


# **GAINESVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

	<b>TITLE</b> Organizational Structure		<b>ACCREDITATION:</b> CALEA Chapter 11.1.1
	<b>PROponent UNIT</b> Personnel Planning and Research Unit		<b>PRIOR REVISIONS:</b> 11/21/19, 12/18/19 05/04/21, 06/15/22  <b>ATTACHMENT:</b>
<b>NUMBER</b> 11.1	<b>ISSUE DATE</b> 07/01/1998	<b>REVISION DATE</b> 05/15/2025	<b>TOTAL PAGES</b> 13

**I. PURPOSE:** This Order describes the Department's organizational structure and identifies each component's function.

**II. POLICY:** Because law enforcement services are broad, the Department shall develop and implement an organizational design that efficiently assigns functional responsibility to the various organizational components. Department members shall adhere to the chain-of-command as defined by the organizational plan. The organizational chart is located at the end of this policy. Department members may also access this by logging into PowerDMS or the GPD Intranet. In addition, the chart is available for the public and department [member reference via the department website- policy](#) and procedure section.

### **III. DEFINITIONS:**

**Department:** The Gainesville Police Department, to include all subdivisions and personnel.

**Office:** Organizational component(s) that comprise the Chief and Executive Assistant, and those that report directly to the Chief and contain the units that perform administrative and management support functions.

**Branch:** A major organizational component of the Department, which contains several divisions, sections and units.

**Bureau:** Designates a primary organizational component of the Department, which performs a broad function and contains several divisions, teams, sections and units.

**District:** Designates an operational component of the agency that has jurisdictional responsibility for calls for service, problem-solving, staffing, and all other police functions within a designated geographical area.

**Sector:** A subcomponent of a district that has jurisdictional responsibility for calls for service, problem-solving, staffing, and all other police functions within a designated geographical area.

**Division:** Sub-component of a bureau or a district that complements the objectives of the bureau or district by conducting a specific function.

**Section:** A sub-component of a Division comprised of unit(s).

**Unit:** Sub-component of an office, bureau, section or division that complements the objectives of that office, bureau or division by performing narrowly defined, specific tasks.

**Squad:** A permanent sub-component of a district, division or unit consisting of a group of members assigned to implement a district, division or unit's function.

**Team:** A group of members who are temporarily assembled and deployed for a specific purpose.

**IV. PROCEDURE:** The formatting of this written instruction is not intended to display the actual structure of the Department chain of command. This order is designed to explain the purpose of department components and their individual parts.

**A. Office of the Chief:** The function of the Office of the Chief and Assistant Chief of Police is to provide Departmental leadership and administration, to determine the mission of the organization and its components, and to ensure the functional components are working in coordination with one another.

**1. Public Information Officer:** Disseminates policy and operational information to the news media.

**a. Chaplain:** On call.

**2. Office of Legal Services:** The Office to which the Assistant City Attorney designated as the Police Department's Legal Advisor is assigned.

**a.** Reviews laws and legal rulings affecting law enforcement activities,

**3.** Advises Department personnel on various legal matters,

**4.** Composes and publishes Legal Bulletins and other informational documents that apprise members of new laws, recent court rulings, and other actions that affect the law enforcement function.

**5.** Represents the Department in legal proceedings.

**6.** Reviews all Department contracts.

**B. Internal Affairs Division:** Conducts investigations of complaints against the Department and/or its personnel.

**4. Fiscal Division:**

- a. Budget Section:** Is responsible for managing the department's budget.
- b. Fiscal:** Manages monitoring and paying bills.
- c. Payroll:** Manages all payroll duties and scheduling program.
- d. Grants Unit:** Manages all department grants.

**B. Administrative Services Bureau: Overseen by Major that reports directly to the Office of the Chief.**

**1. Accreditation Unit: Manages accreditation compliance. Maintains** control over written directives and forms. Conducts and/or manages the staff inspections of all Department subcomponents to ensure that organizational components maintain compliance with accreditation standards and Department policies.

- a. Staff Specialist**

**2. Planning and Research Unit:** The Police Planner is responsible for analyzing department staffing and production and provide reports of the same to the Chief of Police. This member is also responsible for analyzing future growth projections and report the same to the Chief of Police.

