

**NEW SMYRNA BEACH POLICE DEPARTMENT
NEW SMYRNA BEACH, FLORIDA**

POLICY AND PROCEDURE DIRECTIVE

TITLE: ORGANIZATION STRUCTURE

NUMBER: 1-2

EFFECTIVE: 6/15

REFERENCE:

RESCINDS/ AMENDS: 1-2-12

REVISED: 4/22

ATTACHMENTS:

A. PURPOSE

This directive delineates lines of authority, responsibility, training, and establishes the organizational structure of the New Smyrna Beach Police Department.

This policy shall apply to all New Smyrna Beach Police Department members, including volunteers, auxiliary officers, and part-time personnel.

The purpose is to provide members with a clear organizational structure with a chain of command that is to follow. The Departmental organizational structure aids in educating members of their areas of responsibilities and to whom they will be held accountable.

This Directive is for internal use only, and does affect the standard by which civil liability is measured in any judicial proceeding.

B. DISCUSSION

The New Smyrna Beach Police Department is an organization that operates via the chain-of-command concept and is responsible for providing law enforcement services to the City of New Smyrna Beach. It is intended that the efficiency and effectiveness of this organization be maximized through this organizational structure and process.

C. AUTHORIZATION / TRAINING

Only the Chief of Police may authorize members, paid, non-paid, full time, or part time, to perform certain functions, duties, responsibilities, or to utilize City/departmentally owned property or equipment.

All members of the Department shall be properly trained and/or certified in their respective assignments/duties prior to or when assigned, in accordance to all applicable federal, state, or ordinance requiring such training, certification, and/or re-certification.

Every member will receive appropriate training prior to being assigned, issued, utilizing, operating, or possessing any

City/Department owned property, weapons, or vehicles. A demonstration of proficiency by the member shall be required.

Permanent or deliberate loss of any pre-requisite skills, certifications, or knowledge may result in the transfer, re-assignment, discipline, suspension, demotion, or termination of any member.

D. RANK STRUCTURE

Chief of Police: Is the head of the Police Department and is responsible for the direction, administration, command, and discipline of the Department. The Chief of Police reports directly to the New Smyrna Beach City Manager.

Deputy Chief of Police: Is a sworn officer and a member of the command staff. The Deputy Chief is second in command and reports to the Chief of Police.

Captain: Captains are sworn officers who are assigned the responsibility for directing and controlling such major segments of police department activity as the command of divisions within the department. Captains report to the Deputy Chief of Police.

Lieutenant/Watch Commander: Lieutenant is a sworn officer position who's responsible for directing and controlling patrol operations in accordance with established departmental rules and regulations and modern principles of police practices. Lieutenants/Watch Commanders report to the Operations Division Commanding Officer (Captain).

Sergeant: Sergeants and Master Sergeants are sworn members of the Department. Sergeants are either supervisors of squads or special functions within the chain of command. A supervisor has direct supervision and control over the personnel in *their* command. The New Smyrna Beach Police Department is an organization with an assignment of responsibility and accountability throughout the rank structure.

- To the degree that a supervisor is responsible and accountable for the performance of their subordinates, they must be granted commensurate authority in order to properly discharge their supervisory responsibility. A sergeant is the first level of supervision, and it is their primary responsibility to guide, train, direct, and motivate those over whom they have control. Sergeants report to the Division Commanding Officer and Lieutenant/Watch Commander that they are assigned to.

Corporal: A Corporal is a sworn member of the Department who will provide supervision for officers in a specific squad to direct operational duties and activities associated with law enforcement.

- A Corporal will perform the general duties of police work in patrolling of assigned areas, protects the public and enforces the laws through appropriate means including arrest. A Corporal may carry out various additional operational assignments on community relations, personnel scheduling, special contracts for service, crime prevention, or other assignments as directed by command. They will not complete administrative tasks such as evaluations, supervisory inquiries or disciplinary actions. Corporals report to the Sergeants of their assigned squads.

Police Officer: Police officers are sworn law enforcement officers who are assigned to perform police duties. Police officers report to their assigned sergeant.

