

department, yet at no time will a civilian supervise sworn personnel.

VII. HIRING PROCEDURES.

In those instances where an opening for a civilian position exists, department officials involved in the hiring process shall ensure that the position is clearly designated as a civilian position and that all potential candidates are aware of it.

**DEPARTMENT GENERAL ORDER 03-11**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 98-13/98-13A  
SOP: 201.02.00

DATE: October 15, 2003

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**COMMAND PROTOCOLS**

I. PURPOSE.

Clearly defined positions of command authority and responsibility are essential to the effective operations of the police department. Such command protocols provide department employees with a clear understanding of their position in the organization, ensure essential communication up and down the chain of command, and provide for continuity of operations through an established order of succession.

II. DEFINITIONS.

Chain of Command - Formal lines of communication going upward or downward within the organizational hierarchy through each successive level of command.

Command Protocol - The process identified to ensure a continuation of supervision at all levels of the chain of command when vacancies or absence from

duty exists.

Unity of Command - The concept that each individual in the organization has one, and only one, immediate supervisor.

### III. CHAIN OF COMMAND.

As a paramilitary organization, the Clayton Police Department has a well defined command structure based on rank. The rank system of the department in descending order of authority shall be as follows:

1. Chief of Police
2. Captain (Cmdr. Investigations and Support Bureau) – Assistant Chief of Police.
3. Captain (Cmdr. Field Operations Bureau)
4. Lieutenant
5. Sergeant
6. Officer
7. Civilian staff

Commissioned officers of the same rank will generally take precedence according to the date of their appointment to their respective grades. If two or more commissioned officers were appointed to their rank on the same date, they will rank according to the date of their appointment to the department, the one with the longest service taking precedence. However, should an executive or command directive stipulate preference for an officer with less seniority in grade, that officer will assume supervisory precedence.

### IV. UNITY OF COMMAND.

#### A. Individual Accountability

Each department employee shall report to and be accountable to a single immediate supervisor.

#### A. Organizational Accountability

Each departmental component will be under the direct command of one supervisor.

### V. COMMAND AUTHORITY.

Each employee of the department is vested with certain degrees of responsibility and authority to carry out the duties of the position to which they are assigned. Commanders and supervisors are granted levels of authority commensurate with their advanced rank, yet must assume the legal and moral responsibility that attends supervisory and management staff level positions. An integral part of such responsibility shall be for commanders and supervisors to ensure that subordinate personnel possess a clear understanding of their authority and job responsibilities, so as to successfully perform their duties.

Department personnel are expected to utilize delegated authority and responsibility to make competent decisions in the execution of their duties, and will be held accountable for such decisions.

Department personnel are also responsible to seek immediate direction and clarification should a question or sense of uncertainty exist in regard to their authority and/or responsibilities.

#### VI. COMMAND RESPONSIBILITY.

Commanders and supervisors may delegate authority and responsibility to subordinate personnel as necessary, but irrespective of such delegation, the commander or supervisor shall be fully accountable for the activities of the personnel under their immediate control.

#### VII. ORDER OF SUCCESSION.

Should the Chief of Police become incapacitated through illness, injury or death and thus be unable to perform the duties of his office, or should he be absent from the City without having designated a representative to command the department, the following order of succession shall be in force:

1. Captain - Investigations and Support Bureau (Assistant Chief of Police)
2. Captain - Field Operations Bureau

Officers assuming a position of temporary command shall have a moral and professional responsibility to maintain the integrity of the organization, and to ensure that established policies, procedures, and regulations are fully adhered to by department personnel. In addition, employees temporarily succeeding to higher command via the Incident Command System or through the loss/incapacity of their supervisors shall not knowingly revise or change existing policy or procedures, when such revision conflicts with previously established methods of operation.

#### VIII. OPERATIONAL TRANSFER OF COMMAND.

In those instances where members of different bureaus are engaged in a crime scene investigation, the ranking officer on the scene shall maintain command and control over such police activities as may be taking place until a supervisor or commander arrives on the scene to assume operational control. Should a commander or supervisor from the Field Operations Bureau and the Investigations and Support Bureau both be present at the scene and hold equal rank, the commander or supervisor from the Investigations and Support Bureau shall assume command. However, regardless of the identity of the on-scene commander, the Criminal Investigation Division of the Investigations and Support Bureau will assume full and complete responsibility for the investigative portion of the case and will generally direct and coordinate the activities of those field investigators which may be present. The Field Operations Bureau will then provide support for those activities related to the investigation and in conjunction with it.

During other situations which are non-investigative in nature, the ranking uniformed supervisor or commander from the Field Operations Bureau shall maintain operational command and control over the situation. Should a member of the department, other than the Field Operations Bureau, be first on the scene, the employee shall relinquish control of the scene to the appropriate uniformed officer.

#### IX. EMERGENCY COMMAND AUTHORITY.

In emergency situations the department will activate and utilize a Joint Incident Command System. A command rank officer will serve as Incident Commander whenever possible, as long as the situation being dealt with is primarily a law enforcement issue. When the emphasis of direction should change, command of a situation will pass from one department or agency to another.

Should a Declaration of a State of Emergency be made by the Mayor, the Chief of Police acting as the Emergency Management Director shall maintain command and control over the event from an Emergency Operations Center. In such a scenario, the Commander of the Field Operations Bureau will direct tactical operations and the Commander of the Investigations and Support Bureau will be in charge of EOC operations and serve as a liaison officer between the various department representatives. Other commanders and supervisors will serve as needed in accordance with the City's Emergency Operations Plan.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

TJB:dld

CALEA Reference: 11.2.1/11.2.2/11.3.1/11.3.2/12.2.1