

**GENERAL ORDER**

April 2016

Immediately

**II-19**

Distribution: All Employees

Subject:

**DEPARTMENT ORGANIZATION AND ADMINISTRATION**

Index as:

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Administration of the Department  
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Accreditation Standards: 11.1.1, 11.2.1, 11.3.1, 11.3.2, 12.1.1, 12.1.2, 12.1.3, 12.1.4, 15.1.1, 15.1.2, 22.4.1, 22.4.2, 26.2.3, 31.1.1, 44.1.1, 46.1.1, 55.1.1

Cross Reference: G.O. IV, Rules of Conduct

Replaces: G.O. II-19, Department Organization and Administration (December 18, 2024)

This Order describes the organization and administrative structure of the St. Petersburg Police Department. It consists of the following sections:

- I. Definitions
- II. Organization
- III. Succession and Authority
- IV. Accountability and Span of Control
- V. Intra-Departmental Cooperation

**I. DEFINITIONS****A. Geographic Subdivisions**

1. District
2. Zone
3. Community Police Area (CPA)
4. Crime Tract (CT) (for statistical purposes)

**B. Organizational Units**

1. Department – The St. Petersburg Police Department, commanded by the Chief of Police.
2. Bureau – The largest subunit of the Department; Bureau organization is based on major functional services provided to the community and is commanded by an Assistant Chief of Police.

3. Division/District – Functional subdivision based on similar related tasks; or within the Bureau, having a responsibility for a large geographic or responsibility area, usually commanded by a major or civilian division manager.
4. Section – An operational level group of employees with a similar related major activity, usually commanded by a lieutenant or a civilian manager.
5. Unit or Squad – The smallest organizational group, responsible for a specific task or temporal activity, usually commanded by a sergeant or a civilian supervisor.
6. Assignment – A specific duty or specific responsibility which an individual or small group of employees is directed to perform.

## II. ORGANIZATION

- A. The Department has four (4) organizational subdivisions: The Office of the Chief of Police and three Bureaus: The Administrative Services Bureau, the Investigative Services Bureau, and the Uniform Services Bureau which report directly to the Chief of Police.
  1. The Office of the Chief of Police – Consists of the Chief's Office, along with three (3) components which report directly to the Chief of Police.
    - a. Community Awareness Division – the Public Information Officer (PIO) coordinates and releases information to the media and represents the Chief of Police at various meetings, provides Department-wide video services, and coordinates all other volunteer programs, to include the Chaplain Program.
    - b. Legal Division – Works with the City's Legal Department and other criminal justice agencies, assisting the Chief of Police and other employees with legal issues; provides legal training; reviews proposed legislation, and provides input during the development and review of policies and procedures; also directs Seizure and Forfeiture and Nuisance Abatement activities.
    - c. Office of Professional Standards – Investigates complaints brought against employees of the Department; reviews all vehicle pursuits, complaints of bias-based profiling and incidents where force has been used by agency members. Additionally, the Office also houses the Staff Inspections Unit that conducts Department-wide annual and other required time sensitive inspections to determine compliance with General Orders, Standard Operating Procedures, and accreditation standards.
  2. Administrative Services Bureau – Provides administrative support to the Department. The Bureau works to identify and develop solutions to police related community problems, conducts research for the Department on history, best practices, and policy, provides planning services for the Department and acts as an information resource to supervisors assigned to conduct special projects. The Bureau also works with the City's Labor Relations Division and represents the Chief of Police during collective bargaining; meets with Unions and coordinates grievance and arbitration proceedings. The Bureau is organized as follows:
    - a. Assistant Director, Administrative Services – Consists of:
      - 1) Grants and Special Projects Unit – Manages longer-term projects, including both public and private grants in areas of interest to the Police Department, supporting, enhancing and/or expanding the Department's applications of its community-based, problem-oriented policing philosophy.
      - 2) Fiscal Services Division (FSD) – Responsible for the Department's fiscal processes and procedures, budget preparation and expenditure analysis, accounting functions, payroll/personnel, and human resources support. The Division also manages employees who are on Military, FMLA, Workers Compensation and other Leave.
      - 3) Information and Technology Services (ITS) Division – Responsible for obtaining, installing, and maintaining computers and networks designed to promote efficiency in the performance of police duties. The Application Support Unit, the Building Automation Unit, the Personal Computer Support Unit, and the Training Unit are within the Division.
      - 4) Records Division – Consists of:
        - a) Digital Evidence Management (DEMS) Unit – Receives, stores, retains, protects, reviews, redacts in compliance with Florida public records law, and disseminates MVRS audio and video data made or created by Department personnel.
        - b) Information Services Section – Operates the Records Counter and Information Desk to assist citizens with public records requests, fingerprinting and building access.