- a. Intern.**

**3. Information Technology Division:** Responsible for the Department-wide computer systems, upgrading, networking, and maintenance. Assists in and recommends the purchase of computer software and hardware. Develops programs to assist Department operations. Assists with the planning and projection of needs regarding automation- related needs and equipment for the Department.

**4. Training and Education Division:** Develops, coordinates, supervises, and presents Department and individual training programs. Tracks, records, and maintains training records of Department in-service and other employee training. Notices personnel for mandatory re-training requirements; updates CJSTC database for law enforcement re- certification. Maintains firearm and other Department weapon inventory and status, including issuance and receipt of return. Manages the Field Training Program.

- a. Field Training and Education Program (FTEP):**  
Manages the Field Training and Evaluation Program.

### 5. Personnel Division:

- a. **HR Liaison:** A manager who is assigned to oversee the Recruiting and Hiring Section and liaise with the City Human Resources Department. This person is also in charge of managing the Employee Assistance Program, Medical Officer, and other human resource related duties. Manages the Academy Recruit Program.
- b. **Recruiting and Hiring Section:** Conducts recruiting, background investigations, hiring, promotional and internal selection processes; reviews, tracks and maintains employee records; reviews, tracks and maintains affirmative action goals; processes and stores employee data, action and histories; initiates and processes employee performance evaluations.

### 6. **Crime Analysis Unit:** Is responsible for gathering and analyzing crime data to determine crime trends and report the same to the Chief of Police. Members of this unit are also responsible for coordinating Tactical Briefings.

- a. **The Real Time Crime Center** is responsible for hosting FLOCK training and providing training for supervisors on the use of RTCC. The unit also aims to hire an additional crime analyst to create a more manageable workload.

### 7. **Logistics Division:** Provides administrative support services to the various operational components of the agency. The Logistics Division includes Lieutenant, sergeant, Records Unit, Property & Evidence Unit, Quarter Master, Court Liaison, Program Coordinator, Special Events, Tow Administrator, and Body-Worn Camera Unit. Logistics personnel carry out internal business processes that support the operations of the Gainesville Police Department. The division provides services in room towing administration, contract towing, rotation towing, vehicles for hire, administration, court liaison services, records services, fleet management, facilities management, equipment issuance, supplies, evidence storage/tracking, and patrol video management. The unit is supervised by a Lieutenant.

- a. **Records Unit:** The Records unit is a 24/7 operation and is responsible for compiling, maintaining and disseminating information from department records regarding incident and traffic crash reports. The Records unit ensures the department's compliance with crime statistics reporting by providing crime data to the State of Florida Department of Law Enforcement (FDLE) and NIBRS.

**b. Property and Evidence Unit:** Responsible for receiving, routing, storing, tracking and disposing of all property and evidence brought into the Department.

**i. Quartermaster:** Maintains an inventory of equipment, supplies, and property issued to and used by Department members.

**c. Court Liaison Unit:** Coordinates the scheduling of Department personnel for court appearances and depositions. The Court Liaison office also schedules GPD officers and staff for trials, traffic hearings and other appearances in county, circuit, juvenile and the State Attorney's Office, Regional Counsel Office, Department of Highway Safety and Motor Vehicles (DHSMV) Board of Administrative Reviews, private attorneys, and court staff. In addition to coordinating schedules for court appearances, the Court Liaison provides non court-related information to GPD staff, attorneys and local citizens.

**d. Facilities/ Fleet Unit:** Fleet and building management. Logistics personnel carry out internal business processes that support the operations of the Gainesville Police Department. The division provides services in roam towing administration, contract towing, rotation towing, vehicles for hire, administration, court liaison services, records services, fleet management, facilities management, equipment issuance, supplies, evidence storage/tracking, and patrol video management. The unit is supervised by a Lieutenant

**e. Towing Unit:** Trespass Towing Complaints and vehicle for hire. The Towing Administrator is responsible for monitoring all rotation and trespass towing, and addressing complaints for towing in a timely manner. The position must also maintain and control Citizen Serve.

**f. Body Worn Camera Unit:** Reviews and approves/BWC footage for redaction and records requests. Supervises all BWC training, repairs and inventory. The Body-Worn Camera Unit (BWC) reviews body-worn camera footage and helps the records unit with any public records requests concerning these videos. BWC is responsible for maintenance and upkeep for all body-worn cameras, and for transitioning the department to Body-Worn Camera 4. The unit must also be accessible to department members to provide training sessions and to address any body-worn camera issues that may arise.