Civilian Members: Civilian members are non-sworn members of the Department that perform various duties that support the law enforcement function. Civilian members shall report to a sergeant, supervisor or Division Commanding Officer that is assigned to the civilian's specific division or unit.

Volunteers: Volunteers are civilians who volunteer their time and do not receive any form of compensation for

services rendered. Volunteers may or may not be sworn police officers. Volunteers must go through the same application process for the position they are assigned.

E. POSITIONS

1.2.1 Career Development: Sergeants and police officers may elect to participate in the Department's Career Development Program. All participants are equal in rank/authority as that of non- participants except by virtue of seniority or assignments. The classifications are:

1. Police Officer 1st class
2. Senior Police Officer
3. Master Police Officer
4. Master Sergeant

Each classification may be distinguished by uniform accouterments such as chevrons/stripes and badges.

1.2.2 Field Training Officer (FTO): An FTO is a sworn police officer who has demonstrated a good attitude, job knowledge, and performance records, and has the ability and desire to train others. This position is a temporary assignment. Assignment to this position requires specialized training.

1. An assignment as a field training officer is at the discretion of the Chief of Police and is not considered a promotion or permanent position. An FTO reports to his/her assigned sergeant.
2. An FTO's primary responsibility is to perform regular/normal police functions/duties. An FTO has the additional responsibility to provide structured field training/evaluation of newly hired police officers and to conduct in- service, advanced, or remedial training to co-workers.

1.2.3 Canine Officer: Canine Officers are sworn law enforcement officers who are members of the Department with the additional duty of handling and caring for the Department's canines. This is a temporary assignment. Assignment to this position requires specialized training and equipment.

1. This assignment is at the discretion of the Chief of Police and is not a promotion or permanent position. Canine officers report to their assigned supervisor.
2. The canine officer's primary responsibility will be to perform police patrol duties required of all other department officers.

1.2.4 Youth Services: This is a temporary assignment and the officer reports to the Special Operations Supervisor. Officers assigned to Youth Services are primarily responsible to interact with the community's youth, provide specialized training for after school youth activities and events.

1. This assignment is at the discretion of the Chief of Police and is not considered a promotion or permanent position. Officers report to their assigned supervisor.

1.2.5 Motor Officer: Motor Officers are sworn law enforcement officers with primary responsibility for activities that are traffic related. This is a temporary assignment. Assignment to this position requires specialized training and equipment. Motor Officers may perform police patrol duties as required of all other department officers.

1. This is an assignment made at the discretion of the Chief of Police and is not considered a promotion or permanent position. Motor Officers report to the Special Operations Supervisor.

1.2.6 Detective: Detectives are sworn law enforcement officers assigned to the Criminal Investigative Unit (CIU). Detectives have the primary responsibility for investigations of specific cases that are closed with the arrest of a suspect(s) or, when no further leads can be determined. This is a temporary assignment. Assignment to this

position requires specialized training and equipment.

1. The Detective's position is nonsupervisory. This assignment is at the discretion of the Chief of Police and is not considered a promotion or permanent position. Detectives report to their assigned CIU Supervisor.

1.2.7 Task Force: Police Officers are temporarily assigned to the State, Local, and Federal Task Force(s). During the assignment, the officer reports to the supervisor in charge of that unit. Primary duties include covert investigations of narcotic violations. This is a temporary assignment. Assignment to this position requires specialized training.

1. This is an assignment made at the discretion of the Chief of Police and is not considered a promotion or permanent position.

1.2.8 Animal Services Officer (ASO): The New Smyrna Beach Police Department Animal Services Officer will investigate animal bites and animal complaints. They educate and inform the public through intervention of the true nature and importance of the duties performed, improving the quality of life for the animals and citizens of New Smyrna Beach. The ASO reports to the Special Operations Sergeant.

1.2.9 Victim Advocate: The Victim Advocate is a non-sworn position that reports to the Criminal Investigative Unit Supervisor. The Victim Advocate's primary responsibility is to provide guidance and assistance including but not limited to: acting as a liaison between a victim and other governmental agencies; assistance with accommodations; food and clothing; referrals to other resources, and transportation issues.

