

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 20, 2006	NUMBER 401
SUBJECT Direction	REVISED	
REFERENCE SCLEA 4.1.1, 4.1.2 & 4.1.3	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 5

DIRECTION

A. PURPOSE

The purpose of this general order is to:

1. Recognize the authority of the chief executive officer of the department, and designate the chain of command during the absence of the Chief,
2. Set the procedure for command staff meetings and general attendance group meetings,
3. Issue guidelines for resolving conflicting orders from supervisors, and
4. Establish a structure and policy for a written directive system.

B. POLICY

The commensurate authority to command the resources of the City of Anderson Police Department is herein delegated to the member of the department with command responsibility for the department.

C. PROCEDURE

1. **Responsibilities of the Chief:** The Chief of Police is the Chief Executive Officer of the City of Anderson, South Carolina Police Department. As per general order 301 (D-1), the Chief of Police reports directly to the City Manager and is responsible for the overall effective and efficient management of the city's police department. Within the municipality of Anderson, South Carolina, the Chief of Police has the ultimate responsibility for maintaining law and order, investigating crimes, suppressing vice, and enforcing state law and municipal ordinances. The primary mission of the Chief of Police is to:

- a. Serve the public,
- b. Protect innocent people from harm, and
- c. Enforce the law.

The priorities of the Chief of Police are the:

- a. Protection of life, liberty, and property,
- b. Preservation of peace, and
- c. Prevention of crime.

The Chief of Police serves in accordance with the provisions of the Municipal Ordinances, functioning in accordance with general policy established by the City Council, Mayor, and City Manager, and is responsible for organizing, controlling, and directing the personnel and resources of the police department. The Chief has considerable latitude in the exercise of independent judgment and discretion in the management and operation of the police department. For further clarification refer to City Codes: 25-2, 54-2, 54-1, 54-3, and 54-4.

The Chief of Police shall direct the assignment of officers, establish training programs, maintain records, provide traffic control and enforcement, cooperate with other law enforcement agencies, establish rules, regulations, policies and procedures, and provide advice to the City Manager, Mayor, and City Council members on matters pertaining to the police department. The Chief is also responsible for developing annual budget proposals and for controlling budgeted expenses.

The Chief of Police is responsible for the direction of all activities of the City of Anderson Police Department. This direction will be accomplished through written and oral orders, policies, procedures, directives, guidelines, and guidance. The Chief of Police shall delegate leadership authority through subordinate supervisors and officers. The Chief may delegate or grant particular authority to any members of the department as necessary for the efficient administration of the Department. The Chief of Police also has the direct line responsibility for the fiscal management of the department; for planning, research and development; and, for administering discipline. (SCLEA 4.1.1)

2. **Designated Acting Chief:** Whenever the Police Chief is unavailable (i.e., out-of-town on vacation, attending training, at seminars, etc.), the Chief will designate in writing the Acting Chief for the period of the absence. If circumstances preclude the Chief from designating an

Acting Chief, the next available Senior Captain with respect to time-in-grade will assume command as the "Acting Chief". The designated acting chief shall be empowered with all of the authority of the Police Chief while serving in that role. (SCLEA 4.1.2)

Under ordinary circumstances, when the Chief of Police and all captains anticipate their simultaneous absence, the Senior Lieutenant with respect to time-in-grade will be designated as the "Acting Chief." In this instance, as the above, the Senior Lieutenant (Acting Chief) shall be empowered with all of the authority of the Police Chief while serving in that role. (SCLEA 4.1.2)

Should the absence of the Chief of Police, Captains, and Lieutenants be unanticipated, unintentional, or without warning, the command of the Police Department will defer as follows:

