

600 **DEPARTMENT ORGANIZATION**

I. **PURPOSE:** The purpose of this directive is to establish the organizational structure of the Tampa Police Department. The organizational structure is graphically depicted in an organization chart, which is updated, as the need arises. Each organization component is under the direct command of only one supervisor, and each employee is accountable to only one supervisor at any given time. However, all employees shall comply with the lawful order of any supervisor and all supervisors have the obligation to timely address any perceived impropriety on the part of any employee of lesser rank.

II. **ORGANIZATION:**

A. The nomenclature used to identify each organizational component of the department is as follows:

1. **Division:**

- a. A division is the largest functional work group within the department. District I, District II, District III, the Criminal Investigations Division, and Special Support Division are the major components of the department.
- b. Divisions are commanded by majors or non-sworn managers who report to the Deputy Chief of Operations or the Deputy Chief of Investigations and Support.
- c. Divisions are sub-divided into bureaus, sections, squads, units, or teams; in addition, the Districts are sub-divided according to their deployment.

2. **Bureau:** A bureau is a primary organization component of a division or reports directly to the Chief, Deputy Chief of Operations or the Deputy Chief of Investigations and Support. Bureaus are commanded by captains, lieutenants, or non-sworn managers, who report to the higher authority responsible for the bureau.

3. **Section:** A section is the organizational equivalent of a bureau. A section may include squads or units. The latter are so designated in terms of size and scope of assigned activities.

4. **Squad:** Squads are sub-divisions of a bureau or section. As required, squads might be subdivided into units. Squads are normally supervised by sergeants.

5. **Unit:** A unit is a functional work group that cannot be sub-divided. Units are responsible to the next highest authority.

6. Team: Teams are specialized work groups comprised of individuals whose primary assignments may be in various functional areas of the department but who are brought together for a special purpose as needed.

Team commanders have direct supervision over team members for those special operational purposes. Team commanders report to a higher authority as designated by the Chief of Police, for staff control purposes.

7. Coordinator: An individual with specific responsibilities who reports directly to a bureau commander or higher authority.

8. Command Structure: The order of rank for departmental personnel is:

- a. Chief of Police
- b. Assistant Chief
- c. Deputy Chief of Operations
- d. Deputy Chief of Investigations and Support
- e. Majors/Division Commanders
- f. Captains
- g. Lieutenants
- h. Non-sworn Managers
- i. Sergeants
- j. Corporals (when designated as “acting sergeants”)

9. Order of Succession:

- a. During absences of the Chief of Police, the assistant chief shall be in charge of the department. Whenever possible, the Chief shall designate the acting chief through a memorandum.
- b. During concurrent absences of the Chief of Police and the Assistant Chief of Police, the Deputy Chief of Operations or the Deputy Chief of Investigations and Support (unless otherwise designated by the Chief of Police) shall be in charge of the department.
- c. During concurrent absences of the Chief of Police, the Assistant Chief of Police, the Deputy Chief of Operations and the Deputy Chief of Investigations and Support, the Chief of Police shall designate one of the majors to serve as the Acting Chief for a specific period of time.
- d. In the event the key leadership is disrupted or incapacitated as a result of a natural or man-made disaster, terrorist incident, building fire or any other incident, the order of succession will be the Chief of Police, Assistant Chief, Deputy Chief of Operations or Deputy Chief of Investigations and Support, District I Major, District II Major, District III Major, Criminal Investigations Major and the

Special Support Division Major. This order is consistent with the Continuity of Operations Plan (COOP). Notification of the designation of Acting Chief and if necessary, implementation of the Continuity of Operations Plan shall be made as soon as possible by the next available officer in the order of succession. If possible, the notification shall be made through a memorandum and will remain in effect until amended.

- e. The order of succession will be revised at the discretion of the Chief of Police by updating and distributing this standard operating procedure.
 - B. Span of Control: A manager's or supervisor's span of control is dictated, in part, by the degree of competency of immediate subordinates and by the level of difficulty and specialization of the assigned tasks. The official span of control for all levels of the police department is limited to eleven immediate subordinates per manager or supervisor. Special circumstances might require a higher number. The Incident Command System suggests a span of control of not more than seven, with five being the optimum for ICS situations.
 - C. Delegation of Tasks: Managers and supervisors should give consideration to delegating tasks, which have become routine matters or when a temporary or permanent increase in workload dictates the need. Through proper delegation, subordinate employees will be provided with gradual preparatory training for possible upward mobility. Delegated tasks must be accompanied by commensurate authority. Although tasks may be delegated, responsibility may not. Managers and supervisors should utilize delegation to train subordinates by identifying the needs of the subordinates; providing clear instructions; reviewing work on a regular basis; and providing necessary training.
- III. ORGANIZATIONAL FUNCTIONS OF MAJOR COMPONENTS: Specific information regarding the functions, duties, and responsibilities of assigned personnel, and procedures for each component are located in the Intra-Division Procedures (IDP) Manual, in the office of each major component and in PowerDMS. Each employee shall read and be familiar with the Intra-Division Procedure(s), which pertain to their assignment and assigned component.
- IV. ORGANIZATIONAL CHART: The organizational chart shall be updated as required and posted for viewing on all designated sites.

Supersedes SOP 600, dated 2/19