1.2.10 Criminal Intelligence Analyst: The Criminal Intelligence Analyst is a non-sworn position who reports to the CIU Supervisor. The Criminal Intelligence Analyst collects intelligence and information in support of the Intelligence-Led Policing program.

1.2.11 Recruiter: The NSBPD maintains the position of Department Recruiting Coordinator (DRC) who reports to the Special Operations Sergeant. This position is responsible for meeting the hiring goals of the police department by actively seeking out qualified candidates. This entails sourcing and screening candidates, coordinating the interview process, all while ensuring candidates have a positive experience.

1.2.12 Special Operations Sergeant: Special Operations Sergeant is a sworn supervisory position that oversees the specialized unit functions of the Police Department to include:

1. Canine (K9)
2. SWAT
3. Motors (T.H.I./ Traffic)
4. Special Events
5. Parking Enforcement Specialists
6. Community Service Aides (CSA)
7. Animal Services Officer (ASO)
8. Recruiting
9. Youth Services

1.2.13 Administrative Services Manager (ASM): The ASM is a non-sworn position that oversees the administrative functions of the Police Department to include Accreditation and compliance, budget planning and execution, fleet and building (access) management, evidence and property, records, equipment maintenance and issue, liaison for information technology, grants, background investigator and other support functions as assigned by the Deputy Chief of Police and/or Chief of Police.

1.2.14 Accreditation: The ASM is responsible for Policy Development, Review & Dissemination, Record

Keeping, PowerDMS, and ensures compliance with accreditation standards and best practices. For day to day activities the Accreditation is supervised by the Deputy Chief of Police. On matters of accreditation the ASM exercises staff authority and has direct access to the Chief of Police.

Accreditation personnel for NSBPD shall receive specialized accreditation training within one year of being appointed to the position. Training should include information on the essential components of the process, the standards manual, and file maintenance. Some programs require newly appointed accreditation personnel to attend the appropriate conference to receive this training while others may offer classes separately, or online through an electronic format.

1.2.15 Quartermaster: The Quartermaster is a non-sworn position that reports to the ASM serves two major functions: Quartermaster and Evidence and Property Records.

1. The Quartermaster's primary responsibilities are equipment, uniforms, and department supplies.
2. The Quartermaster is also responsible for the receipt, accountability, and disposition of criminal evidence/contraband, found and/or abandoned, or impounded property.

1.2.16 Police Evidence and Property Records Technician: The Evidence and Property Records Technician is a non-sworn position who reports to the ASM and responsibilities include:

1. Provides entry, indexing, storage, maintenance, retrieval and dissemination of Police Department property and evidence and records relating to all property and evidence in accordance with federal, state and local laws, ordinances, rules and regulations.

1.2.17 Records Supervisor: The Records Supervisor is a non-sworn position who reports to the ASM. The Records Supervisor is responsible in providing supervision of the Police Records section. Primary duties include clerical review and updating of the Records Management System (RMS) database, Uniform Crime Reporting (UCR) and compliance with State retention schedules.

1.2.18 Records Clerk: Records clerks are non-sworn employees whose primary duties include data entry and updating of the Records Management System (RMS) database, Uniform Crime Reporting (UCR) and compliance with State retention schedules. Additional duties include accounting functions associated with police administration, work related to City Parking Enforcement by accepting payment and appeals of parking citations issued, including data entry, answering telephones, public records request for body worn camera video by applying proper redaction services and other general clerical duties. This position also responds to public records request for body worn camera video by applying proper redaction services. Records Clerks report to the Records Supervisor.

1.2.19 Background Investigator/Grant Coordinator: A background investigator is a non-sworn position who reports to the ASM and whose responsibility is to collect and gather job-relevant information concerning an individual's past behavior, experience, education, performance, and other critical factors important in the overall selection process. The background investigation is utilized in conjunction with other screening criteria, which are equally important in determining applicants that are best qualified to be a police officer.

