

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 113-A

REFERENCE STANDARDS: 11.2.1 11.3.1 11.3.2 12.1.3

SUBJECT: Command Protocol, Span of Control, Responsibility and Accountability

POLICY: It is the policy of the Hanover Park Police Department to provide uniform direction to all Police Department employees through an established chain of command in order to promote consistency, reduce confusion and enhance public safety operations.

I. Procedure

A. In normal day-to-day operations, the following command structure is in place:

1. The Chief of Police represents the highest-ranking authority within the Police Department.
2. Deputy Chiefs are the highest-ranking officers within the division,
3. Lieutenants are the highest-ranking officers within a division of assignment. Lieutenants serve as the "Chief's Representative" and have overall command authority of Police Department operations in the absence of higher authority.
4. Sergeants are first line supervisors within their respective squads or units. They are members of management.
5. Assistant Team Leaders shall perform supervisory duties as assigned for subordinate personnel including reviewing and approving work and initiating corrective action including disciplinary action as required.

B. The protocol for command succession shall be as follows:

1. From Chief of Police to designated Deputy Chief of Police or the most senior Lieutenant.
2. From Deputy Chief to the most senior Lieutenant within that Division,
 - a. If no Lieutenant is assigned to the affected Division or not on-duty, then the most senior Sergeant.

3. From Lieutenant to the most senior Sergeant on duty,
 4. From Sergeant to the designated Assistant Team Leader or the most senior patrol officer on-duty within that Unit.
 5. Sworn personnel, when involved in matters of mutual concern and the sworn personnel are of equal rank, shall abide by the decision of the most senior officer unless said decision is in conflict with existing laws and ordinances.
- C. All personnel shall immediately comply with the lawful direction provided by an officer or employee of supervisor rank. Failure to do so may be considered insubordination. (12.1.3)
1. In the event an employee receives an order which is in conflict with a previous order the employee shall notify the supervisor issuing the conflicting order. Responsibility for disobedience of the first order then shifts to the supervisor who issued the second and conflicting order.
- D. All supervisors retain full authority and responsibility for their positions until relieved by an authorized person.
1. Supervisors shall name a subordinate to acting authority whenever the supervisor cannot be physically present and able to assume command functions.
 2. Notification of transfer of command authority shall be completed in writing, on a timely basis, and circulated to all affected personnel.
- E. Acting supervisors have the full authority and responsibility of the position they assume until relieved by their supervisor or another superior officer.

II. INCIDENT COMMAND PROTOCOL/EXCEPTIONAL SITUATIONS

- A. In exceptional situations, catastrophic events, major crimes, dignitary protection operation, or other large scale event, an officer representing police command rank will assume command of the police operation as incident commander.
1. An Incident Commander shall be designated and shall have overall command authority over the operation management of the incident.
 - a. The on-duty patrol supervisor shall assume initial responsibility until formally relieved by higher authority.
 - b. Transition of command over an incident from one person to another shall be formally declared to all personnel involved in the operation.
 - c. When two supervisors of equal rank are on a field operation, the senior supervisor on-duty shall assume command until relieved by a higher-ranking supervisor.

- 1) Exception: Incidents of officer involved deadly force or less lethal serious injury shall be investigated under DIR 108-A.

III. MILITARY COURTESY AND PROTOCOL

- A. On-duty Police department employees shall address superior civilian supervisors, managers, and ranking officers by rank or as indicated below when in the presence of other junior employees, representatives from other agencies or departments, or the public.
 1. Employees may address ranking officers by their first name, only if authorized by that officer and others described above are not present.
 - a. It is not appropriate to address a ranking officer by their first name in public or in the presence of junior employees.
 - b. For example: the employee should address the officer as “Sergeant” or “Sergeant Jones” or address them as “Sir” or “Ma’am”, as appropriate.
 2. Employees shall address superior civilian supervisors or managers by title, i.e.: Deputy Chief, or as “Mr.”, “Sir”, “Ms.”, or “Ma’am”, as appropriate. They may address supervisors by first name only if authorized and others described above are not present at the time.

IV. SPAN OF CONTROL

- A. Supervision at the line level, will have the highest employee to supervisor ratio, and will decrease proportionally in a pyramid fashion upward through the Chain of Command.
- B. Each organizational unit shall be under direct command of only one supervisor. (11.2.1)
- C. All employees shall be accountable to only one supervisor at any given time. (11.3.2)

V. RESPONSIBILITY AND ACCOUNTABILITY

- A. All employees, at all levels, are granted authority that is commensurate with their responsibilities. Supervisors shall insure that responsibilities delegated to subordinates do not exceed the level of authority necessary to complete them. (11.3.1a)
- B. All employees are held accountable for the application of, or the failure to apply, when appropriate, the authority delegated to them. (11.3.1b)
- C. Supervisory Authority and Accountability
 1. All supervisors are held accountable for performance and conduct of employees under their command. (11.3.2)
 2. Any employee, of subordinate position, who may be placed temporarily into a higher supervisory position, shall exercise the authority and perform the duties of

that higher position and shall be held accountable and responsible for performance in that position.

- a. In order to promote consistency and avoid confusion, employees in acting supervisory capacities should avoid countermanding any lawful standing order issued by the supervisor they are replacing except in an emergency.