

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	Chapter: 200 - Administration	
	Directive: 210.02 - Command Protocol and Accountability	
Authorized by: Chief Brandon Zuidema		Effective Date: October 1, 2015
CALEA Standards: 11.4.5, 12.1.1, 12.1.2, and 12.1.4		Last Revision: June 1, 2011

210.2.1 - Purpose

The purpose of this directive is to establish the responsibilities of the Chief as well as an order of precedence for command of the Department when the Chief of Police is unavailable. This directive establishes procedures for communication, coordination, and cooperation among agency functions.

210.2.2 - Policy

It is the policy of the Garner Police Department to provide personnel with a system of leadership to be used in the absence of the Chief of Police. The Department also encourages and supports the exchange of information throughout the Department for the purpose of coordinating activities.

210.2.3 - Responsibilities of the Chief of Police (12.1.1)

N.C.G.S. 160A-281 and Garner Town Code 14-16 authorizes the appointment and designates the Chief of Police as the chief executive officer of the Police Department. This appointment makes the Chief of Police responsible for the protection of lives and property in the Town of Garner. The Chief is responsible for the organization, control, and direction of personnel and resources within the Police Department.

210.2.4 - Command Protocol (12.1.2)

- A. In the event the Chief of Police is unavailable due to leave, sickness, or other absence, and has not designated an "Acting Chief", command of the Department will rest with the Administrative Captain.
 - 1. In the event both the Chief and Administrative Captain are unavailable and no designation of an "Acting Chief" was made, the Operations Captain will be designated as the Acting Chief.
 - 2. In the event an Acting Chief was not designated, and both the Chief and Captains are unavailable, one of the Lieutenants will be designated as the Acting Chief. In this instance, the sequential order of command will be as follows:
 - a. Administrative Lieutenant,
 - b. Patrol Division Lieutenant,
 - c. Criminal Investigations Lieutenant,
 - d. Support Services Lieutenant, and
 - e. Senior on-duty Sergeant.
- B. In normal day-to-day agency operations, the on-duty shift supervisor will be in charge of patrol operations.

- C. In exceptional situations and/or unusual events involving personnel of different functions, command of police operations will be based upon the nature of the event and the available personnel in accordance with the Incident Command System.

210.2.5 – Supervision of Patrol

- A. Under no circumstances will the patrol division be left unsupervised for any time at the beginning of, during, or at the conclusion of any particular shift or tour of duty. When it appears that personnel will be unsupervised for any period of time at the beginning of a particular shift, the supervisor from the previous shift will remain on duty until relieved by another supervisor.
- B. In emergency situations, such as sudden illness or injury, the supervisor may designate a patrol officer to be in charge until arrangements are made to have another supervisor respond. If the supervisor is unable to designate a patrol officer, the senior patrol officer will be in charge until another supervisor arrives.

210.2.6 - Supervisory Accountability

Supervisors are accountable for the performance of Department personnel under their immediate control and supervision. Employee performance, both positive and negative, shall not go unnoticed by supervisors. Supervisors are accountable to enforce Department directives fairly with their subordinates while working to accomplish the goals and objectives of the Department.

210.2.7 - Inter-Department Coordination (12.1.4)

The Garner Police Department supports and encourages the exchange of information with other units and sections in the Department for the purpose of coordinating work efforts. The following methods and activities accomplish this exchange of information:

- A. The use of departmental email;
- B. Reviewing daily crime reports and patrol activity (CAD Report) via the intranet;
- C. Bi-Weekly Command Staff Meetings;
- D. Periodic attendance of investigators, community service officers, and line officers at roll call and staff meetings;
- E. Following the appropriate "chain-of-command"; and
- F. Any other timely method for accurate exchange of pertinent information.

210.2.8 – Notification to Officer in Charge (11.4.5)

- A. In certain unusual incidents or major events in which the police respond, notification to the Chief of Police will be required. Notification will be made through the chain-of-command. The on-duty supervisor shall notify their immediate supervisor. Each supervisor is responsible for contacting his/her immediate or next available supervisor up to and including the Chief of Police. This does not preclude the on-duty supervisor from making all the notifications up the chain of command.
- B. In the event the Chief of Police is not in town, he will designate an Acting Chief. The Acting Chief will be responsible for notifying the Chief in these circumstances.

- C. The Chief of Police or the Acting Chief (in his absence) will make the determination to notify the Town Manager and/or any elected officials.
- D. Incidents requiring notification of the Chief of Police include, but are not limited to;
 - 1. Any line-of-duty death or serious injury of agency personnel;
 - 2. A use of force incident resulting in death or serious injury to an officer or a suspect;
 - 3. Major crimes, such as homicides, hostage situations, arsons, civil disorder, etc.;
 - 4. Major incidents, such as large scale haz-mat incidents, evacuations, traffic fatalities, etc.;
 - 5. Any incident involving a high profile defendant or victim, such as an elected official or prominent community leader;
 - 6. Any incident resulting in a heightened community interest; and/or
 - 7. Any event where there is a question about the department's liability.
- E. The supervisor will document all attempts to contact the Operations Captain, Administrative Captain, or the Chief of Police. In the event that neither one of the Captains, nor the Chief of Police can be reached after reasonable attempts to do so, the individual in charge will make a reasonable decision based upon the facts available at that time. The supervisor making the decision in the absence of a higher-ranking officer must be prepared to justify the decision to the appropriate authority upon request.