                       | OPS Commander         |
| Documented <u>inspection</u> of the Property & Evidence Unit storage areas. | Chief of Police       |
| Annual (unannounced)  | CALEA 84.1.6 d, GO-52 |

|   |   |
|---|---|
| <b><i>Pursuit Analysis/Policy Review</i></b>  | P&D Bureau 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   |

|   |                      |
|---|----------------------|
| <b><i>Recruitment Plan Analysis</i></b>   | P&D Bureau 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         |

|   |                      |
|---|----------------------|
| <b><i>Response to Resistance Analysis</i></b>   | P&D Bureau Commander |
| Documented <u>analysis</u> of response to resistance incidents, policies, 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      |
| Annual  | CALEA 4.2.4, GO-60   |

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| <b><i>Response to Resistance Report</i></b>   | OPS Commander and P&D Bureau Commander |
| Summary of response to resistance encounters to ascertain policy compliance, policy and/or training needs, and to determine trends. | Chief of Police                        |
| Quarterly   | GO-60                                  |

|   |                                     |
|---|-------------------------------------|
| <b><i>School Crossing Survey</i></b>  | Special Operations Bureau Commander |
| Documented <u>review</u> of school-crossing guard locations in a manner described in SPO-3. | N/A                                 |
| Annual  | CALEA 61.3.4, SPO-3                 |

|   |                                     |
|---|-------------------------------------|
| <b><i>Selective Traffic Enforcement Report</i></b>                    | Special Operations Bureau Commander |
| Documented <u>review</u> of selective traffic enforcement activities. | Deputy Chief of Police              |
| Annual  | CALEA 61.1.1, SPO-2                 |

|   |                      |
|---|----------------------|
| <b><i>Special Investigations Annual Report</i></b>  | 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     |

|   |                                    |
|---|------------------------------------|
| <b><i>Strategic Plan</i></b>  | 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, GO-40                |

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|--|---------------------------------|
| <b><i>Surveillance/Alarm System Inspection</i></b>   | 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  | SO-10                           |

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|---|---------------------------|
| <b><i>TAC Team Annual Report</i></b>  | 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                     |
| <b><i>Task Force Evaluation</i></b>   | 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       |
| <b><i>Uniform Crime Report</i></b>  | ASB Commander             |
| Official reporting of crime data for the City of Tallahassee.   | Command Staff             |
| Annual  | CALEA 82.1.4, RCD-3       |
| <b><i>Victim Advocate Report</i></b>  | CIB Commander             |
| <u>Documented review</u> of victim needs and available services/resources within the Department’s service area.   | Deputy Chief of Police    |
| Annual  | CALEA 55.1.2              |

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**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.

| <b><i>Title of Refresher Training</i></b> | <b>Responsible Authority</b>           |
|---|--|
| <b>Purpose/Content or Delivery Method</b> | <b>Required Members</b>                |
| <b>Frequency</b>                          | <b>Accreditation/Policy References</b> |

|  |                      |
|--|----------------------|
| <b><i>Active Threat</i></b>  | Training Section     |
| Provided during in-service training. Dedicated block of AT training offered every other year and AT scenarios are part of each year's in-service training. | All Sworn Members    |
| Biennial   | CALEA 46.1.10, GO-26 |

|  |                    |
|--|--------------------|
| <b><i>Bias Based Profiling Prohibition</i></b>   | Training Section   |
| Addresses contemporary issues and legal aspects of bias based profiling. Provided during one or more training blocks of in-service training. | All Sworn Members  |
| Annual   | CALEA 1.2.9, GO-46 |

|  |                                 |
|--|---------------------------------|
| <b><i>Emergency Readiness/ICS</i></b>  | Various (see SO-1, I H)         |
| Training on 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              |

|  |                       |
|--|-----------------------|
| <b><i>Ethics</i></b>   | Accreditation Manager |
| Provided via Power DMS as part of the COT Annual Critical Policy Review. This training augments any training offered by the COT. | All Members           |
| Annual   | CALEA 1.1.2, GO-46    |

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| <b><i>Hazmat Awareness</i></b>  | Accreditation Manager |
| Training Bulletin (via Power DMS) on awareness level training for events involving hazardous materials. | All Sworn Members     |
| At least once every three years   | CALEA 46.3.2, SO-5    |

|  |                                 |
|--|---------------------------------|
| <b><i>In-service</i></b>   | 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:  | All Sworn Members               |
| <ul style="list-style-type: none"> <li>• Response to resistance</li> <li>• Firearms proficiency</li> <li>• CEW recertification</li> <li>• Less lethal weapons*</li> <li>• Defensive tactics (weaponless control techniques)</li> <li>• First Aid* and CPR*</li> <li>• Vehicle operations (vehicle pursuits, emergency response driving, forcible stop techniques*, road blocks*)</li> <li>• Legal updates</li> </ul> |                                 |
| Annual (*Biennial)   | CALEA 33.5.1 & CFA 10.13, TRN-5 |