**C. Operations Bureau: Overseen by Captains that report directly to the office of the Chief**

The function of the Patrol Operations Bureau is to provide basic, primary police response, specialized support functions, and community service in a continuous 24- hour patrol, community-oriented policing environment. There are two districts which are separated by geographical location into Districts 1 and 2.

1. **District 1 and Special Operations Unit (SOU)** : Patrol Units divided by teams one, two, three, and four, to patrol separate areas of the city on an alpha/bravo rotation.
  - a. **Co-Responder Unit:** The Co-Responder Unit is a specialized program which includes one officer and one mental health clinician. The team is a mobile unit that responds to mental health related calls. In addition, the team receives referrals and conducts follow up services to include care coordination.
  - b. **Mobile Field Force Team:** A group of sworn members trained specifically to deal with large and unruly crowds that gather for preplanned and/or spontaneous events.
  - c. **SWAT:** A group of officers specially trained to conduct high risk search warrants, barricaded subjects, and the like. This team assignment is part time.
  - d. **NRT:** Sworn Members specially trained to handle high risk negotiations i.e. a barricaded subject or kidnapping. This team assignment is part -time.
    - i. The mission of the Negotiation Response Team is to defuse potentially life threatening situations through the use of proven verbal crisis management techniques. The Negotiation Response Team responds to incidents involving suicidal, armed/ barricaded and hostage holding individuals.
  - e. **EST:** Sworn Members specially trained to respond to high risk calls with specialized equipment to render a higher level of service or contain until other teams can respond. This team assignment is parttime.
    - i. It is the intent of the Gainesville Police Department's Emergency Services Team (EST) to provide the capability for handling critical prior to the arrival of the Special Weapons and Tactics Team/SWAT and/or the Negotiations Response Team/NRT.
  - f. **Honor Guard:** To honor fallen members of the law enforcement profession, and to provide a ceremonial presence pursuant to other occasions as directed by the Chief of Police. The Ceremonial Honor Guard is composed of sworn members who volunteer to represent the Department.
  - g. **Traffic Unit:** Is responsible for all Traffic Homicide Investigations maintaining and managing all speed measurement devices, analyzing traffic crash data, and conducting enforcement accordingly.

- h. Canine (K9) Unit:** The Canine Unit's function is to support other areas of the department. This is completed by providing services such as, but not limited to area searches, building searches, article searches, narcotic searches, tracking, standby's, and community relations. All services are focused mainly around officer and citizen safety.
- i. Reserve Officer Unit:** Fully certified sworn officers who volunteer with the department.
- j. Airport Unit:** As the sole law enforcement entity at the Gainesville Regional Airport, it is the mission of the GPD Airport Unit to enforce the laws of the State of Florida and to provide general security for the Airport, its property, staff, tenants and patrons in an efficient, professional and courteous manner. The unit maintains at least one officer on site, and manages lost property from the airport terminals.
- k. Special Events:** Reviews and approves/denies special event permits. Staffs events with extra-duty officers for security and traffic control. Assesses threat/risk levels for events and create proactive, preventative actionplan(s).
- l. Emergency Management:** Keeps Track of upcoming weather occurrences including hurricanes, cold temperatures, and wind speeds Sends out agency wide emails/alerts for weather and other emergencies.
- m. Drone Team:** A specialized unit that uses drones to assist with search and rescue, crime scene documentation, accident reconstruction.
- n. SRO- School Resource Officer:** SRO Section:  
Provide officers to serve as educators, role models, security and mentors for schools and their populations.
  - i. Explorer Unit:** Explorers are a young adult program for high school students. The intent of the Police Explorer Program is to educate and involve youth in police operations and to interest them in law enforcement functions. Through youth involvement they become aware of the many facets of the law enforcement career field. The program also aids them in becoming aware of the community around them and how to be involved as citizens in their neighborhood.

**2. District 2 and Patrol:** Patrol Units divided by teams one, two, three, and four, to patrol separate areas of the city on an alpha/bravo rotation.

