



TRAPPE POLICE DEPARTMENT

Title: Chain of Command & Position Responsibilities	Directive #: 2.2
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Approved by: George N. Ball, Jr. Chief of Police	

A. Purpose

To describe and define the TPD Chain of Command and position responsibilities.

B. Policy

The TPD will provide all employees with a detailed description of the TPD command structure to ensure they understand their responsibility and authority within the Department.

C. Procedures

1. Authority, Accountability and Responsibility

- a. Authority to execute the required activity of the department or particular rank will be delegated by the Chief, through the chain of command, to individual employees.
- b. At every level, employees will be given the authority to make decisions that are necessary for the effective completion of their responsibilities. Every employee within the Department has been delegated the authority necessary to make crucial decisions allowing them to execute their responsibilities and complete their designated function within the Department.
- c. Every employee will be held accountable for his performance and the performance of any employee he supervises.
- d. Accountability will include the use of, or failure to use, delegated authority in accomplishing the responsibilities of their position.
- e. Each supervisor:
 - (1) is responsible for the performance and conduct of his subordinates.
 - (2) may delegate the authority to complete a duty or task to any employee within his chain of command, unless that duty has been specifically assigned to that Supervisor for completion.
 - (3) retains responsibility for any task or duty that he delegates.

2. Chain of Command

- a. The chain of command will be the line of authority which extends from the Chief through a single person at each level of supervision to the level of execution.
- b. Unless stated otherwise, all TPD communications will follow the chain of command.
- c. Each police position within the Department has a rank designation. The ranks in descending order are as follows:
 - Colonel (Chief of Police)
 - Lieutenant
 - Sergeant
 - Corporal
 - Officer First Class (OFC)
 - Officer (Ofc.)
 - Probationary Officer
- d. For the purpose of issuing orders, all ranks below Sergeant are considered equal unless an Officer has been designated as an acting Supervisor or assumes the function of Patrol Supervisor as outlined in Section 1.1.

3. Position Responsibilities

a. Chief of Police

The Chief of Police is responsible for and will administer the activities and operations of the Department and will make rules necessary to promote the effective and efficient performance of responsibilities. All TPD employees are ultimately responsible to the Chief.

b. Lieutenant

The Lieutenant reports directly to the Chief of Police and is responsible for the overall operation of the Department in his absence. In addition to the responsibilities enumerated in this paragraph, the Lieutenant shares those responsibilities for all ranks below him. The responsibilities of the Lieutenant include:

- Compliance with Department policy and procedures.
- Proper supervision.
- Employee performance and morale.
- Public safety.
- Public relations.
- All other matters which affect the effective and efficient daily operation of the Department.

c. Sergeant

- (1) In addition to having the same responsibilities of Corporal and Patrol Officers, Sergeants have the added responsibility of being supervisors who perform a patrol function and oversee the performance of subordinates to insure compliance with all Department policies and procedures. When assigned temporary command, a police supervisor will actively manage operations.
- (2) A supervisor's function is to direct and oversee the work of others. His effectiveness is based on the performance of the persons he supervises as well as their own individual performance.
- (3) A supervisor will:
 - be a leader.
 - be aware of the morale of those supervised.
 - influence and motivate those supervised relative to the quantity and quality of their work.
 - Supervisors will perform all duties related to the patrol function including handling calls for service and investigating crime.

d. Corporal & Patrol Officers (including OFC/Ofc.)

Corporals and Patrol Officers will be responsible for prompt and proper action in all police matters and the rendering of prompt and courteous service in the manner prescribed by the rules, policies, and procedures of the Department. In the absence of written directives covering specific situations, an officer is expected to exercise proper and reasonable judgment in the performance of his duties.

- e. Regardless of rank, every sworn TPD employee is responsible for the investigation of reported crimes and offenses, identification and arrest of perpetrators thereof, and proper introduction of same into the criminal justice system. Within the limits of law, Departmental policy, and training, the officer has the authority to make appropriate decisions. The officer may seek the advice of supervisors or other persons within the criminal justice system who possess expertise concerning any matter being handled.

4. Command in the absence of the Chief

- a. If the Chief is unavailable to command the TPD, either by absence or incapacitation and until the Chief is able to resume command:
 - (1) he may designate an employee to be acting Chief, usually the next highest ranking senior police employee; and
 - (2) If he is unable to designate an acting Chief, the next highest senior ranking police employee will assume command of the TPD.

5. Command Protocol

- a. Command at an incident involving members of the TPD, will be determined by rank.
- b. A ranking officer's arrival on the scene of an incident does not automatically place him in charge, unless he announces he is taking control consistent with the Incident Command Policy.
- c. The senior officer at a scene will remain in charge unless he is relieved by an officer senior in rank.

6. Obedience to Orders

- a. An employee will promptly obey all lawful orders of a superior, including those from a superior relayed by an employee of equal or lesser rank, however:
 - (1) an employee will not obey an order which he knows, or should know, would require him to commit an illegal act.
- b. No employee, without adequate justification, will intentionally issue an order that is contrary to an order issued by a superior.
- c. Employees who are given an otherwise proper order which is in conflict with a previous order, rule regulation or directive, will inform the supervisor issuing the order. If the higher ranking employee issuing the order does not alter or retract the conflicting order:
 - (1) the last order will be obeyed;
 - (2) the responsibility for the conflict will be upon the higher ranking employee;
 - (3) the employee will not be held responsible for having disobeyed the previously issued order, rule, regulation or directive.