

PALM BEACH GARDENS POLICE DEPARTMENT		
AUTHORITY, RESPONSIBILITY AND ORGANIZATION		
POLICY AND PROCEDURE 1.4		
Effective Date : 05/01/15	Accreditation Standards: CALEA 1.2.1, 11.1.1, 11.2.1-11.3.2 CFA 1.02, 1.03	Review Date: 10/01/2015

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PURPOSE: To establish guidelines and procedures relating to the authority and responsibilities of members of the Palm Beach Gardens Police Department (PBGPD) and define the organization of the department.

SCOPE: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Chief of Police, Assistant Chiefs, and Accreditation Manager

POLICY: The organizational structure of the Department shall be organized by function as directed by the Chief of Police, and responsibility shall be assigned by delegated authority in accordance with the designated organizational structure. The Chief of Police shall be the head of this Department as designated by the City Manager in accordance with the city charter, and the Chief shall have the authority and responsibility for the management, direction, operation, and administration of the Department. Members are given full authority to make decisions necessary for the effective execution of their duties and responsibilities. All members shall be responsible for their use of delegated authority as well as the failure to use it.

1. LIMIT OF POLICE POWER

The PBGPD is the law enforcement authority in the city and shall enforce municipal ordinances and state law within the corporate boundaries of the City of Palm Beach Gardens pursuant to Section 8-1 of the City Charter and Florida State Statute 166.021. All sworn officers are vested with this law enforcement authority and that authority is limited to the authority delegated to the City in accordance with Florida State Statutes. Sworn officers are expected to exercise, and limit as appropriate, their law enforcement authority in accordance with applicable statutes, legal guidelines and Department policies and procedures.

2. PRECEDENCE OF COMMAND

- a. The Chief of Police shall be the command authority for the PBGPD.
- b. During the temporary, planned or unplanned absence of the Chief of Police, when no other provision is made, the Field Operations Division Assistant Chief shall be designated as the Command Authority followed in order by the Administrative/Investigations Division Assistant Chief.
- c. In the absence of those persons specified in the preceding paragraph, the next highest-ranking sworn command staff officer or sworn staff officer shall assume command authority. The next highest-

ranking sworn command staff officer or sworn staff officer shall be determined in accordance with the rank structure in section 5 of this policy, and, if two or more members of the same rank are present, by the earliest date of promotion to that rank, and, if the date of promotion is the same, by the earliest date of hire.

- d. The person with command authority will assume all duties and responsibilities of that position, with the exception of discipline concerning suspension, demotion or dismissal; however, emergency relief from duty is authorized for serious violations.

3. UNITY OF COMMAND

- a. Each organizational component will be under the direct command of only one supervisor as indicated on the Department's organizational chart.
- b. Each department member shall be accountable to only one supervisor at any given time.
- c. Each department member will be responsible to their regular immediate supervisor except when working on a special assignment, incident, extra duty, or temporary assignment. In those cases, the member will be responsible to the supervisor over that team, assignment, event, duty, or incident unless otherwise designated.

4. SPAN OF CONTROL

- a. The normal span of control for various positions shall be dictated by the Chief of Police and indicated in the Department's organizational chart.
- b. To achieve effective direction, coordination, and control, the number of members under the immediate control of any supervisor shall not be excessive.
- c. The exact number of members directly supervised by any one supervisor will be dependent on the experience, knowledge, skills, and abilities of the supervisor and the members, the complexity of the job task and on other factors having a bearing on the work environment.

5. ORDER OF RANK AND CHAIN OF COMMAND

- a. The order of the respective ranks within the Department are:
 - i. Chief of Police
 - ii. Assistant Chief
 - iii. Major
 - iv. Sergeant or Non-Sworn Supervisor/Manager
 - v. Officer or Non-Sworn Member
 - vi. Reserve Officer or Volunteer
- b. The Chief of Police and Assistant Chiefs are designated as the Executive Command Staff. Bureau Majors are designated as Command Staff Officers.
- c. Sergeants and Civilian Supervisors/Managers are designated as Staff Officers.
- d. Police officers may be assigned or designated as patrol officers, field training officers, traffic officers, detectives, or other specialized titles as may exist from time to time. These titles are considered an assignment and are not a promotion.
- e. Non-sworn (civilian) positions in the department include:
 - i. Administrative Aide to the Chief of Police
 - ii. Administrative Operations Coordinator
 - iii. Administrative Specialists
 - iv. Police Fiscal Coordinator
 - v. Communications Manager
 - vi. Assistant Communications Manager
 - vii. Emergency Communications Supervisor
 - viii. Emergency Communications Operator

