



# Michael Richter, Chief of Police

*Chipley Police Department City of Chipley, Florida*  
1430 JACKSON AVENUE, • P.O. BOX 1007 • CHIPLEY, FLORIDA 32428  
PHONE (850) 638-6310 • FAX (850) 638-6327

## MEMORANDUM

TO: Patrice Tanner, City Administrator

FROM: Michael Richter, Chief *MR*

DATE: April 20, 2026

SUBJECT: Request to Update Employee Classification Table for Patrol Squad Structure Reorganization

Dear Ms. Tanner,

I am writing to request the revision of the employee classification table to accommodate a change in the Patrol Division's organizational structure.

Currently, the department operates two patrol squads on opposite schedules. One squad is assigned a Patrol Sergeant, while the other is assigned a Patrol Corporal. This arrangement means our office currently acts as the go-between for the two squads. Because the squads work separate days, the Sergeant and Corporal have limited opportunities for direct communication and coordination, and we do not have a Sergeant-level supervisor on duty at all times.

To provide more consistent and effective supervision while maintaining our current authorized patrol staffing level of ten (10) employees including supervisors, I propose restructuring the squads so that each includes both a Sergeant and a Corporal. This change would ensure experienced leadership is present on every shift without increasing total personnel.

This proposed structure offers several important benefits:

- Consistent supervisory presence across all shifts, enhancing officer safety, accountability, and on-scene decision-making.
- Improved direct communication, mentoring, and operational consistency between the two squads.
- The creation of a clear main point of contact for each squad with administration, which would streamline the communication and dissemination of information and orders.
- Greater opportunities for leadership development and professional growth within the department.
- Ultimately, higher quality law enforcement services and improved public safety for the citizens we serve.



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I believe this adjustment will strengthen our department's ability to fulfill its mission more effectively and efficiently.

Thank you for your consideration and continued support of the Police Department.

Sincerely,

Michael Richter  
Chief of Police

A handwritten signature in blue ink, appearing to read "Michael Richter".