


**FLORIDA FISH AND WILDLIFE
CONSERVATION COMMISSION**

**DIVISION OF LAW ENFORCEMENT
GENERAL ORDERS**

COLONEL JULIE JONES



TITLE	STRUCTURE OF COMMAND	EFFECTIVE DATE	December 5, 2008
CHAPTER	GENERAL ORDER 32	RESCINDS/AMENDS	January 3, 2008
APPROVED		PAGES	4

**1
POLICY**

- A** The Division will establish an organizational structure that clearly identifies the chain of command and the authority empowering its members.
- (1) To ensure that organizational components are under the direct command of a single supervisor.
 - (2) To ensure that each member is accountable to only one supervisor at any given time.
 - (3) To provide members the command or functional authority to effectively execute their duties.
 - (4) To define the Division’s organizational structure and the responsibilities of its members.
 - (5) To ensure that its members are fully acquainted with the established structure of command.
 - (6) To maintain effective internal communications with superiors and subordinates.
 - (7) Members will adhere to the chain of command. Exceptions must be specifically authorized by the Division Director or the Executive Director of the Commission, or in those situations where the need to bypass the chain of command can be justified by the critical and urgent nature of the problem and supervisory guidance is not available.
 - (8) Members will promptly obey any lawful orders of a superior. This will include orders from a supervisor and relayed by a person of the same or lesser rank or by a duty officer.
 - (9) Members will not follow unlawful orders.
 - (10) Orders and instructions will normally be communicated through the chain-of-command to the respective operational components. This policy does not prohibit the use of an “open door policy” to discuss specific issues with management.
 - (11) Members shall participate in and work on cross-functional teams or assignments to achieve Commission goals when asked, as long as it does not conflict with the members’ law enforcement duties.

- (12) Supervisors shall be mindful of the Commission's shared resources concept and accommodate shared resource teams and assignments whenever feasible to meet Commission goals, as long as it does not conflict with the Division's law enforcement mission.
- (13) The Director of the Division of Law Enforcement's authority is defined in an Authority Memorandum and the Commission's Internal Management Policies and Procedures Manual.
- (14) The Division of Law Enforcement's sworn member's authority is provided in Article IV, Section 9 of the State Constitution and sections 20.331, 379.3311 and 379.3313 of the Florida Statutes.
- (15) All authority to command is derived from the following:
 - (a) United States Constitution and Federal Law
 - (b) Florida Constitution and State Law
 - (c) Federal and State Rules
 - (d) Commission Policies and Procedures
 - (e) Division of Law Enforcement General Orders
 - (f) Orders issued by the Director/ Colonel
 - (g) Orders issued by a Deputy Director/ Lieutenant Colonel
 - (h) Orders issued by a Major or Division Chief of Staff
 - (i) Orders issued by a Captain
 - (j) Orders issued by a Lieutenant
 - (k) Orders issued by a member in official acting status of any of the above ranks.
 - (l) Orders issued by a supervisor to non-sworn personnel.
 - (m) Orders issued by a Pilot I or II, Investigator I or II, or training personnel when they are performing within their scope of expertise.
 - (n) Orders issued by a senior member when circumstances require a senior member to take command.
 - (o) Orders issued by a Field Training Officer to a trainee.

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RESPONSIBILITIES

A Division

- (1) Ensures that a command protocol is established throughout the Division that clearly designates the chain of command for Division members.
- (2) Enacts measures which establish a command protocol in the absence of supervisory personnel during exceptional circumstances, which may involve situations involving personnel of different functions engaged in a single operation and in normal day-to-day activities.
- (3) Posts and distributes current organizational charts and provides updates as organizational changes occur.

B Members

- (1) Are 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 the Division's General Orders.