- a. Tel-Serve:** Non-Sworn Department Members trained to work the front desk of the police department. Regular duties include greeting citizens, answering the phone and taking minor police reports.

**b. Community Engagement/Relations:** Provides grants and contract management support to all units within the Bureau. Assists in the development and piloting of new community initiatives.

**i. Juvenile Civil Citations Coordinator :** They are responsible for reducing non-violent and misdemeanor juvenile arrests in area schools, in an effort to reduce and ultimately eliminate the “School to Prison” pipeline. They continue to foster positive SRO-Student interactions by implementing non-traditional programs within local schools.

**c. PAL-Police Athletic League:** The Police Activity League (P.A.L) is a community engagement program designed to bring officers and members of the community closer together by building relationships through activity. The program establishes engaging activities between mentors and mentees that promote character development, social and emotional learning, healthy lifestyles and recreational activity.

**d. Co-Responder team:** Partnership between the Gainesville Police Department and Meridian Behavioral Healthcare.

**e. FST Unit:** Non-Sworn Members tasked with investigating traffic crashes, property crimes with no suspect information, and a variety of other tasks where a uniformed officer is not needed. This section also supervises the School Crossing Guard program.

**i. School Crossing Guards Unit:** Staff all school zones inside the city limits and provide assistance in crossing the road for school children traveling to and from school.

**D. Investigations Bureau: Overseen by a Captain.**

Composed of the following subcomponents, which investigate a variety of crimes through specialized investigative and support units, overseen by Captain.

**1. Criminal Investigations Division (CID):** Investigates a variety of persons- related crimes through the following specialized units.

**a. Robbery and Homicide Unit:** Comprised of investigator assigned crimes (such as murder, robbery, aggravated battery, adult kidnapping and aggravated assault) wherein the investigation is beyond the resources, time or expertise of uniformed and other District personnel.

**i. Cold Cases:** Investigators solving cold cases can include homicides, missing persons, and sexual assaults.

**ii. U.S. Marshal Liaison:** The Division has devoted one full time investigator to the US Marshals Office taskforce and one investigator to act in a standby



capacity when needed. The investigators are sworn in as Deputy US Marshals and have access to their equipment and resources in an effort to locate and arrest known fugitives. The investigator has the ability to adopt a multitude of open warrants issued by members of the department in order to expedite their capture. The investigator is also obligated to assist in the apprehension of fugitives wanted by other jurisdictions.

**b. Sex Crimes/ Crimes against Children Section:** Comprised of investigators assigned crimes (such as child abuse, rape, sexual battery of a minor, lewd and lascivious conduct with a minor, sexual exploitation of a minor, kidnapping, and deaths of an infant) wherein the investigation is beyond the resources, time, or expertise of uniformed and other District personnel.

**i. ICAC Unit:** This unit is typically comprised of a regional task force coordinator, a technical specialist, and when staffing permits, an assigned investigator responsible for the collection and dissemination of cyber-tips concerning the possession or production of child pornography and/or child sexual servitude. This unit has regularly been funded by a Department of Justice grant specific to these crimes.

**c. Sex Crimes/ Crimes against Adults:** Comprised of investigators assigned crimes (such as sexually battery (rape), human trafficking, sexual assaults, elder abuse) wherein the investigation is beyond the resources, time, or expertise of uniformed and other District personnel.

**i. Domestic Violence Unit:** Comprised of a combination of both detectives and civilian victim advocates, the units responsible for follow-up on Lethality Assessment Protocols started on the scene of a domestic violence event as well as furthering investigations which are identified by Florida State Statute as domestic in nature. This unit has regularly been funded by a Department of Justice grant specific to these crimes.

**d. Forensic Crime Unit:** This unit is staffed with a combination of sworn investigators and civilian criminal specialists. Members of the unit are extensively trained in all forms of crime scene photography, evidence collection (on scene and within the lab) and processing materials of all types including trace evidence, DNA evidence, and other forms of biological evidence. The unit also includes a latent print examiner and a digital forensic (photo and video) evidencespecialist.

