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By Order of Chief of Police : Rene G. Landa  Chief of Police		Revised: 03/05/2021 Status: Revised

SECTIONS:

- 3.1.1** **Definitions**
- 3.1.2** **Organizational Structure**
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RESCINDS: Any other existing orders in conflict.

PURPOSE: To provide members of the department with guidelines for determining the order of rank, organizational structure and responsibilities within the department.

SCOPE: All departmental personnel.

POLICY: It is the policy of this department to provide the most effective police service possible while assuring that such service is delivered in an efficient manner. This department shall develop and periodically update an organizational structure which shall be subject to alteration in response to changing departmental and community needs.

3.1.1 DEFINITIONS

- A. **BUREAU:** A bureau is the second subordinate organizational component within the Police Department.
- B. **CHAIN OF COMMAND:** Formal lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

- C. **CID:** Criminal Investigations Division
- D. **DIVISION:** A division is the third subordinate organizational component within the Police Department
- E. **NON-SWORN:** A civilian agency member, including but not limited to interns, clerks, communications officers, etc., who may be assigned to any unit as determined by the Chief of Police or designee.
- F. **PATROL ZONE:** A geographical subdivision of the City of South Miami established for an efficient and uniform patrol response to the law enforcement needs of the community.
- G. **SQUAD:** A squad is the principle subordinate organizational component within a division, or unit and is under the command of a single supervisor.
- H. **TEAM:** A grouping of employees assigned to accomplish similar objectives working in harmony with each other.
- I. **UNIT:** A unit is an organized group of personnel assigned a specialized function or task and is under the command of a single supervisor (i.e.: bicycle patrol unit).
- J. **UPD:** Uniform Patrol Division

3.1.2 ORGANIZATIONAL STRUCTURE

- A. **Organizational Structure:** It is essential that the department establish a formal structure through which organizational components are arranged, directed, and coordinated. This is done to maintain the professionalism required to provide adequate police protection to the citizens of the City of South Miami. This police protection will be performed by the South Miami Police Department, which will be composed of a Chief of Police and other sworn officers and employees as the legislative authority of the City of South Miami provides for by ordinance.

The functions of the Police Department are as follows:

1. Maintenance of public order;
2. Prevention of crime;
3. Investigation of criminal offenses;

4. Arrest and apprehension of violators of local ordinances and state and federal statutes as provided for under legislative authority;
5. Presentation of evidence and testimony before the appropriate court in the interests of justice; and
6. Community service.

B. Office of the Chief of Police:

The Chief of Police commands the Police Department and is responsible for providing overall administration and supervision, establishing departmental policy, public information, planning and budgeting. The Chief of Police reports directly to the City Manager and in accordance with general policy established by the City Commission. The Chief of Police also serves as the Public Information Officer for the Department.

1. Administrative Assistant(s): The Administrative Assistant to the Chief of Police also assists the Assistant Chief of Police and the Administration Captain; conducts advanced clerical and secretarial work supporting the office of the Chief of Police, and assists in annual budget preparation. Also, the Administrative Assistant is responsible for processing purchase orders, updating personnel files, handling correspondence, routing documents, assisting with the preparation of the department's monthly and annual reports, and any other secretarial assignment directed by the Chief of Police.
2. Accreditation Manager: The Accreditation Manager reports directly to the Chief of Police. The Accreditation Manager provides direction for departmental personnel associated with the accreditation process. It is responsible for the creation, development, and enactment of policies which are compatible with the maintenance of law enforcement accreditation in accordance with the Commission for Florida Law Enforcement Accreditation (CFA). The Accreditation Manager also maintains compliance with the standards set forth by the CFA.
3. SWAT Team: The SWAT Commander reports directly to the Chief of Police or his/her designee. Final activation of the Special Weapons and Tactics Team requires the approval of the Chief of Police or his designee in his absence. The SWAT team provides resolution to critical incidents involving a threat to public safety which would otherwise exceed the capabilities of traditional law enforcement first responders and/or investigative units.

C. Office of the Assistant Chief of Police:

The Assistant Chief of Police reports directly to the Chief of Police. The Assistant Chief is second in command of the Department and usually in the Chief's absence acts as Acting Chief.

The Assistant Chief directly supervises the activities of the Operations and Administration Bureaus. The Captains in command of those Bureaus report directly to the Assistant Chief.

D. Administration Bureau:

A Captain commands this Bureau which is comprised of the Professional Compliance, Communications, and Support Services Divisions.

1. Professional Compliance Division: The Professional Compliance Division is made up of the Internal Affairs, Backgrounds, and Training Units.
 - a. Internal Affairs Unit: Conducts inquiries and investigations concerning allegations of misconduct. This Unit also does background investigations of potential employees.
 - b. Backgrounds Unit: Conducts inquiries and investigations of potential employees.
 - c. Training Unit: This Unit is responsible for training and maintaining standards other than accreditation. The Senior Trainer is responsible for training and reports to the Professional Compliance Division Supervisor.
2. Communications Division: The Communications Division is supervised by the Communications Manager who is responsible for carrying out communications functions of the South Miami Police Department such as dispatch, reception, and desk/complaint intake. The following sections and units comprise the Communications Division:
 - a. Communications Unit: The Communications Unit answers all incoming emergency and non-emergency police calls, routes routine inquiries to the proper offices and dispatches police personnel on requests for service calls. Personnel assigned to functions such as station security, filing paperwork, reception desk, dispatching and CAD operation, and NCIC/FCIC comprise this operation. These personnel will also perform counter service; a variety of services, such as distribution of offense and crash reports and reception. The Communications Unit is also responsible for coordination with the Miami-Dade Police Department Communications Section via phone, computer, and radio systems.