- c) Records Support Section – Operates the FCIC/NCIC, Court Liaison, Uniform Crime Reporting (UCR), and the Administrative (Public Records Mail) Units. Overall control of police records responds to requests for public records, administration of FCIC data entry process and vendor security clearances, classification of incident data for the Uniform Crime Reporting (UCR). Also includes the Court Liaison Unit which coordinates all court appearances and subpoenas for Department personnel.
  - b. Maintenance Unit – Services and maintains the physical plant and grounds of the Police Department and its off-site facilities, ships and receives all goods, monitors all work performed by outside contractors to ensure adherence to governmental codes and requirements, as well as for quality and completeness of work.
  - c. Professional Compliance Unit – Manages the Department's international and state accreditation efforts, maintains the Department's Written Directives systems and Department forms, provides policy review and revision services, coordinates and completes Department-wide reports, conducts national and state accreditation assessments.
  - d. Training Division –
    - 1) Responsible for providing and/or coordinating all training for Department personnel, whether in-house or outside the Department and coordinates a formal Recruiting Program to maintain a pool of eligible Police candidates. Employees work with the City's Human Resources Department during the pre-employment processing of new officers and coordinate recruit training.
      - a) High Liability Unit – Includes the Armory,
      - b) Professional Development Unit – Includes the Training Records Administration Unit
      - c) Background Investigation Unit – includes the Recruiting Program and Polygraph Unit.
    - 2) Emergency Communications Division – Receives requests for service via the 911 emergency phone system and dispatches calls to the appropriate police units; also dispatches calls of a non-emergency nature to police units; maintains liaison with other law enforcement agencies and provides specialized training to Emergency Communications personnel. The Administrative Unit, the Operations Unit, and the Training Unit are within the Division.
- 3. Investigative Services Bureau – Performs follow-up investigation of selected criminal acts and works to identify and develop solutions to police-related community problems. Units also conduct proactive investigations to suppress vice activity and the trafficking and use of controlled substances. The Bureau is organized as follows:
  - a. Intelligence Unit – Provides tactical and strategic intelligence related to criminal activity. The Unit also conducts special investigations, threat assessments and provides dignitary protection.
  - b. Crimes Against Persons Division – Investigates crimes which result in injury, or threat of injury, directly to one or more persons. The Division is subdivided into:
    - 1) Cold Case Unit (CCU) – Investigates major crimes that have been unsolved for an extended period of time, and which remain open.
    - 2) Digital Forensics Unit – A branch of Forensic Science which encompasses the recovery and investigation of materials found in digital devices.
    - 3) Major Crimes Unit – Investigates homicides, assaults, robberies, and gang related crimes.
    - 4) Personal Violence Unit (PVU) – Investigates cases related to domestic violence, sex crimes, and missing adult cases.
    - 5) Crimes Against Children (CAC) Unit - Investigates crimes against children and missing child cases.
    - 6) Victim Assistance Unit – Provides victim advocacy for the Department.
  - c. Crimes Against Property Division – Carries out investigation of crimes directed against property; further subdivided into:
    - 1) Economic Crimes Unit – Investigates frauds, forgeries, and similar offenses. This Unit also includes Investigators who monitor activity at pawn and second-hand shops, to ensure compliance with applicable laws and ordinances, and investigators who follow up environmental and computer-related crime.
    - 2) Property Crimes Unit – Investigates residential, commercial and auto burglaries as well as auto thefts requiring latent investigation.
    - 3) Drone Unit – Utilizes small unmanned aircraft systems (sUAS) and associated equipment for surveillance, search and rescue, and other missions.

