

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 02/20/20
Chief of Police: 	Authority, Command and Direction, 11.3	
Cross Reference:	Policy Sections: 11.3.1 Responsibility and Commensurate Authority 11.3.2 Organizational Command 11.3.3 Command Protocol 11.3.4 Span of Control 11.3.5 Compliance with Orders 11.3.6 Communication, Coordination and Cooperation 11.3.7 Command Staff Notification	

PURPOSE

The purpose of this policy is to establish guidelines for the authority, command and direction of personnel.

POLICY STATEMENT

It is the policy of the Elgin Police Department to provide effective direction and supervision of all personnel and delegate authority in a manner which provides high quality and efficient service. Personnel shall be given the authority to make necessary decisions for the effective execution of their responsibilities. All employees are accountable for the use of their authority and the performance of employees under their immediate control.

DEFINITIONS

Command Authority: Irrespective of rank, it is the person placed in charge of a specific incident, assignment, or unit.

Direct Supervisor: Person whom the employee reports to on a frequent basis and oversees the daily activities of the employee.

Indirect Supervisor: Person whom has authority over the work of an employee, but not on a direct and frequent basis. This term generally refers to the person whom the direct supervisor reports to.

PROCEDURES

11.3.1 RESPONSIBILITY AND COMMENSURATE AUTHORITY

- A. Per city ordinance 2.52.030, the chief of police shall have the authority and responsibility for the management, direction, and control over the operation and administration of the Elgin Police Department and its employees.
- B. The chief of police is appointed by the city manager, who is also the chief's direct supervisor.
- C. Each member of the Elgin Police Department has the authority to carry out any and all duties and responsibilities which are delineated in department directives, policies, procedures, job descriptions, as well as federal, state, and local laws and ordinances.
- D. Each member of the department is accountable for their use of authority.

11.3.2 ORGANIZATIONAL COMMAND

- A. Each organizational component is under the command of one direct supervisor.
 - 1. The organizational chart shows the command structure of the department. Updates to the

chart are made at least annually.

2. The organizational chart shall be published as directed by the chief of police or designee and will be electronically accessible to all employees.
- B. Employees are accountable to one specific supervisor at any given time. This specific supervisor is not necessarily their direct supervisor.

11.3.3 COMMAND PROTOCOL

- A. The chief of police shall appoint an acting chief of police during periods of scheduled absences.
- B. In the event of exceptional situations or when the chief of police is incapacitated, the city manager shall appoint an acting chief of police.
- C. The precedence of rank, in descending order, for sworn members of the department shall be as follows:
1. Chief of Police
 2. Deputy Chief of Police
 3. Commander
 4. Lieutenant
 5. Sergeant
 6. Senior Patrol Officer
 7. Police Officer
- D. The commanders, lieutenants and sergeants may place a subordinate in charge during their absence, subject to the approval of their direct supervisor. When the direct supervisor is unavailable, approval may be granted by their indirect supervisor.
- E. Personnel substituting for a commander, lieutenant or sergeant shall assume the same authority as the person normally holding the respective position, unless otherwise directed by a higher authority.
- F. Command is established first by rank and second by aggregate time served in rank. When a conflict occurs because of identical service days or days of appointment, the officer with the highest position on the eligibility list, from which the appointments were made, is deemed to be the senior.
1. When practical, in all situations, the highest ranking officer should take incident command.
 2. However, when the ranking supervisor is the engaged officer, an automatic request for the next level of supervision and the designation of a distinct incident commander should take place.
 3. If in the event the engaged supervisor is removed from that position, they obtain incident command.
- G. The chief of police may designate command authority to a member of less rank than other assigned members, such as to the SWAT commander.

11.3.4 SPAN OF CONTROL

- A. In order to maintain effective direction, control and coordination of personnel within the department, the number of employees under the direct control of a supervisor should not exceed what is reasonable for the functionality of the division being supervised.

- B. This policy shall not preclude the possibility of dealing with unforeseen or emergency circumstances that may require the span of control to exceed the normal limit.

11.3.5 COMPLIANCE WITH ORDERS

- A. Employees are required to obey any lawful order of a supervisor, including any order relayed from a supervisor by a member with the same or lesser rank.
- B. Employees who willfully disobeys or disregards a direct lawful order, verbal or written, of a supervisor will be considered to be insubordinate.
- C. Employees are not required to obey an order which is unlawful or requires an unlawful act be committed. An unlawful order will be brought to the attention of the employee's direct supervisor and to the member who issued the order.
- D. If an employee receives a conflictive order or directive, the employee shall respectfully call the conflict to the attention of the supervisor giving the last order. Should the latter not change the order, it shall be obeyed and the member thereafter shall not be responsible for disobedience of the first order.

11.3.6 COMMUNICATION, COORDINATION AND COOPERATION

- A. Supervisors shall attend periodic supervisory meetings. These meetings are intended to enhance cooperation, communication, and to coordinate the goals of the department. Additional formal and informal meetings are held as needed. Supervisors shall share pertinent information with those under their chain of command.
- B. Exchange of information is also accomplished through electronic communication, in-person or through the use of email.

11.3.7 COMMAND STAFF NOTIFICATION

- A. Supervisors are responsible for reporting any exceptional event or occurrences through the chain of command, as soon as practical.
- B. Refer to the Emergency Communications Operations Manual for information pertaining to notifications by members of the Emergency Communications Division.