|   |                       |
|---|-----------------------|
| <b><i>Interviews with Autistic Persons</i></b>  | Accreditation Manager |
| Addresses the interview process for persons on the autism spectrum (see General Order 18, Interview and Interrogation Protocols – Special Needs). | All Sworn Members     |
| Triennial   | CFA 15.18, GO-18      |

|   |   |
|---|---|
| <b><i>Mental Health Awareness</i></b>   | Training Section  |
| Addresses prevention, mitigation and treatment strategies, and includes discussion of Post-Traumatic Stress Disorder. | All Sworn Members, Forensic Specialists, and Victim Advocates |
| Biennial  | CFA 10.16, GO-54  |

|   |                       |
|---|-----------------------|
| <b><i>Mentally Ill Persons</i></b>  | Accreditation Manager |
| Training Bulletin (via Power DMS) on General Order 8 and related information. | All Members           |
| Annual  | CALEA 41.2.7, GO-8    |

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| <b><i>Occupational Exposure</i></b>                      | Accreditation Manager   |
| Provided via Power DMS as blood borne pathogen training. | Members in job classifications which are reasonably anticipated to have an occupational exposure. |
| Annual   | CFA 29.02, GO-11  |
| <b><i>Photographic/Live Lineups</i></b>                  | Accreditation Manager   |
| Power DMS exam on General Order 81.                      | All sworn members   |
| At least once every three years                          | 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, is the Department's liaison to the Technology and Innovations Department's Public Safety Information System Administrator, and the organizational components reporting directly to the Chief of Police are as follows:

1. **Deputy Chief of Police** – Provides oversight and leadership for:
    - a. All Bureaus, and
    - b. 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, with the assistance of sergeants on the TAC Team.
  2. **Legal Advisor** – Provides legal assistance and guidance to members regarding criminal and civil litigation.
  3. **Office of Professional Standards (OPS)** – Led and directed by a sergeant who is responsible for the following two units:
    - a. **Accreditation and Inspection Unit** – Responsible for policy development and dissemination, management of accreditation processes, staff inspections, and line inspections. Archives all written directives and Department forms.
    - b. **Internal Affairs Unit** – 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.
  4. **Executive Crime Intelligence Analyst** – A civilian supervisor who conducts crime analysis activities and coordinates the activities of crime intelligence analysts assigned to various bureaus.
- C. **Patrol Operations Bureau** – Two majors divide command of the following organizational components of the bureau:
1. **Patrol** – Uniformed, sworn members whose primary responsibilities are to respond to calls for service, prevent crime, arrest violators,

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maintain peace and order, and proactively engage the community through community policing. These sworn members are grouped into squads, each led by a sergeant. Multiple squads comprise a patrol shift, each commanded by a lieutenant.

2. **Watch Commanders** – Lieutenants who lead each of the six patrol shifts and manage staffing levels, call prioritization, complaint resolution, and major incidents. Watch commanders supervise sergeants assigned to their shift.
3. **Administrative Lieutenants** – Lieutenants assigned to each bureau commander to assist with administrative duties including, but not limited to, directing patrol operations and conducting statistical analyses.
4. **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. Supervises the Department's switchboard operators.
5. Patrol support units reporting to watch commanders or administrative lieutenants include:
  - a. **Teleserve Unit** – Members responsible for completing certain incident reports with information gathered from citizens via the telephone or in-person interviews at the Department.
  - b. **Prisoner Transport Unit** – Uniformed sworn members assigned to assist Patrol and other organizational components with the transportation of prisoners.
  - c. **Duty Office** – The Department's central hub located at the only public access to the Department and staffed by sworn members 24 hours a day to provide assistance to Department visitors, address citizen complaints, and handle calls for service via the telephone.
  - d. **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.
  - e. **Community Relations Unit (CRU)** – Led by a sergeant, it consists of sworn members responsible for implementing crime prevention programs, conducting security presentations and

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surveys, facilitating the Department's Citizens and Youth Police Academies, and coordinating the activities of Police Cadets.

- f. **Community Oriented Policing and Problem Solving (COPPS) Squads** – Specialty squads comprised of sworn members assigned to address specific community issues and crime trends using community policing concepts and bike patrols. Each COPPS Squad is led by a sergeant.
  - g. **Crime Intelligence Analyst** – A civilian member who coordinates crime data analysis, develops both historical and forecasting trend data concerning major or specialized crimes, and distributes analytical reports to the affected units.
  - h. **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.
- D. **Criminal Investigations Bureau** – Led and directed by a major, it is comprised of the following work units:
- 1. **Persons Section** – Operates under the direction of a lieutenant and is comprised of the following work units:
    - a. **Violent Crimes Units** – Each led by a sergeant, the units investigate serious crimes against persons to include homicides, robberies, and assaults.
    - b. **Special Victims Unit** – Led by a sergeant, it investigates sex crimes and crimes where a child is the victim.
    - c. **Victim Advocate 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. Supervised by the Violent Crimes Unit sergeant(s).
    - d. **Forensic Unit** – Led by a civilian supervisor, it is responsible for crime scene processing and collection, and evidence analysis.
  - 2. **Property Section** – Operates under the direction of a lieutenant and is comprised of the following work units:
    - a. **Burglary Crimes Unit** – Led by a sergeant, it investigates residential and commercial burglaries.