- ix. Records Manager
 - x. Senior Crime Analyst
 - xi. Police Service Specialist
 - xii. Crime Scene Investigator
 - xiii. Evidence Custodian
 - xiv. Quartermaster
 - xv. Accreditation Manager
 - xvi. Any other civilian positions that may exist or be created from time to time and as designated on the Department's organizational chart and in the staffing table.
- f. The chain of command for all members shall be as indicated in the Department's organization chart. (see attachment 1.4A)

6. ORGANIZATIONAL DEFINITIONS

- a. Unless otherwise required by context, the following organizational components are defined as indicated.
- i. Department: The Palm Beach Gardens Police Department.
 - ii. Division: The first subordinate unit of the Department. The Department has two divisions; they are Administrative/Investigations and Field Operations.
 - 1. Each Division is commanded by an Assistant Chief.
 - iii. Bureau: The first subordinate unit of a Division. The Department has four Bureaus. The Administrative/Investigations Division will administer the Administrative Support and Investigations Bureaus. The Field Operations Division will administer the Patrol and Special Operations Bureaus.
 - 1. Each Bureau is headed by a Major.
 - iv. Platoon: The first subordinate unit of the Patrol Operations Bureau; designated Platoons A and B.
 - 1. Platoons are supervised on a daily basis by Sergeants.
 - 2. Each officer is assigned to a platoon, designated as A1, A2 for nights and B1, B2 for days.
 - v. Squad: The subordinate unit of a platoon. Each platoon has two squads with officers scheduled to work the early or late shift.
 - vi. Unit/Section: The first subordinate unit of a Bureau other than the Patrol Operations Bureau. Examples include the Training Unit, Crime Scene Unit, Community Involvement Unit, and the Evidence Unit. Units/Sections may be supervised by a Sergeant, non-sworn Supervisor/Manager or directly by the Bureau Major or as otherwise designated by the Chief of Police.
 - vii. Team: A work group brought together on a temporary basis for a special purpose.
 - viii. Beat: A geographical area to which one or more officers are assigned for patrol purposes.

7. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY

- a. The Department establishes a formal structure through which positions and organizational components are defined, arranged, directed and coordinated in order to accomplish the mission of the department and through which authority and responsibility are assigned. The structure is organized under the Chief of Police as the Department head and is represented in an organizational chart that shall be made available to all members.
- b. The organizational chart shall be reviewed during the annual budget process or as otherwise needed and shall be updated and redistributed whenever changes occur.
- c. The Chief of Police as the head of the Department is responsible for its overall management, operation, administration and direction.

- d. The Department shall be divided into two functional Divisions: Field Operations, and Administrative/Investigations, each headed by an Assistant Chief. The Assistant Chiefs shall be responsible for the day-to-day operations of their respective divisions and are responsible to the Chief of Police for the accomplishment of the Department's mission, goals, and objectives. Specific responsibilities of each Division are:
- i. The Field Operations Division is responsible for the provision of uniformed police patrol services to the community, traffic law enforcement and crash investigations, and other functions as delineated in the organization chart. The Field Operations Division Assistant Chief also serves as the Department's emergency operations officer and is responsible for directing responses to unusual occurrences and emergency incidents and the coordination and evaluation of emergency plans and procedures.
 - ii. The Administrative/Investigations Division is responsible for providing general administrative support for the effective operation of the police department and thorough investigation of assigned cases. Some responsibilities of this division include records management, crime analysis, detectives, crime scene investigation, tactical crime unit, purchasing, and maintenance of the Department's physical facilities.

