

# GENERAL ORDERS | SOUTH MIAMI POLICE DEPARTMENT



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| <b>G.O. Number:</b> 3.2   | <b>Subject:</b> Unity of Command |  |
| <b>Chapter:</b> 3 Organization and Administration   |                                  | <b>Number of Pages:</b> 05                           |
| <b>CFA Standard(s):</b> 1.02M & 1.03M   |                                  | <b>Effective:</b> 05/30/2014                         |
| <b>By Order of Chief of Police :</b> Rene G. Landa <br>Chief of Police |                                  | <b>Revised:</b> 03/05/2021<br><b>Status:</b> Revised |

**SECTIONS:**

- 3.2.1**            **Definitions**
- 3.2.2**            **Accountability to Supervision**
- 3.2.3**            **Chain of Command**
- 3.2.4**            **Command of Organizational Components**
- 3.2.5**            **Command Protocol**

**RESCINDS:**    Any other existing orders in conflict.

**PURPOSE:**    To provide members of the department with guidelines for determining the order of rank and the proper chain of command within the department. To ensure that employees are aware of what is expected of them and to promote efficiency and responsibility.

**SCOPE:**        All departmental personnel.

**POLICY:**        It is the policy of this department to deploy supervisors and to set command protocol.

### 3.2.1 DEFINITIONS

- A. **BUREAU:** A bureau is the second subordinate organizational component within the Police Department.
- B. **CID:** Criminal Investigations Division
- C. **DIVISION:** A division is the third subordinate organizational component within the Police Department
- D. **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.
- E. **SQUAD:** A squad is the principle subordinate organizational component within a division, or unit and is under the command of a single supervisor.
- F. **UNIT:** A unit is an organized group of personnel assigned a specialized function or task and is under the command of a single supervisor.
- G. **UPD:** Uniform Patrol Division

### 3.2.2 ACCOUNTABILITY TO SUPERVISION

- A. Each employee will be accountable to only one immediate supervisor at any given time. [CFA 1.02M] There may be times, however, such as during the absence of a supervisor, that another supervisor may direct or otherwise issue commands to officers normally not under his/her direct supervision.
- B. Occasions may arise requiring a supervisor to issue an order to an employee outside the supervisor's chain of command. In ordinary circumstances, however, each employee can identify one, and only one, supervisor to whom he or she is accountable.

- C. An employee who is given an order that is in conflict with a previous order, regulation, directive, or manual, shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not alter or retract the conflicting order, the employee shall comply unless it is a violation of the law; under these circumstances, the responsibility shall be upon the supervisor, and the employee obeying the conflicting order shall not be held responsible for disobedience of the previously issued order.
  
- D. Command protocol/ chain of command are lines of communication going upward or downward within the organizational hierarchy through each successive level of command. All employees shall use the chain of command except in emergencies where the element of time makes this procedure impractical and ineffective in the expedient performance of duty, however, proper notification shall be made as soon as possible after the incident.

### **3.2.3 CHAIN OF COMMAND**

- A. Examples of departmental chain of command are as follows:
  - 1. The Chief of Police is responsible to the City Manager;
  - 2. The Assistant Chief of police is responsible to the Chief of Police;
  - 3. The Administration Bureau Captain is responsible to the Assistant Chief;
  - 4. The Operations Bureau Captain is responsible to the Assistant Chief;
  - 5. The CID and UPD Lieutenants are responsible to the Operations Bureau Captain;
  - 6. The Communications Manager is responsible to the Administration Bureau Captain;
  - 7. The CID Sergeant is responsible to the CID Lieutenant;
  - 8. UPD Sergeants are responsible to the UPD Lieutenants;
  - 9. The detectives are responsible to the CID Sergeant;

10. Police Officers are responsible to their assigned UPD Sergeant(s) or immediate supervisor; and
11. Non-sworn personnel are responsible to their assigned supervisor.

### **3.2.4 COMMAND OF ORGANIZATIONAL COMPONENTS**

- A. Each division, unit or function of this department is under the direct command of only one supervisor.
  1. The Accreditation Unit is under the command of the Chief of Police;
  2. The Professional Compliance Division (Backgrounds, Internal Affairs, and Training Units) is under the command of the Professional compliance Sergeant, who reports to the Administration Bureau Captain;
  3. The CID Division is under the command of the CID Lieutenant, who reports to the Operations Bureau Captain;
  4. The Uniform Patrol Division is under the command of the UPD Lieutenants, who report to the Operations Bureau Captain;
  5. The Support Services Division is under the command of the Support Services Sergeant, who reports to the Administration Bureau Captain; and
  6. The Communications Division is under the command of the Communications Manager, who reports to the Administration Bureau Captain;
- B. A complete description of the above units is found in General Order 3.1- Organizational Structure.

### **3.2.5 COMMAND PROTOCOL**

- A. In the absence of the Chief Executive Officer, an acting Chief of Police will be designated by email or memorandum. [CFA 1.03M(A)]
- B. In exceptional situations, such as disasters, riots, or other exceptional situations, the highest-ranking officer on scene will assume command of that scene until relieved by competent authority. [CFA 1.03M(B)]
- C. In situations involving personnel of different functions engaged in a single operation, an operations commander will be designated by the Division Lieutenant or his designee whose unit initiated the operation. [CFA 1.03M(C)]
- D. In normal day-to-day agency operations, the Chief of Police will be in command; the division lieutenants will be in charge of their respective divisions, and will report to their appropriate captains. In the absence of those commanders, sergeants and designated acting sergeants will act as shift commanders until relieved by appropriate competent authority. [CFA 1.03(D)]