**e. Special Operations (Street Level Crimes Unit /Burglary Crimes Unit / Financial Crimes) Unit:**

**i. Street Level Crime Unit:** This unit is normally assigned to targeted policing concerns throughout the City wherein known wanted persons, overt criminal activity, and quality of life issues burden a neighborhood. When staffing permits, this unit is typically comprised of a sergeant and up to three members of corporal rank or below. The unit works to supplement all Investigations Bureau Divisions with surveillance activity, assisting in search warrants, and should typically incorporate a K-9 handler as a unit asset.

**ii. Burglary Crimes Unit:** Comprised of investigators assigned primarily to Business, Residential, Structure and Conveyance Burglaries. Investigators need to be proficient in the writing of search warrants, arrest warrants along with the use of search engines to include Linx, LEADS, Pawn Networks etc. in order to identify and recover stolen property. Investigators must be able to work with various surveillance systems in order to recover video evidence associated with these crimes. Investigators are expected to interact with outside agencies to include Law Enforcement and Private Businesses in identifying perpetrators that live outside our community. Investigators must be covert trained as to handle special details that involve covert operations generally associated with these crimes.

**f. Financial Crimes Unit:** Comprised of investigators assigned an assortment of financial and property crimes (non-burglary) which typically require time and expertise which goes beyond the level of a patrol investigation. These offense include: grand thefts, schemes to defrauds, scams, organized crimes (typically retail or fraud related), identity thefts, credit card frauds, finance related computer crimes, auto thefts, motorcycle thefts, embezzlement (small and large scale), and financial exploitation of the elderly. Investigators must be proficient in drafting a variety of legal documents in order to secure evidence from private and financial institutions. Investigators will develop liaisons with local and corporate investigators to become more effective at investigating financial crimes. Many of the investigations are protracted due to the great lengths offenders will go through to conceal their identity and/or location. Offenders are sometimes local and at times, with international origins.

**g. Gun Violence Unit:** The Youth Resource Unit is primarily responsible for advancing agency priorities related to juvenile crime reduction. The unit works with high risk youth and their families in both prevention and intervention. Efforts are focused on the abatement of juveniles in gangs through prevention, intervention and suppression. The Unit's

efforts should work to minimize gang violence, develop and assist with criminal investigations, and dismantle violent street gangs.

**2. Special Investigations Division:** Conducts and coordinates narcotics and organized crime investigations, through two distinct, but equally vital, enforcement components defined by their investigative scope.

**a. Drug Task Force:** The Task Force is a collaborative effort between the Gainesville Police Department, Alachua County Sheriff's Office and University of Florida Police Department. The task force conducts investigation and details targeting street sales and mid-level dealers in Gainesville and Alachua County;

**b. High Intensity Drug Trafficking Area (HIDTA):** An initiative identified as CADET which pursues, disrupts and dismantles major drug trafficking organizations by identifying, arresting and prosecuting individuals or networks responsible for the importations and distribution of illicit drugs in Alachua County.

**c. DHETF (Domestic Highway Enforcement Task Force):** This Task Force works within the Drug Task Force for the purpose of intercepting and curtailing drug trafficking on state highways within Alachua County and seizing substances and illegal assets.

**d. DEA:** Investigations assisted by assignment of personnel to the Drug Enforcement Administration (DEA) to target major drug organizations who illegally import, traffic in and distribute narcotics.

**e. Secret Service:** To develop and share pertinent and timely information and resource with SLTTC law enforcement, both proactively and in response to requests.

**f. Gun Violence Unit:** The Youth Resource Unit is primarily responsible for advancing agency priorities related to juvenile crime reduction. The unit works with high risk youth and their families in both prevention and intervention. Efforts are focused on the abatement of juveniles in gangs through prevention, intervention and suppression. The Unit's efforts should work to minimize gang violence, develop and assist with criminal investigations, and dismantle violent street gangs.

**E. Organizational Component Revision Requests:** In an effort to keep all department members and records accurate, the following process shall be adhered to when requesting an organizational revision;

1. Requests to alter the organizational chart shall be submitted in an IOC via

the chain of command to the Chief of Police. Should the Chief of Police approve the revision, the office of the Executive Chief Staff Assistant shall forward a copy to the Accreditation Unit and Personnel Division. The Personnel Division shall complete and issue a transfer order. The Planning and Research Unit will revise this policy and associated organizational chart.

