

# WINTER HAVEN POLICE DEPARTMENT

## GENERAL ORDER 11.1

### DEPARTMENT ORGANIZATION AND ADMINISTRATION

**ACCREDITATION STANDARDS:** CALEA – 11.1.1, 11.3.1; CFA 1.02

**EFFECTIVE DATE:** July 2, 1996

**RESCINDS:** G.O. 11.1, May 08, 2015 and all applicable Amended/Temporary Orders prior to January 5, 2018

**LAST REVISED DATE:** January 5, 2018

---

#### **CONTENTS**

This General Order contains the following numbered sections:

- I. Organization
  - II. Command Structure
  - III. Administration
  - IV. Uniform Services Bureau
  - V. Investigative Services Bureau
  - VI. Support Services Bureau
  - VII. Unity of Command
  - VIII. Span of Control
  - IX. Definitions
- 

#### **POLICY**

It shall be the policy of the Winter Haven Police Department to clearly reflect a total commitment to a community-based service oriented concept of operations. All members and organizational components adhere to the principles of organization listed in this order.

#### **PURPOSE**

The purpose of this General Order is to describe the function and purpose of various components within the Department, and to define the Department's policy on span of control and unity of command.

#### **SCOPE**

This General Order shall apply to all members of the Winter Haven Police Department.

## **DISCUSSION**

The extent of services that the Department provides the public requires that the Chief of Police develop a logical and reasonable plan where duties are equitably apportioned among Department members. Members and other resources shall be grouped according to function for maximum effectiveness.

## **PROCEDURE**

### **I. Organization**

- A.** The Department is organized into areas of functional responsibility and levels of authority.
  - 1.** Administration: The Office of the Chief of Police and Deputy Chief serves as the administrative component of the Department.
  - 2.** Bureau: A bureau is the largest component within the department, and is commanded by a Commander. Each bureau is comprised of a number of components. Bureau Commanders receive their authority from and are accountable to the Deputy Chief.
  - 3.** Division: A division is a subordinate organizational component within a bureau and is commanded by a Police Lieutenant or Coordinator.
  - 4.** Squad: A squad is a subordinate organizational component within the patrol division. Each squad in the patrol division is commanded by a Police Lieutenant and supervised by a Police Sergeant.
  - 5.** Unit: A unit is the principle support subordinate organizational component within a division, and is supervised by a Police Sergeant or Civilian Supervisor.
  - 6.** The Department's organizational charts are accessible to all department members via PowerDMS and will be reviewed and updated as needed.

### **II. Command Structure**

- A.** The department's order of rank for members is as follows:
  - 1.** Chief of Police
  - 2.** Deputy Chief
  - 3.** Captain/Bureau Commander
  - 4.** Lieutenant or Civilian Coordinator
  - 5.** Sergeant or Civilian Supervisor

### **III. Administration**

- A.** The Chief of Police is the chief executive officer of the Winter Haven Police Department. The Chief of Police manages, directs and controls the operations of the Police Department. The Deputy Chief, Executive Assistant and Public Information/Crime Prevention report directly to the Chief of Police.
- B.** Bureau Commanders for Uniform Services, Investigative Services and Support Services, Internal Affairs Officer/Staff Inspector and the Accreditation Administrator will report to the Deputy Chief.

### **IV. Uniform Services Bureau**

- A.** This Bureau is commanded by a Captain and consists of the following:
  - 1.** Patrol Division
    - a.** Patrol Squads
  - 2.** Community Services Division
    - a.** Traffic Unit
    - b.** Crime Suppression Unit
    - c.** Community Service Officers
    - d.** School Resource Officers
    - e.** DARE Officer
    - f.** Community Liaison Officer
    - g.** Felony Intake
    - h.** Reserve Officers
    - i.** Explorers

### **V. Investigative Services Bureau**

- A.** The Bureau is commanded by a Captain and consist of the following:.
  - 1.** Crime Suppression Coordinator;
  - 2.** Lieutenant of Investigations;
    - a.** Crime Analyst/Intelligence
    - b.** Property and Evidence

- 1) Property and Evidence Manager
- 2) Property and Evidence Technician
- c. General Investigations
  - 1) Sergeant/Detective members.
    - a) Seven Detectives
    - b) Misdemeanor Investigations Officer
    - c) Court Liaison
- d. Violent/Persons Investigations
  - 1) Sergeant/Investigative members.
    - a) Five Detectives
    - b) Two Crime Scene Investigators

## **VI. Support Services Bureau**

- A. The Support Services Bureau is commanded by a Lieutenant and consists of the following:
  1. Technical Services Coordinator
    - a. Support Services Clerk;
    - b. Maintenance Operator; and
    - c. Records Unit.
      - 1) One Records Supervisor; and
      - 2) Four Records Clerks.
  2. Training
    - a. Training Officer; and
    - b. Polk State College Liaison
  3. Personnel Selection Coordinator
  4. Code Compliance
    - a. One Code Compliance Supervisor;

- b. Three Code Compliance Officers; and
- c. Code Compliance Clerk

**VII. Unity of Command (CFA 1.02)**

- A. The organizational structure of the agency shall provide clear-cut channels of authority.
  - 1. Each member shall be accountable to only one supervisor at any given time.
  - 2. No component of the agency shall have more than one person in direct command at the same time.

**VIII. Span of Control**

- A. The number of subordinates under the immediate control of a supervisor or commander is limited to ten members during normal day-to-day operations. There may be times, dictated by exigent circumstances, when this policy may be temporarily modified. (CALEA 11.3.1)
- B. All members at each level shall have the latitude to enable them to make necessary decisions and exercise discretion to effectively execute their duties.
- C. All members shall be held fully accountable for the use of delegated authority, as well as for the failure to use it. (CALEA 11.3.1b)
- D. Supervisors shall be held accountable for the performance of members under their immediate control.

**IX. Definitions – none**

APPROVED



---

**Charles E Bird  
CHIEF OF POLICE**