

**Procedure Number: 101.1**

**Procedure: Command Structure**

**Effective Date: 08/01/2011**

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**Approved by: Scott Forshee, Chief of Police**

**PROCEDURE:**

- I. Through the chain of command, each employee should be able to identify the supervisor to whom the employee is accountable.
- II. Person In Charge:
  - A. Authority and responsibility:
    1. No employee shall be given any responsibility without being given the necessary delegated authority to accomplish that responsibility.
    2. Each employee is accountable for the use of delegated authority.
  - B. The ranking officer present shall be in complete charge, and may delegate that authority within his discretion.
  - C. In the absence of a supervisor, the senior officer present shall be in charge unless another has been designated to assume command.
    1. The senior officer will have the authority and responsibility of a supervisor to control others when a supervisor is not present.
    2. If an officer has been designated as being in charge, he will have the authority and responsibility of a supervisor to control others regardless of seniority.
- III. Members of the Department shall be under the supervision and direction of the person in charge of instruction while attending any job related training.

**RULES:**

**I. CHAIN OF COMMAND:**

**A. In the event of the absence of the Chief of Police:**

1. The Assistant Chief of Police will be in charge.
2. In the event the Assistant Chief of Police is not available, the Sergeant will be in charge.

**B. Normal chain of command:**

1. Chief of Police.
2. Assistant Chief of Police.
4. Sergeant.
5. Officer/Staff.

**II. ACCOUNTABILITY:**

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### Command Structure

- A. Supervisory personnel are accountable for the performance of all employees under their immediate control.
  - B. All employees must obey any lawful order of a superior officer, including those orders relayed from a superior by an employee of the same or lesser rank.
    - 1. The employee relaying orders of a superior officer to another employee of the same or greater rank must identify that the order came from a superior officer and name that superior.
    - 2. In case of a conflict or questions about the order, the superior officer issuing the original order should be contacted, time permitting.
- III. In the event of conflicting orders or policies, the supervisor should be immediately notified, time permitting, of the conflict. If the supervisor does not resolve the conflict, or time does not permit resolution, then the last order must be obeyed and the subordinate will not be held accountable for disobedience of the first order.

### Organizational Chart