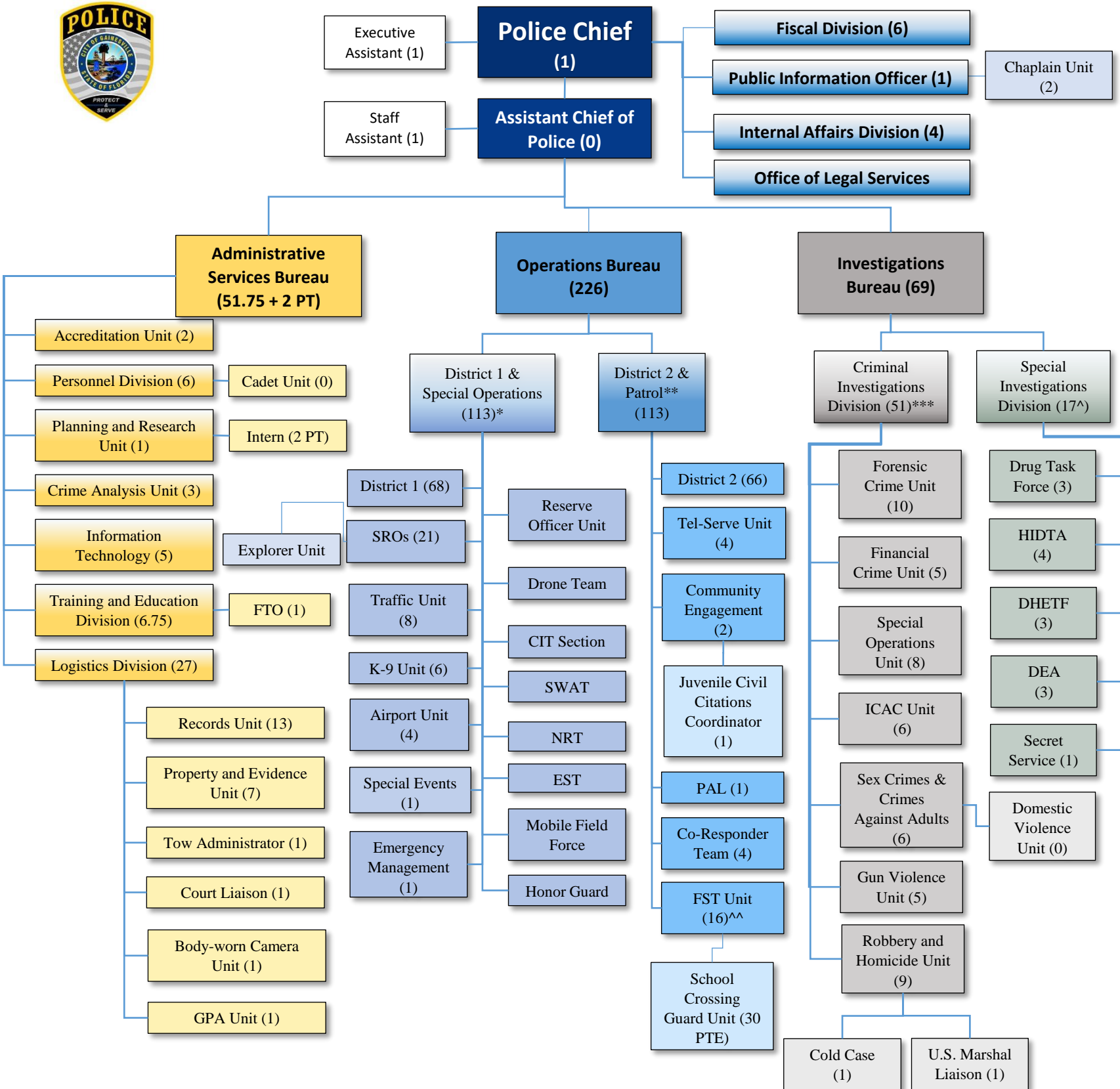
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**By Order of**

*Signed Original on File in the  
Accreditation Unit*

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**Nelson Moya  
Chief of Police**



\* 1 CPT, 1 XO, 1 LT, 1 Sgt.

\*\*1 CPT, 1 XO, 2 extra NCPO FTE

\*\*\* Includes Office Asst. and LT

^ Includes LT, Office Assistant, and Evidence Custodian

^^ 1 FST loaned to FCU