1.2.20 Homeless Outreach Officer: The homeless outreach Officer will ensure that NSBPD is doing everything they can to provide not only physical services but mental health services as well and will allow us to follow up on services offered to gauge the impact and success in improving the quality of life in New Smyrna Beach. The Homeless Officer reports to the Chief of Police

1.2.21 Behavioral Health Professionals: The Behavioral Profession will be a non-sworn position who works alongside our officers, homeless outreach program and victim/witness advocates. This professional will assist the Department in de-escalating potential and ongoing situations involving our citizens who are suffering from mental health issues.

1.2.22 Administrative Specialists I/II: These are non-sworn positions that accomplish administrative, clerical,

payroll, and support services associated with police administration. A person assigned to this position reports to the supervisor or Division Commanding Officer that the person is assigned to.

1.2.23 Reserve Officers: Reserve Officers are non-paid volunteers who are fully certified police officers that volunteer their time to the Department in service to the City. Reserve Officers may be assigned to any division and report to the Division Commanding Officer or designee.

1.2.24 Parking Enforcement Specialists: Parking Enforcement Specialists are responsible for the enforcement parking violations throughout the city, and other areas as assigned by the Parking Enforcement Specialists Supervisor.

1.2.25 Community Service Volunteers: Community Service volunteers are non-paid volunteers who are not certified police officers. Volunteers include but are not limited to:

1. Chaplains
2. Citizens on Patrol (COP)
3. Victim Advocates
4. Clerical Volunteers

Volunteers may be assigned to any division and report to the Division Commanding Officer or designee.

1.2.26 Community Services Aide: A full-time civilian employee assigned to respond to specific types of calls-for-service and to perform certain duties that do not require a sworn law enforcement officer or place the employee at risk. CSA's are assigned to the Operations Division and report for assignment to the Shift Supervisor.

F. FUNCTIONS OF DIVISION

1.2.27 The Police Department is comprised of the Support Services Division and the Operations Divisions, and the following sub-units:

1. Sections; and
2. Units.

G. SUPPORT SERVICES DIVISION

1.2.28 The Support Services Division Commanding Officer is responsible for administering plans, organizes, directs, and controls the resources of the Department and has primary responsibility for the following functions within the agency:

1. Public Information Officer
2. Consolidated Dispatch Liaison
3. Training
4. sUAS Program
5. COPS/Chaplains
6. Special Operations
 - Canine (K9)
 - SWAT
 - Motors (T.H.I./ Traffic)
 - Special Events
 - Parking Enforcement Specialists
 - Community Service Aides (CSA)
 - Animal Services Officer (ASO)

- Recruiting
- Youth Services

1.2.29 Training: The Department Training Coordinator (DTC) reports to Special Operations Supervisor who reports to the Support Services Division Commanding Officer. Training includes, but not limited to:

1. Florida Department of Law Enforcement required training regarding Mandatory Re-training, Use of Force, and Taser®;
2. Agency Training Scheduling and Registration;
3. Criminal Justice Standards and Training's (CJSTC) Mandatory and Salary Incentive Program;
4. Advanced and Specialized Training courses for Specialized Units to include but not limited to:
 - Motors
 - Canine
 - Field Training Officers
 - Crime Analysis
 - Breath test Operators
 - Radar Operators
 - Truth Verification Operators
 - FCIC/NCIC operators
 - Instructor certifications
 - Supervision, Management, and
 - Executive training
5. Patrol related training;
6. Field Training Program;
7. Maintenance of all training records to include but not limited to:
 - Certifications
 - Re-certification, DMS, and
 - Other related records and documents

H. OPERATIONS DIVISION

1.2.30 The Operations Division Commanding Officer has primary responsibility for the following functions within the agency:

1. Patrol
2. Investigations

1.2.31 Patrol Operations: Includes supervisors who manage a shift of Police Officers, Motor/ Canine officer if assigned. Motor/Canine Officers report to Patrol Supervisors.