- (2) To acquaint themselves with positions identified in their respective chain of command.
- (3) If given an unlawful order, the member will promptly and respectfully call attention to the unlawfulness of the order.
 - (a) If the unlawful order is not changed or rescinded, the member will not follow the order and immediately report this fact via the chain-of-command to the Division Director, starting with the rank above the person who gave the unlawful order.
- (4) If given an order which conflicts with any previous order or with any General Order or provision of Commission policies or procedures, the member will promptly and respectfully call attention to such conflict.
 - (a) If the order is not changed or rescinded to eliminate the conflict, the last order shall stand and that supervisor shall bear the responsibility.

C Supervisors

- (1) Direct subordinates' work activities under their respective command.
- (2) Ensure the effective use of resources under their command.
- (3) Provide career development training for subordinates.
- (4) Are accountable for the actions of members under their command.
- (5) Inform members on a temporary duty assignment on their new chain-of-command.
- (6) Assign duties in accordance with the terms of any applicable collective bargaining agreements, the requirements of the position, and the qualifications of the member assigned to perform the work.
- (7) Respond to questions from subordinates. If an immediate answer cannot be given, the supervisor must inform the subordinate when they will be able to provide an answer.

3 PROCEDURES

A Command Protocol

- (1) **Absence of the Director (Colonel) of the Division of Law Enforcement**
 - (a) Foreseen absence: The Director will assign supervisory authority and notify all affected personnel via email.
 - (b) Unforeseen absence: Supervisory authority will fall to the first available Deputy Director (Lieutenant Colonel) who will notify all affected personnel via email.
 - (c) Unforeseen absence lacking the availability of a Deputy Director (Lieutenant Colonel): Supervisory authority will fall to the Division Chief of Staff who will notify all affected personnel via email.
- (2) **Absence of other incumbent Supervisors**
 - (a) When a member's supervisor is not available, the member shall contact the next level in the chain of command for direction. A member may contact another supervisor of equivalent level (e.g. another area lieutenant) for guidance on an issue prior to contacting the next level in the chain of command.
 - (b) When an incumbent supervisor will be absent due to annual, sick, or administrative leave or leave without pay for 3 or more days, he/she will designate an acting supervisor for the duration of the absence.
 - (c) If absent for 5 or more days, the next higher ranking supervisor shall approve the acting supervisor.

- (d) In exceptional situations, the incumbent supervisor's immediate supervisor will choose the acting supervisor.
- (e) In all instances involving command succession in the field, the appropriate Communications Center and affected personnel will be notified when an acting supervisor has been placed in command. The notification will include the supervisor's name, scope of authority, and the beginning and ending dates of the assignment.

(3) Command and Control

- (a) In exceptional situations and in normal day-to-day agency operations, an incident shall be under the command and control of the component best suited to carry out the ultimate goal of the operation or incident.
- (b) In situations involving members of different functions engaged in a single operation within the same region, the member in command of the component best suited to carry out the ultimate goal of the operation or incident shall assume command.
- (c) In situations involving members from different sections engaged in a single operation, command shall be assumed by the leader of the section/ region best suited to carry out the operation. The leader determined to be the best suited to command the operation, shall ensure that all personnel involved in the operation are aware of who is in charge. If all factors in a single operation are comparable, the senior section leader shall be in charge.

(4) Member of Senior Rank Assuming Command

- (a) In order to take full command of any situation, the member of senior rank shall identify himself/herself and announce his/her intentions to the member then in charge.
- (b) Command will only be assumed when a situation appears to be beyond the control of the member then in charge, or if ordered to assume command by another member of senior rank.

(5) Member of Junior Rank Assuming Command

- (a) A member of junior rank may take command of a situation by identifying him/herself and announcing his/her intent to the member then in charge.
- (b) Such assumption of command shall only be undertaken when the member then in command is unable to perform his/her duties due to some physical or mental condition.

- (6) **Command by Non-Supervisory Members:** Whenever more than one member is present at a scene of an incident without a supervisor being present, the member originally dispatched or assigned shall be in charge unless specifically relieved.

4 FORMS

N/A