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- b. **Property Crimes Unit** – Led by a sergeant, it investigates certain non-burglary property crimes including crimes associated with pawn shop transactions.
  - c. **Financial Crimes Unit** – 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.
  - d. **Juvenile Services Unit** – 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.
  - e. **Property Crimes Task Force** – Led by a sergeant, it investigates auto thefts, vehicle burglaries, and the operation of chop shops.
  - f. **Court Liaison Officer** – A sworn member who ensures timely transmittal of information to the State Attorney and local court systems for judicial proceedings. The Court Liaison Officer reports directly to the Property Section Lieutenant.
  - g. **Crime Analyst** – A civilian member who coordinates crime data analysis, develops both historical and forecasting trend data concerning major or specialized crimes, and distributes analytical reports to the affected units.
- E. **Special Operations Bureau** – Operates under the direction of a major, with the assistance of a lieutenant, and is comprised of the following work units:
- 1. **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.
  - 2. **Airport Security Unit** – Led by a sergeant, 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.

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3. **Special Events Unit** – Led by a sergeant, it organizes and directs Department activities which require enhanced staffing (e.g., football games, parades, marches and other special details). The following work units report to the Special Events Unit Sergeant:
  - b. **Reserve Unit** – Part-time police officers used to supplement Department staffing.
  - c. **School Crossing Guard Unit** – Civilian members who assist students in crossing roadways to and from elementary and middle schools located within the City of Tallahassee.
  - d. **Parking Enforcement Technician Unit** – Civilian members who enforce parking ordinances, perform traffic control, and serve as logistical support during special events.
  - e. **Wrecker/Towing Officer** – A reserve officer assigned to liaison 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.
  - f. **Special Events Traffic Assistants** – This program consists of temporary, non-sworn members who assist sworn officers and Parking Enforcement Technicians with traffic direction during special events.
4. **Downtown Officers** – Sworn members specifically assigned to patrol the downtown area of Tallahassee. Supervised by the Special Operations Lieutenant.
- F. **High Risk Offender Bureau** – Operates under the direction of a major with the responsibility to plan/coordinate weekly tactical and strategic meetings. The bureau is comprised of the following work units:
  1. **Violent Crimes Response Team Section** – Operates under the direction of a lieutenant and is comprised of the following work units:
    - a. **Violent Crimes Response Teams** – Each team is led by a sergeant and employs a comprehensive approach to dealing with violent crimes and criminal activity which has been deemed a priority by the Department.

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- b. **Career Criminal Unit** – 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.
- 2. **Special Investigations Section** – Operates under the direction of a lieutenant and is comprised of the following work units:
  - a. **General Narcotics Unit** – Led by a sergeant, it specializes in narcotics/vice related criminal investigations.
  - b. **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.
  - c. **Drug Interdiction Unit** – Led by a sergeant, it specializes in investigating the shipment and transportation of illicit substances and contraband.
  - d. **Criminal Intelligence Unit** – It acts as a clearinghouse for all tactical and strategic criminal intelligence information for the Department. The Criminal Intelligence Unit reports directly to the lieutenant.
  - e. **Crime Analyst** – A civilian member who coordinates crime data analysis, develops both historical and forecasting trend data concerning major or specialized crimes, and distributes analytical reports to the affected units.
- G. **Personnel and Development Bureau** – Led and directed by a major, with the assistance of two lieutenants, it is comprised of the following work units:
  - 1. **Training Section** – Led by a lieutenant, with the assistance of a sergeant, it coordinates training for members, facilitates recruit training with the Florida Public Safety Institute, and manages the Field Training and Evaluation Program.
  - 2. **Employee Resources Office** – Led by a lieutenant, with the assistance of a civilian supervisor (Employee Resources Director) it is responsible for coordination of member recruitment and hiring, preparing personnel related documents, labor relations activities to include the coordination of grievance procedures, administering the promotional processes for sworn members, and facilitating member

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participation in activities outlined in General Order 54 (Stress Management).

H. **Administrative Services Bureau** – Led and directed by a major, with the assistance of a lieutenant, it is comprised of the following work units:

1. **Financial Management Office** – 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:
  - a. **Grant Management** – Provides oversight of all grant processes for the Department.
  - b. **Supply Management Office** – Led by a civilian supervisor, it is responsible for the management of agency equipment and maintaining stored equipment in a state of operational readiness.
2. **Fleet Management Unit** – Led by a civilian supervisor, it is responsible for the acquisition and maintenance of Department vehicles.
3. **Facility Maintenance Unit** – Led by a civilian supervisor, it is responsible for maintenance and repairs of the Department facility.
4. **Property and Evidence Unit** – Led by a civilian supervisor, it ensures secure storage and appropriate disposal for impounded, seized and found property.
5. **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.