- a. **Chain of Command:** In the event of an emergency, and until the Chief of Police or Captains can be notified, command of the department shall rest with the highest ranking officer available. The sequential order of command will be as follows:
 1. Unless specifically designated otherwise, the senior Lieutenant on duty will be in charge of the department in the absence of the Chief and Captains. (SCLEA 4.1.2)
 2. In the absence of an on-duty Lieutenant, any supervisor is empowered to make decisions or to assume command. When two supervisors are available of equal rank, the senior on-duty supervisor in terms of time-in-grade will be in command. (SCLEA 4.1.2)
 - b. **Exceptional Circumstances and When personnel of Different Functions Engage in a Single Operation:** Same as General Order 301, Command Protocol. (SCLEA 4.1.2)
3. **On-Duty Shift Supervision Responsibilities/Command Protocol/OIC:** The on-duty shift Lieutenant in charge of the shift will be in command of all patrol officers for those hours for which the shift is responsible for providing basic patrol coverage.
- a. In the absence of an on-duty shift Lieutenant, any other on-duty shift Sergeant will assume command.
 - b. In the absence of a shift Lieutenant and the Sergeant, the designated OIC will be the Corporal. During the simultaneous absence of the Lieutenant, Sergeant, and Corporal, the most senior officer on duty will assume command as the OIC. The OIC will possess the same responsibility and authority of the shift supervisor during the time that he/she is OIC of the shift.

- c. An OIC will continue to exercise command authority over all officers in the field past the end of the shift responsibility during an ongoing emergency, until relieved of command by a person with higher authority.

D. MANAGEMENT RESPONSIBILITY AND ACCOUNTABILITY

1. **Supervisory Accountability:** Supervisors will be held accountable for the performance of the employees under their immediate supervision. Although supervisors may free themselves of the actual performance of a given task, superior officers cannot free themselves of responsibility or accountability for the accomplishment of the task.
2. **Conflicting Orders:** Any employee who receives an order that conflicts with any previous order or instruction will advise the person who issued the second order of the conflict. Responsibility for countermanding the original order rests with the supervisor who issued the second order. When an order is countermanded, a memorandum will be initiated by the countermanding supervisor to the Chief explaining the reason(s) for the change. When the order is contrary to written policies and procedures, the supervisor will outline all of the circumstances that led to the exception. In the event neither issuing supervisor can be readily advised, the employee will carry out the most recent order and advise a supervisor of the conflict as soon as practical. (SCLEA 4.1.3)
3. **Obedience to Orders:** As per General order 301 F-3, employees are required to obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank. (SCLEA 4.1.3)
4. **Agency Staff Meetings:** The Chief of Police or his designee will conduct communications meetings with his staff. These meetings will be held at the Chief's discretion. The Chief of Police will be responsible for informing staff members of the scheduled meeting time.
 - a. All personnel are encouraged to forward agenda to items their Division Captain for discussion during the staff meetings.
 - b. The Chief or his designee will preside over the meeting allowing staff members present to present their agenda items. The meeting will be completed by the person presiding presenting their agenda.
 - c. Those in attendance shall make all matters of importance available to the personnel within their respective division.
 - d. Command Staff meetings will be conducted in the Chief's office or wherever else space permits. The overall atmosphere of the meeting is informal.
5. **Supervisor Meetings:** The Division Captain will be responsible for coordinating periodic supervisors meetings. Affected supervisors and their Division Captain(s) are to be present at these meetings. The following should be the structure of the meeting:
 - a. A time for informal sharing of information will be included at the beginning of each meeting.

- b. Meeting dates will be scheduled within seven (7) days following a staff meeting.
- c. All supervisors and division heads are to seek agenda items from their personnel that may need to be discussed during the meeting.
- d. All personnel present will have an opportunity to present their agenda items.
- e. All personnel present will be able to discuss in an open forum items of importance presented during the meeting.
- f. The Division Captain or his/her designee shall preside over the meeting.

It shall be the responsibility of the Lieutenants and Division Captains to present the results of the supervisors meetings to their respective personnel.

- 6. **Annual Planning Session:** The Chief of Police shall schedule an annual planning session during the first month of each calendar year. All supervisors and Division Captains are to be present at this meeting. The Chief or his/her designee shall preside over the meeting. This meeting is held to plan out the year's events and other items of importance to the overall operation of the Department. The planning session will be held at a location to be determined by the Chief of Police.

By order of:


Martin D. Brown, Chief of Police

3-13-2006
Date