



SOUTH MIAMI POLICE DEPARTMENT

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| CFA STANDARD: 2 SUBJECT: Direction- DIRECTION | NEW () RESCINDS () AMENDS (x) OTHER () | By Order Of:  Rene Landa, CHIEF OF POLICE | |

CFA STANDARDS: 2.03M, 2.04M
SECTION:

- 4.1.1 Authority/Responsibilities of the Chief of Police
- 4.1.2 Command Protocol
- 4.1.3 Span of Control
- 4.1.4 Obedience to and Conflicting Orders
- 4.1.5 Intra departmental Coordination

RESCINDS: All existing orders in conflict.

PURPOSE: To establish the authority and responsibilities of the Chief of Police; to provide a chain of command protocol; to establish guidelines for employees' adherence to orders and for supervisor accountability; to establish a procedure for conducting department staff meetings.

SCOPE: All departmental personnel.

POLICY: It is the policy of this department to inform its members, who have authority and command of the department, that they are accountable for such authority. Members will follow a designated chain of command and will ensure that proper methods are being used to enhance departmental communication and cooperation.

PROCEDURE:

4.1.1 Authority/Responsibilities of the Chief of Police

The Chief of Police's authority is derived from Florida Statutes (FS) Chapter 166 - Municipal Home Rule Powers Act; FS § 166.021 - Home Rule Powers; FS § 166.031 - Charter Amendments, the provisions of the Charter of the City of South Miami, Florida, and The Code of Ordinances of the City of South Miami.

The City Manager appoints the Chief of Police to serve as the person in charge and head of the police department. The Chief of Police is responsible for the protection of life and

property in the City of South Miami through the direction and control of all members of the police department. The Chief of Police is responsible for organizing, controlling, and directing the personnel and resources of the police department. He or she conducts staff meetings and inspections to evaluate and improve overall performance and efficiency. He or she will direct the Accreditation Manager to annually review the departmental policies and procedures to decide if the stated goals and objectives of the department are being met, as well as the CFA standards. The Chief of Police is responsible for developing and submitting an annual departmental budget to the City Manager for presentation and approval by the City Commission. The Chief of Police is then accountable for managing the police department within the approved budget following the City of South Miami Finance Department policies and procedures.

4.1.2 Command Protocol

- A. The Chief of Police is the chief executive officer of the police department and is responsible for its operations at all times. When the Chief of Police knows he or she will be absent or otherwise unavailable for an identifiable period, he or she will assign an Acting Chief to command/direct the department. This assignment will be in writing and distributed to all supervisors in memorandum form, prior to the assignment date(s).
- B. In exceptional situations, such as in the case of an emergency, and until the Chief of Police or Acting Chief can be notified and assume command, command of the department will rest with the highest-ranking supervisor on duty. On any major incident, officer injury, or City vehicle crashes involving injuries, the Chief of Police or his designee will be contacted via Chain-of-Command.
- C. Lacking prior instructions, the first officer arriving at an incident scene will assume command and secure the scene, with special emphasis on officer safety and all items of a possible evidentiary nature, until the on-duty supervisor arrives. In situations involving personnel of different functions engaged in a single operation, the first supervisor on the scene will take charge of the situation and direct the actions of personnel at the scene until he or she directs another officer to take command or is relieved of command by a higher authority.

To properly handle some situations, a higher level of equipment, training or expertise is required; the Miami-Dade Police Department shall be called in. When such situations occur, the Miami-Dade Police representative or specialist will assume command of the situation, incident, or scene as necessary for the proper performance of their duty. The shift sergeant or highest ranking South Miami Police supervisor on the scene will be the Incident Commander. Examples include the following:

1. Hostage/Barricaded Suspect Incidents;
 2. Homicide;
 3. Traffic Homicide Investigations (THI);
 4. Incidents requiring SWAT, Police Divers, etc.
 5. Rape incidents with penetration
- D. The normal day-to-day agency operations rest with the individual unit supervisor. Supervisors will contact the assigned Staff Duty Officer if they have questions regarding procedures or concerns as a result of our day-to-day operations. If a supervisor is unable to contact a Staff Duty Officer or another division commander, the Chief of Police will be contacted. In situations where concurrent jurisdiction exists, members of this department will comply with the provisions of General Order 2.1, Section 2.1.2.

4.1.3 Span of Control and Authority

1. No more than ten employees should be under the immediate control of an individual supervisor, unless the variables of the situation or the needs of the Department dictate otherwise.
2. Each supervisor is responsible for the performance of his immediate subordinates.
3. To ensure unity of command each organizational component is under the direct command of only one supervisor.
4. Each employee is accountable to one supervisor at any given time and must be aware of their relative position in the organization, to whom they are immediately responsible, and those persons who are accountable to them.
5. The chain of command will not be bypassed, except under emergency conditions or unusual situations.

4.1.4 Obedience To and Conflicting Orders

- A. The South Miami Police Department requires that employees obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank. [CFA2.03M] Employees will be held accountable for the proper performance of assigned duties and for adherence to the rules, regulations and procedures adopted by the Chief of Police. Ignorance of rules and regulations will not serve as an excuse or justification for acts and/or omissions to departmental directives, orders, policies, procedures, rules and regulations.

- B. Should any such order conflict with a previous order, the employee to whom the conflicting order is given will respectfully call the conflict to the attention of the supervisor giving the last order. If the supervisor giving the last order does not retract, alter or resolve such conflict, his or her order will stand and the responsibility will be upon the supervisor giving such order. The employee obeying the order will not be held responsible for any disobedience to the prior issued order. [CFA2.04M]

The supervisor who issued the conflicting order and the conflict was brought to his or her attention shall contact the original supervisor to advise of the conflict and of the new order as soon as practical.

- C. A departmental employee will not comply with an illegal order that is a violation, or would result in a violation, of any Florida State Statute, Federal law, or local ordinance. An employee will not comply with an order that by compliance will result in unethical or immoral behavior.
 - 1. An employee receiving any order that is contrary or conflicting with any South Miami Police General Orders, policies or procedures will report such conflict to the supervisor giving the order;
 - 2. Once the conflict has been brought to the supervisor's attention, the employee will not be held accountable for violating that provision of departmental policies if instructed by the supervisor to continue with the order;
 - 3. The employee is responsible for notifying his chain of command of the conflicting order given by a supervisor outside the employee's chain of command.

4.1.5 Intra Departmental Coordination

- A. One goal of the South Miami Police Department is to encourage and support the exchange of information within all areas of the department to more efficiently coordinate activities.
- B. The South Miami Police Department handles intra-departmental communication, coordination, and cooperation by members of the police department through the exchange of information with other sections and units by the following methods:
 - 1. Senior staff (Captains, Assistant Chief, and Chief of Police).

2. Command staff meetings (Lieutenants, Assistant Chiefs, and Chief of Police);
3. Command staff/supervisory staff meetings (All supervisors and Command Staff);
4. Supervisory staff meetings (All supervisors);
5. Roll Call;
6. Intra-departmental e-mail via computer network;
7. South Miami Police “Transmissions” monthly newsletter;
8. Memorandums (as needed);
9. Periodic attendance of detectives at patrol roll call, when necessary;
10. Monthly CID meetings with outside agencies and criminal justice organizations (such as Robbery Clearinghouse); and
11. Voice Mail.