- b. Crime Analysis Unit: The Communications Manager also serves as the Department's Crime Analyst. The Crime Analyst prepares reports and analysis of crime trends, tracking crime statistics and false alarms, and preparation of annual Uniform Crime Reports (UCR).
 - c. Data Management: The Communications Manager is responsible to have certain data entered from police department reports, citations, and other required documents into the computer system(s).
3. Support Services Division: The Services Division, commanded by the Services Supervisor, is responsible for carrying out support functions of the South Miami Police Department such as records, fleet, building, and property/ evidence management. The following sections and units comprise the Services Division:
- a. Records Unit: Responsible for the maintenance and storage of all police reports, documents, and data (audio, video, etc.) generated by the police department.
 - b. Fleet Management Unit: Responsible for the maintenance, equipment, and storage of all police patrol, unmarked, and specialty vehicles.
 - c. Building Management: Responsible to oversee the daily housekeeping of the common areas (i.e.: garages, sallyports, storage bays) and ensures the facility meet regulatory standards and codes (i.e.: fire suppression equipment recertifications, etc.).
 - d. Property and Evidence Unit: Responsible for the record keeping, maintenance, and storage of all property and evidence in the custody of the department. Also, this unit is responsible for the proper return, disposal or forfeiture of property in accordance with state and federal laws.

E. Operations Bureau

A Captain commands the Operations Bureau which is comprised of the Uniform Patrol (UPD) and Criminal Investigations (CID) Divisions.

- 1. Uniform Patrol Division: The Uniform Patrol Division, commanded by three UPD Lieutenants, is responsible for carrying out the primary police functions of the South Miami Police Department such as responding to calls for service, traffic enforcement, and traffic direction. The following units comprise the Operations Division:
 - a. Patrol Operations: Police officers answer all calls for service, respond to alarms, and enforce traffic laws, local ordinances and state statutes. They have the

primary responsibility for preventive patrol to preserve the peace, protect life and property, and the prevention and suppression of crime.

- b. K-9 Unit: In addition to being responsible for the above listed Patrol function tasks, the K-9 Unit is responsible for tracking fleeing suspects, searching buildings and areas for suspects, and supporting the Patrol function (*currently disbanded*).
 - c. Traffic Unit: The Traffic Unit consists of uniform patrol officers trained to be certified in specialized vehicles and equipment for traffic enforcement. The unit utilizes a variety of police marked vehicles equipped for police use. The primary function of the Traffic Unit Officer is traffic enforcement. Officers in the unit perform full shifts conducting traffic enforcement activities as well as assist at City events, such as parades, foot races and during dignitary visits.
 - d. Community Patrol Unit: This unit is an ancillary unit that contributes to community development, crime prevention, and to the department.
 - e. Police Explorers Unit: This unit is an ancillary unit that contributes to community development, youth, and to the department. The Explorer advisors administrates this program.
 - f. Police Athletic League Unit: This unit is an ancillary unit that contributes to community development, youth, and to the department. The PAL Executive Director administrates this program.
 - g. Reserve Officer Unit: The Reserve Officer Unit is comprised of reserve police officers which are sworn police officers who maintain FDLE State Standards, have arrest powers, and may carry weapons, but are not full-time employees. Reserve Officers are required to serve a minimum of 16 hours per month.
 - h. Unmanned Arial System Unit (UAS): This unit is comprised of Pilots exercising control over the UAS during flight who either holds a current or temporary Drone Operator's Certificate issued by the FAA (Part 107 License). The UAS Unit will assist law enforcement operations related to qualified calls for service or operations.
2. Criminal Investigations Division: The Criminal Investigations Division, commanded by the CID Lieutenant, is responsible for carrying out investigatory functions of the South Miami Police Department. The following sections and units comprise the Criminal Investigations Division:
- a. General Investigations Unit: Responsible for conducting investigations to identify and apprehend criminals and recover stolen property; responsibility for the investigation and follow-up of Part One Crimes and other criminal offenses.

- b. Special Investigations Unit: Responsible for conducting investigations to identify and apprehend criminals specifically in the areas of vice and narcotics.
- c. Crime Suppression Team: An ad-hoc unit which is activated as needed, to address special needs of the Department caused by unusual crime trends or violent offenders.
- d. Crime Scene Unit: The Crime Scene Unit consists of sworn detectives who are cross trained in the use of equipment and procedures in latent print processing, patent and plastic print processing, blood/bodily-fluid and hair/fiber collection, forensic photography, plaster casting, firearms identification, as well as evidence collection and impounding. The unit is available while on duty and on-call 24 hours a day.

3.1.3 ORGANIZATIONAL CHART

- A. The South Miami Police Department will depict its organizational structure on an organizational chart, which will be updated as needed. The organizational chart is intended to describe the chain of command and lines of authority and communication within the police department.
- B. The organizational chart is available to all employees.