


# FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT	POLICY NUMBER
	ORGANIZATIONAL STRUCTURE	4.01
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## 4.01.01 PURPOSE

To describe the organizational structure and principles of command adopted by the Florida Highway Patrol in the performance of its legal mandate.

## 4.01.02 AUTHORITY

- A. The authority and responsibility afforded the Director of the Florida Highway Patrol is defined in Section 321.02, Florida Statutes.
- B. The functions, principles and duties of Florida Highway Patrol members are defined in Section 321.05, Florida Statutes.
- C. The Florida Highway Patrol is a Division of the Department of Highway Safety and Motor Vehicles, whose Executive Director is accountable to the Governor and Cabinet, as provided for in Chapter 20, Florida Statutes.

## 4.01.03 POLICY

It is the policy of the Florida Highway Patrol to implement measures which will ensure that its members and non-sworn employees are fully acquainted with their duties and obligations under the law and within the administrative structure which has been established to support those activities.

## 4.01.04 DEFINITIONS

- A. **FUNCTIONAL CONTROL** – Authority and responsibility to direct the efforts of members or non-sworn personnel or technicians engaged in enforcing the law, conducting an investigation or delivering an authorized service, in order to ensure timely and efficient execution of duties and full compliance with the Division's mandate. Functional control exists in a realm outside the traditional chain-of-command, and its bestowal may involve delegation of total or limited command authority.

#### **4.01.05 OBJECTIVES**

- A. To acknowledge the mandate conferred upon the Florida Highway Patrol and the authority and responsibility designated to its Director.
- B. To define the Division's organizational structure and the responsibilities and functions consigned to its components.
- C. To enact measures that will ensure command succession.
- D. To convey prominent principles of command.
- E. To ensure communication, coordination, cooperation and efficiency in the delivery of law enforcement services.

#### **4.01.06 RESPONSIBILITIES**

- A. Director, Florida Highway Patrol: Authority and Responsibilities – Authority to command, staff, equip and direct the activities of the Florida Highway Patrol is vested in the Director, pursuant to the provisions of Section 321.02, Florida Statutes.
- B. Authority/Duty of Members – Florida Highway Patrol officers are declared to be conservators of the peace and law enforcement officers with statewide jurisdiction, in Section 321.05, Florida Statutes.

#### **4.01.07 PROCEDURES**

- A. ORGANIZATIONAL STRUCTURE
  - 1. Organizational Placement – The Florida Highway Patrol is a Division of the Department of Highway Safety and Motor Vehicles.
  - 2. The Director, Florida Highway Patrol, reports to the Executive Director, Department of Highway Safety and Motor Vehicles.
  - 3. An organizational chart and functional description of each organizational component shall be maintained, reviewed and updated as needed or every four years. Organizational charts will be posted on the Division Intranet accessible to all employees and available to the public upon request by contacting the Bureau of Personnel Services.
  - 4. The Bureau of Personnel Services continually reviews job descriptions of all employees ensuring the job descriptions are current.
- B. DIRECTING PERSONNEL
  - 1. Principles of Command
    - a. Members who have been appointed/promoted/granted any supervisory or management authority shall exercise responsibility for:

- (1) Directing the workforce consigned to their respective command.
  - (2) Effective utilization of resources.
  - (3) Developing the professional capabilities of subordinates.
- b. Unless exigent circumstances prevail, the span of control for managers/supervisors shall not exceed seven to ten subordinates for day-to-day operations.
  - c. Each organizational component shall be under the direct command of a single supervisor, who shall maintain accountability for the actions of members/non-sworn employees under his/her command.
  - d. Each member/non-sworn employee shall be accountable to only one supervisor/manager at any given time and shall obey the lawful orders and instructions of persons assigned to direct their activities.
  - e. Except as noted below, personnel assigned to field specialty functions (public affairs officer, pilot, etc.) shall be supervised by the commander of the installation/organizational component in which they serve.
    - (1) Functional control exercised by command personnel assigned to coordinating positions (Chief Public Affairs Officer, Chief Pilot, Evidence Property Custodian, etc.) shall be limited to providing technical guidance or general job specialty information.
    - (2) Personnel assigned to the Bureau of Criminal Investigations and Intelligence shall remain under the supervision and control of the Bureau Commander of the Bureau of Criminal Investigations and Intelligence.
    - (3) Personnel assigned to the Bureau of Commercial Vehicle Enforcement shall be under the supervision and control, via their chain-of-command, of the Chief of Commercial Vehicle Enforcement.
    - (4) Personnel assigned to the Regional Communications Centers shall be under the supervision and control of the Communications Commander.