INDEX AS:

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RESPONSIBILITY INDEX

- CHIEF OF POLICE
- ASSISTANT CHIEFS
- MAJORS
- SERGEANTS

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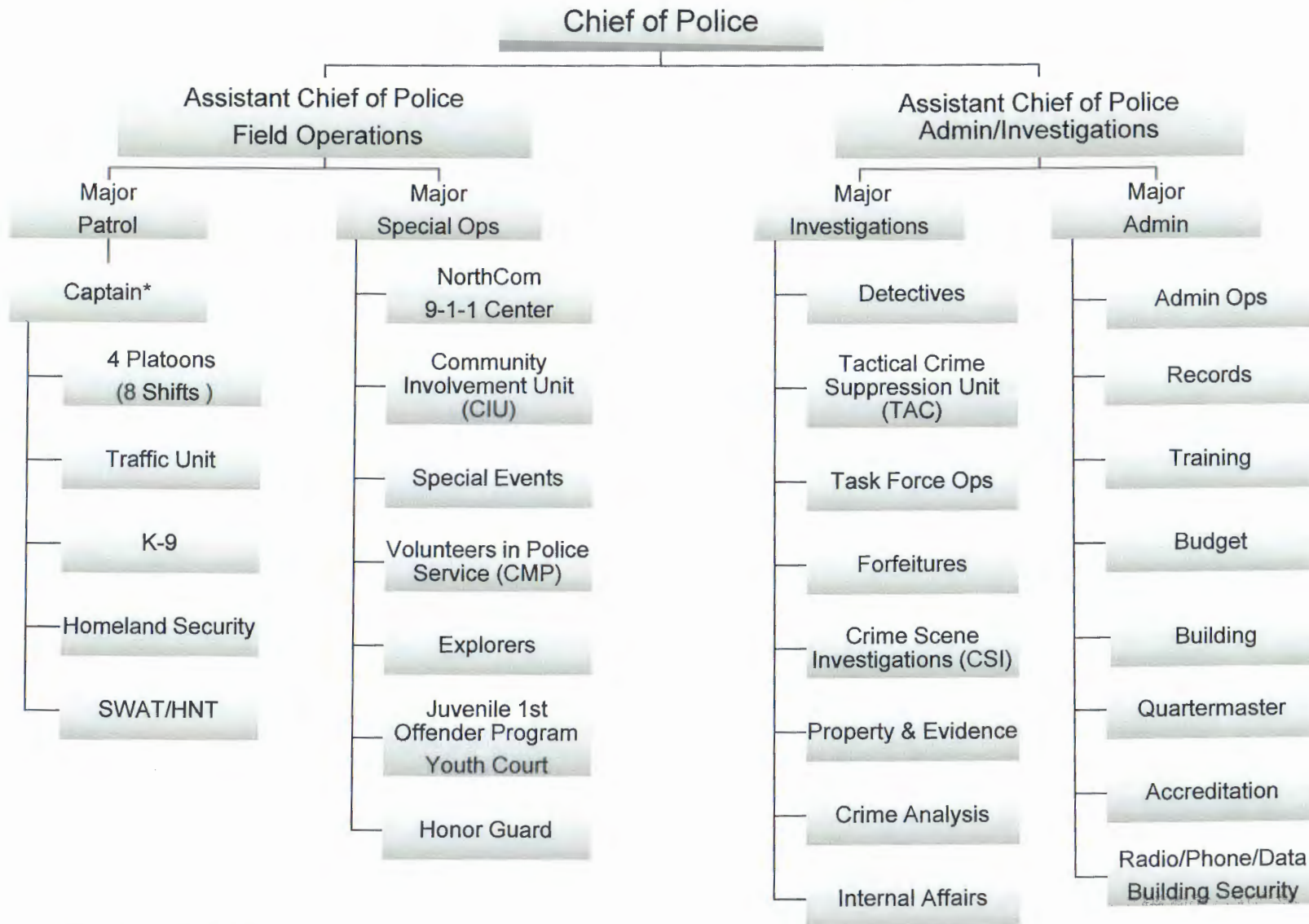
APPROVED:

Stephen J. Stepp
Chief of Police

05/18/2015
Date

8. Organizational Chart (Attachment 1.4A)

Palm Beach Gardens Police Department



Effective 5/1/2015

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