1.2.32 Investigative Function: Investigations is comprised of and responsible for:

1. Criminal Investigations Unit
2. State, Local and Federal Task Force(s)
3. Criminal Intelligence Analyst
4. Victim Advocate

1.2.33 Criminal Investigative Unit (CIU): General assignment Detectives are sworn personnel which, under

the supervision of the CIU Sergeant, are responsible for, but not limited to, the following:

1. Follow up/long term/major investigations
2. Crime scene management;
3. Preparation and service of search and/or arrest warrants;
4. Interviews/interrogations of victims and suspects; and
5. Other duties designed to protect life and property of the community which include but are not limited to:
 - Property and Persons Crime
 - Technology Crimes
 - Sex Crimes
 - Crimes against Children
 - Crimes against the Elderly
 - Fraud
 - Narcotic Task Force
 - Crime Prevention
 - Intelligence
 - Confidential Informants Files
 - Pawn Shop Data Base
 - Truth Detection

I. DEPUTY CHIEF OF POLICE

1.2.34 The Deputy Chief of Police is second in command of the police department and has primary responsibility for:

1. Division Commanders
2. Office of Professional Standards
3. Mentoring, Recruiting, and Hiring
4. Administrative Services Manager

1.2.35 Professional Standards: Responsible to investigate citizen/internal complaints, discipline review, and review of issues of risk management. Additionally, is responsible to ensure that the Early Warning System: Use of Force, Pursuits, administrative, internal investigation, injuries, and crashes are being properly maintained by data entry from the Division Commanding Officer or designees.

J. OTHER RESPONSIBILITIES

1.2.36 The Chief of Police may assign additional duties and responsibilities to the Deputy Chief and/ or Division Commanding Officers at any time.

K. CHAIN OF COMMAND

1.2.37 The Police Department operates under the direction of the Chief of Police who is in charge of the Department and is vested with the authority of the New Smyrna Beach's City Charter. The chain of command is as follows:

1. Deputy Chief of Police reports directly to the Chief of Police;
2. Division Commanding Officers, Lieutenants/Watch Commanders and ASM report directly to the Deputy Chief of Police;
3. Sergeants are first line supervisors and, depending upon their assignments, may be in charge of a shift or

squad in Patrol, CIU or Special Operations. Sergeants report directly to their respective Lieutenants/Watch Commanders and Division Commanding Officer.

4. Corporals report to the Sergeants of their assigned squads.
5. A Police Officer is the title of sworn law enforcement officer. Police Officers are assigned primarily to Patrol and report to the Sergeant.
6. Civilian Supervisors are non-sworn members who are in charge of support operations such as Records. Civilian Supervisors report directly to the ASM.
7. Civilian Support Members are non-sworn employees who staff operations such as Records or other functions within the Department. Depending on assignment, they may report either to a civilian supervisor or to a police supervisor.
8. Community Service Volunteers receive training in certain limited police functions. They have no arrest powers and volunteer their time and efforts to the Department for the benefit of the City. They perform clerical duties, house/premises checks, direct traffic, and other assignments as directed.

L. COMMAND PROTOCOL

1.2.38 Police supervisors will follow the principle of unity of command in that each member will be accountable to only one supervisor at a given time. Only one (1) person will be in direct command of each organizational component.

1.2.39 Incident Command: An incident will be under the command and control of the division best suited to carry out the ultimate goal of the operation or incident. Only one (1) person will be in a complete command of each situation.

1.2.40 Assuming Command-Senior Rank: To take full command of any situation, the member of senior rank must identify themselves to the member then in charge and announce the intention to assume command. Assuming command will be undertaken only when a situation appears to be beyond the control of the member in charge, or if ordered to assume command by another member of senior rank.

M. COMMAND SUCCESSION

1.2.41 To ensure continuity of command and make certain timely leadership is available in situations when the Chief is out of town, incapacitated, or otherwise unable to act due to exceptional circumstances, command automatically succeeds in the following order, unless otherwise directed:

1. Deputy Chief of Police
2. Captain
3. Lieutenant/Watch Commander
4. Sergeant
5. Corporal
6. Police Officer

1.2.42 In the absence of a Patrol Sergeant a Corporal will assume command of the shift.

Revised: RR 4/22

Approved: Signature on File
Chief Mike Coffin