## 2. Authority and Responsibility

- a. Members/non-sworn employees who are assigned the responsibility to perform a given task(s) shall be afforded the commensurate command or functional authority to effectively execute their duties.
- b. Members/non-sworn employees shall be held accountable for the judicious use of such authority as may be granted to them for its

application in accordance with the provisions of law and in compliance with directives contained within FHP and HSMV policy and procedures manuals.

3. Chain of Command – Members/non-sworn employees shall acquaint themselves with positions identified in their respective chain of command and shall defer to persons occupying supervisory/management positions.
  - a. For purposes of unifying and coordinating the efforts of the Division, orders and instructions shall be communicated downward through the chain of command to respective operational components.
  - b. Requests to contact superiors for official purposes shall be transmitted up the chain of command through succeeding managerial levels.

#### C. COMMAND SUCCESSION

1. Assignment of a subordinate in an "acting" or "temporary" assignment will be made when the Director or an incumbent commander/supervisor will be absent from official duties and/or unavailable.
  - a. A system of succession shall be established to ensure that leadership is available when the agency's Director or members of the Command Staff are:
    - (1) Incapacitated;
    - (2) Off-duty;
    - (3) Out of town, or;
    - (4) Otherwise unable to command.
  - b. In an extraordinary situation where the Director is unable or incapable of establishing the assignment of a subordinate in an "acting" or "temporary" position, immediate command succession shall fall onto the individual selected as "Acting Director of the FHP" by the Executive Director of the Department of Highway Safety and Motor Vehicles.
2. The incumbent will select the subordinate who will be assigned to act on behalf of the incumbent during the incumbent's absence.
3. Such acting/temporary assignment shall be based upon the requirements of the position and the qualifications of those persons reasonably available to perform the work.
4. Notification of the acting/temporary assignment shall be provided to the assigned individual and the affected personnel by whatever means of communication is necessary to ensure adequate notice in a timely manner.
5. Notification of the assignment will include the following information:

- a. Name, rank, title and location/telephone number of the individual assigned to the acting or temporary position in the absence of the incumbent.
  - b. Beginning and ending dates and times of the assignment. (If the information is not completely available at the time of assignment, an estimate of the pertinent information will be provided.)
  - c. Any special limitation(s) imposed on the acting or temporary authority of the assigned individual.
6. Notification by the chain of command will be as follows:
- a. The Deputy Director will notify the Director, the Chiefs and Troop Commanders.
  - b. Troop Commanders will notify their respective Chief and the Deputy Director.
  - c. Troop/District Commanders will notify their respective Chief, the Deputy Director, and subordinates to the level of unit supervision. In all instances involving a Troop Commander, the communications center for the respective installation will also be advised.
  - d. Section and unit supervisors will notify their respective immediate supervisors and subordinate personnel.
7. The Deputy Director may require other positions or personnel to fulfill similar requirements in their absence and will establish procedures for those notifications.
8. In the event that an incumbent is unable to comply with an acting/temporary assignment due to an unusual or special circumstance, then the incumbent's immediate supervisor will make a new acting/temporary assignment and notify the assigned individual and affected personnel.

#### D. COORDINATING DIVISION FUNCTIONS

1. Command personnel shall encourage and support the exchange of information among components of the Division in order to enhance the efficiency of the enforcement effort. Such exchanges shall, at a minimum, include:
  - a. Legal updates.
  - b. Officer safety information.
  - c. Enforcement intelligence.
  - d. Changes in procedures/directives.
  - e. Promotional/career development opportunities and employee benefit information.

2. Information may be conveyed to subordinates utilizing any combination of the following methods:
  - a. During firearms qualification/training.
  - b. During scheduled meetings/annual training.
  - c. Through the issuance of newsletters or special orders.
  - d. In meetings or special briefings conducted by subordinate supervisors.
  - e. Through electronic means such as Mobile Data Computers (MDCs), personal computers, Cellular Devices, etc.