
	Florida State University Police Department	
Organization and Authority		
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Policy

A. Organization, Unity of Command, and Span of Control [CFA 1.01, 1.02]

1. The Florida State University Police Department ("the Department") shall maintain an organizational chart available to all employees. The chart will be routinely updated as organizational changes occur.
2. Each employee of the Department shall be accountable to one direct supervisor at any given time. [CFA 1.02]
3. Except during large scale events or other circumstances where formally justified by the Chief, the maximum span of control shall be fifteen persons.

B. Command Succession, Chain of Command [CFA 1.03]

Command Succession

1. In day-to-day operations, the chain of command shall function as follows: [CFA 1.03D]
 - a. Chief of Police
 - b. Deputy Chief (rank of Major)
 - c. Captain (relative to seniority)
 - d. Lieutenant (relative to seniority)
 - d. Sergeant (relative to seniority)
 - e. Corporal (relative to seniority)
2. In the absence of the Chief, the Deputy Chief shall serve as acting chief, succeeded by the senior Captain, unless directed otherwise by the Chief. [CFA 1.03A]
3. In the absence of the Chief or either Deputy Chief, the Finance & Administrative Operations Manager shall have final authority in matters of records and fiscal management.
4. In situations involving personnel of different functions engaged in a single operation, the commander shall be identified in the function Operations Plan. In the event of a situation without an operations plan, command shall default to the highest ranking member of the function with primary operational responsibility. [CFA 1.03C]
5. In exceptional situations, the chain of command shall function in accordance with the Incident Command Structure (ICS). [CFA 1.03B]

C. Chain of Command

1. All members of the Department shall comply with the departmental chain of command. The only exceptions to this requirement are:
 - a. When a subordinate has probable cause to believe a supervisor is engaged in unlawful conduct.
 - b. When a subordinate reasonably believes he/she has been given an unlawful order.
 - c. When ICS has been implemented, at which time the member shall comply with the chain of command as designated in the ICS structure.
2. When an employee wishes to discuss a matter of a sensitive or confidential nature that cannot be handled at a lower level, the employee may make an appointment to speak directly to the Chief of Police.

D. Assuming Command

1. A superior officer shall assume supervisory authority in the following situations:
 - a. When a situation appears beyond the control of the officer then in charge.
 - b. During concurrent jurisdictional matters.
 - c. When ordered to assume command by an officer of higher rank.
 - d. When deemed appropriate by the higher ranking officer.
2. When assuming command, the higher ranking officer must identify him/herself and announce his intentions to the officer then in charge.
3. Unless specifically relieved by a supervisor or command officer, the officer originally dispatched to an incident shall be in charge.

E. Code of Ethics [CFA 7.01]

1. Sworn members of the Department shall be required to abide by a Code of Ethics. The Code will be presented in writing and be signed prior to being considered "sworn" status.

F. Supervisory Authority and Responsibility

The Chief shall delegate authority, but retain overall control of all tasks and duties.

1. All supervisors are granted sufficient authority to effectively perform the tasks delegated them and to direct their subordinates. This authority is extended to acting supervisors for the period of their assignment.
2. Each member shall have the operational and situational authority to make those decisions that are commensurate with the effective and efficient execution of their assigned duties and responsibilities.

3. Each supervisor shall be accountable for the performance of the employees under his/her immediate supervision.
4. Each employee shall be accountable for the effective and efficient execution of their assigned duties, as well as the use of, or failure to use, the authority delegated them.

Procedure

G. Obedience to Lawful Authority, Conflicting or Unlawful Orders [CFA 2.03, 2.04]

1. Employees shall promptly obey all lawful orders issued by a superior or other competent authority. This includes orders relayed from a superior by an employee of the same or lesser rank [CFA 2.03]. This instruction is supplemented by the following stipulations [CFA 2.04]:
 - a) No employee shall obey an order which is contrary to law.
 - b) Employees receiving lawful orders or they feel are unjust or contrary to Department General Orders shall first obey the order to the best of their ability, then report the circumstances to the Chief through the next rank in the chain of command.
 - c) Employees in doubt as to the nature, meaning, or details of a lawful order shall seek clarification from the person issuing such order.
 - d) A subordinate given a lawful order that conflicts with a previous order shall advise the person issuing the second order of this fact. Responsibility for countermanding the original order then rests with the person issuing the second order. If so directed, the subordinate shall obey the latter order. The subordinate shall not be held accountable for disobeying the original order or directive in this case.

Glossary

Acting - Temporarily serving in a position to which an employee is assigned by competent authority.

Authority - The right to command and enforce obedience; the right to act officially.

Chain of Command - The unbroken line of authority extending from the Chief through a single subordinate at each level of authority, down to the level of execution.

Command Staff - Those persons in the position of Lieutenant or higher, as denoted in the departmental Organizational Chart.

Operational Authority – The normal, day-to-day authority delegated to any employee to conduct his or her work without undue, direct supervision.

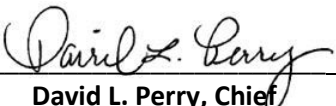
Situational Authority – Extraordinary, temporary authority granted to any competent agency member to take charge of a situation whenever the formal supervisor is absent or unable to assume authority because of lack of expertise or knowledge of facts

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