- d. Evidentiary Services Division
    - 1) Property and Evidence Unit - Receives, secures, and maintains proper chain of custody of property and evidentiary items brought into the Department and manages the Bicycle Compound.
    - 2) Forensic Services Unit – Conducts forensic examination of crime scenes for the purposes of identification and collection of physical evidence. Also includes the Latent Prints Unit.
    - 3) Records Support Operators Unit - Responsible for the qualitative assessment of police reports and for responding to citizens who file online CopLogic police reports.
  - e. Youth Resources Division – Responsible for providing uniformed support for the Investigative Services Bureau. It consists of the following:
    - 1) Habitual Offender Monitoring Enforcement (HOME) Unit – a multi-jurisdictional Unit which conducts home visits focusing on chronic juvenile offenders identified as needing intensive supervision.
    - 2) Police Athletic League (PAL) Program.
    - 3) Public Safety Cadets Unit
    - 4) School Crossing Guards Unit
    - 5) School Resource Officers (SRO) Unit
      - a) High School Resource Officers (SRO) – Provides a law enforcement presence and criminal justice, law, citizenship, and anti-drug education at the high school level.
      - b) Middle School Unit (SRO) – Provides law enforcement presence and criminal justice, citizenship, anti-drug, and gang resistance education at the middle school level.
      - c) Elementary School Officers (ESO) provide a law enforcement presence in the elementary schools; they present safety and citizenship training, as well as drug demand reduction and other age-appropriate classes.
    - 6) Volunteer Road Patrol Unit – Assists the citizens of St. Petersburg and the St. Petersburg Police Department with community patrols utilizing volunteer members performing a civic service.
  - f. Strategic Operations Division – The components of the Division work in unison to combat the flow of narcotics in the St. Petersburg area and beyond.
    - 1) Narcotics Unit – Responsible for the broad enforcement of all narcotic and dangerous drug laws of the State of Florida and applicable drug laws of the United States.
    - 2) Special Investigations Unit (SIU) – Responsible for the identification, investigation, and apprehension of habitual offenders; supports other units through surveillance operations.
4. Uniform Services Bureau – Provides direct police services to the community, including response by uniformed officers to calls for police service; works to identify and develop solutions to police-related community problems; organized as follows:
- a. Patrol Districts – The City is subdivided into three (3) geographic Police Districts, each commanded by a Major. Each District has a complement of Lieutenants and Sergeants to supervise field activities being performed by uniformed community and sector police officers.
    - Community Service Officers – Work with neighborhood and business Crime Watch groups to reduce crime through proactive crime prevention measures.
  - b. Uniform Support – Is subdivided into two Divisions, the Patrol Response Division, and the Special / Disaster Operations Division. The Divisions provide support services to other Uniform Services Bureau functions. Each Division is overseen by a Major. This Divisions include the following:
    - 1) Patrol Response Division
      - a) Downtown Deployment Team (DDT) – Patrols the downtown area of the city, within the boundaries of 5<sup>th</sup> Avenue North to 5<sup>th</sup> Avenue South and Tampa Bay to 16<sup>th</sup> Street North and South. The Mounted Unit, the Transport Vans, and City Hall Officers operate out of DDT.
      - b) Police Assisting the Homeless (PATH) Unit – Addresses homelessness and related social issues City-wide by utilizing a two-tiered philosophy of service referral followed by enforcement.
      - c) Traffic Section – This Section includes the:
        - i. Crash Investigations Unit – Responsible for the investigation of major traffic crashes, including hit and run and traffic homicide investigations.
        - ii. DUI Unit – Responsible for driving under the influence (DUI) investigations, traffic court coordination, and breath-testing equipment
        - iii. Marine Unit – Patrols the City's waterways
        - iv. Traffic Enforcement Unit – Identifies problem traffic areas and gains compliance of traffic laws
        - v. Traffic Specialists

- 2) Special / Disaster Operations Division
  - a) Equipment Room and Fleet Maintenance
  - b) Police Reserve Unit
  - c) Special Events Unit
  - d) Special Operations
    - i. Field Training Section (FTO) – Responsible for the Field Training Program which trains new officers after completion of the basic police academy.
    - ii. Intelligence-Led Policing (ILP) Unit – The Intelligence-Led Policing Unit is a data driven fusion center that provides direct support to tactical, strategic, and operational initiatives. Included in the Unit are Intelligence Analysts and Record Support Operators who work in collaboration to provide accurate and timely insights on emerging crime patterns and series to help Department stakeholders optimize resources and reduce crime.
    - iii. K-9 Unit

- B. Organizational Chart – A current organizational chart, depicting approved changes in the Department's structure, is maintained by the Professional Compliance Unit and is electronically available to all personnel.

### III. SUCCESSION AND AUTHORITY

#### A. Order of Rank

- 1. Sworn Personnel:
  - a. Chief of Police
  - b. Assistant Chief of Police
  - c. Major
  - d. Police Lieutenant
  - e. Police Sergeant
  - f. Police Officer/Detective
- 2. Civilian Personnel:
  - a. Assistant Director
  - b. Division Manager
  - c. Supervisor
  - d. Civilian Line Personnel

- B. In the absence of the Chief of Police, a designated Assistant Chief will oversee the Department. The Chief of Police will notify the designated Acting Chief by memorandum. In the event notification is not practical, Department leadership will succeed to the available senior Assistant Chief of the Department.
- C. In the absence of other ranking officers (*i.e.*, at night, on weekends and on holidays), a lieutenant, or other supervisor designated as the Watch Commander, is in command of the Police Department.
- D. Ranking members will not assume command outside their own organizational structure, except when failure to do so would seriously endanger the Department's reputation.
- E. Under normal operating conditions, the highest ranking sworn member present will assume command of any given situation. However, when members of two or more organizational components are involved in a criminal investigation, the ranking member from the organizational component responsible for the follow-up investigation and conclusion of the case may assume responsibility for the investigation and the crime scene.
- F. The Assistant Chief, Uniform Services Bureau, is designated as the principal planner and advisor on critical incidents to the Chief of Police.
- G. The Chief of Police has the authority to designate command authority in any situation as needed.

#### IV. ACCOUNTABILITY AND SPAN OF CONTROL

- A. Personnel are accountable to only one supervisor at a given time, normally the immediate supervisor as indicated in the Organization Chart attached to this Order.
- B. Responsibilities will be delegated to the lowest echelon possible for satisfactory execution.
  - 1. Personnel will exercise such authority as is commensurate with their responsibility.
  - 2. Personnel are responsible for that authority which is exercised and will be held fully accountable.
  - 3. Supervisory personnel in each succeeding level are responsible for the performance of subordinate employees under their immediate control.
- C. Span of Control
  - 1. Assistant Chiefs and Division Managers will review the span of control of their subordinates to maintain the efficiency and effectiveness of their commands.
  - 2. Span of control should not exceed the capability of the assigned staff nor that which is dictated by the situation.
- D. Descriptive information about each job and/or assignment within the Department is included in each unit's Standard Operating Procedures (SOP) and is available for review.
- E. In the event a superior is unable to communicate directly, an employee of equal or lesser rank may convey the order.
- F. Personnel will promptly obey any lawful order of a superior. Orders conflicting with previous commands, with the provisions of law, or other Written Directives will be called to the attention of the issuing superior.
- G. If there is no alteration or retraction of a legal order, the most recent order will stand. If not rescinded, illegal orders will be immediately brought to the attention of the next highest person in the Chain of Command.

#### V. INTRA-DEPARTMENTAL COOPERATION

- A. Successful accomplishment of the goals and objectives of the Department requires frequent and effective communication, coordination, and cooperation among all organizational components.
- B. All organizational components are encouraged to proactively share information through both formal and informal channels, for example:
  - 1. Formal communication can be furthered by:
    - a. Department staff meetings
    - b. Bureau and Division staff meetings
    - c. Written memoranda
    - d. Electronic mail and the Computer Aided Read-off System (CARS)
    - e. Crime Analysis Bulletins or electronic briefing materials
  - 2. Informal communication can be furthered by:
    - a. Attendance at Patrol, Investigative and Communications read-offs
    - b. Voice mail
    - c. Video Information System

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