

# PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	<b>SUBJECT:</b>	<b>POLICY NUMBER</b> <b>109</b>
	<b>COMMAND AUTHORITY</b>	<b>ISSUE DATE</b> <b>02/19/2008</b>
	<b>CHAPTER: DEPARTMENT ORGANIZATION</b>	<b>EFFECTIVE DATE</b> <b>02/19/2008</b>
	<b>ISSUED By:</b> Chief of Police John E. Howell	<b>TOTAL PAGES</b> <b>4</b>

**I. COMMAND AUTHORITY**

**II. OATH OF OFFICE**

All sworn members shall take and abide by an oath of office administered by a sitting judge, Circuit or Municipal. This oath shall include, but is not limited to, the member's pledge to uphold the Constitution of the United States, the Arkansas Revised Statutes, and the ordinances of the City of Pine Bluff (CALEA 1.1.1).

**III. OFFICE OF THE CHIEF OF POLICE**

The Chief of Police shall be appointed pursuant to Arkansas state law and the Ordinances of the City of Pine Bluff as in effect at that time. The Chief of Police reports directly to the Mayor. (ACA 14-42-110(a) (2).

The Chief of Police is empowered as the highest authority in the Department. The Chief has the ultimate control over all aspects of the Departmental operations and command authority over all bureaus, divisions, sections, units, squads, groups, teams, or any other components of the Department. (CALEA 11.1.1, 12.1.1) Additionally, the Chief shall be responsible for all fiscal matters of the Department. (CALEA 17.1.1)

**IV. CHAIN OF COMMAND**

**A.** The chain of command is the clear line of authority from the Chief of Police to every member that facilitates effective decision-making and organizational communication. Members shall utilize, recognize, and respect the chain of command in all official actions as designated in the Order of Rank. In certain instances, the chain of command may be bypassed. In doing so, a member should be prepared to justify the departure from normal procedure.

**V. ORDER OF RANK**

A. The order of rank of sworn members of the Department shall be as follows: (CALEA 11.1.1; 12.1.2d).

1. Chief of Police
2. Deputy Chief of Police
3. Lieutenant
4. Sergeant
5. Patrolman/Detective

B. This policy does not preclude the Chief of Police, with the approval of the appropriate city government authority, from adding to or deleting from the rank structure or chain of command within the Pine Bluff Police Department.

**VI. UNITY OF COMMAND**

A. Each member is accountable to only one supervisor at any given time (CALEA 11.2.1). Each member shall be responsible or accountable to his or her regular immediate supervisor, except when working on a special assignment, incident, or temporarily assigned to another unit. In such case, the member shall be accountable to the first-line supervisor in charge of the assignment or incident. Similarly, each organizational component shall be under the direct command of only one supervisor as shown on the Department organizational chart.

B. At times, a commanding officer may be required to give a lawful order to a member or component that is outside their normal chain of command. In such cases, rank will be respected and the order shall be obeyed.

C. At times, a supervisor of any rank may be required to give a lawful order to a member or component that is outside their normal chain of command. In such cases, rank will be respected and the order shall be obeyed.

**VII. SPAN OF CONTROL**

To achieve effective direction, coordination, and control, the number of members under the immediate control of a supervisor shall not be excessive. The exact number of personnel supervised by any one supervisor shall be dependant on the nature of the job being performed, the complexity of the task, the size of the area to be supervised, the experience level of the members, and other factors that may influence the work environment. Each supervisor shall continually review the number of personnel under their command to ensure that appropriate limits are not exceeded.

## **VIII. OFFICER IN CHARGE**

- A. The officer in charge of any non-planned assignment shall be the first officer to arrive on the scene. He/she shall remain in charge until relieved by a higher-ranking officer who shall specifically advise the officer that they he/she is being relieved. (CALEA 12.1.2 d).
- B. When two officers of equal rank arrive simultaneously at a scene and a conflict exists as to who is in charge, the officer in charge shall be the one with the most seniority in grade (CALEA 12.1.2 d).
- C. When specialty unit investigators are requested, they shall assume control of the investigation or scene until their services are no longer required.

## **IX. COMMAND OF JOINT OPERATIONS**

When two or more components within the Department are engaged in a joint operation, the person in charge shall be clearly identified to all participants at the beginning of the operation (CALEA 12.1.2 c).

## **X. RESPONSIBILITY, AUTHORITY, AND DELEGATION**

- A. The Department is an organization with assignment of responsibility and accountability throughout the rank structure. The command structure, which is set forth by the Chief of Police, establishes authority for members commensurate with their responsibilities (CALEA 11.3.1 a). Commanding officers shall:
  - 1. Accept the responsibilities of their rank and are required to thoroughly familiarize themselves with the responsibilities of their assigned command or function.
  - 2. Delegate authority and responsibilities, but be held strictly accountable for this delegation (CALEA 11.3.1 b).
  - 3. Set an example of sobriety, dignity, courtesy, discretion, skill, diligence, and observance of proper discipline.

## **XI. PERFORMANCE OF MEMBERS**

To achieve effective direction, coordination, and control, supervisors are accountable for their performance of members under their immediate supervision (CALEA 11.3.2). This directive applies to each level of supervision within this agency.

## **XII. CONFLICTING ORDERS OR DIRECTIVES**

Members receiving conflicting orders shall advise the person issuing the conflicting order of the previous instructions. The responsibility for countermanning the first order rests with the person issuing the second order. If a conflict remains, the last order given shall be the one obeyed (CALEA 12.1.3)

**XIII. UNLAWFUL ORDERS**

Supervisors shall not knowingly issue an order that is in violation of any law, ordinance, or departmental rule. No member shall be required to obey an unlawful order. The responsibility to refuse to obey an unlawful order rests with the individual member and shall require justification. Members receiving an unlawful order or unjust order shall report this fact, in writing, to the next higher level of authority through the chain of command, as soon as possible (CALEA 12.1.3).

**XIV. STAFF MEETINGS**

The Chief may conduct periodic problem-oriented staff meetings. The meeting shall be attended by each Division Commander and other unit, or section supervisors deemed necessary. In the event a section commander cannot attend, they may select a designee who should be briefed prior to the meeting (CALEA 12.1.4).

**XV. SUCCESSION OF COMMAND**

In the absence of the Chief, under normal circumstances, a Deputy Chief will assume the duties as the Acting Chief. The duty schedule shall be assigned by the Chief of Police. The assignment as 'Acting Chief' may be used where the Chief anticipates his absence for short periods, such as to attain continuing education requirements, vacation, temporary physical or mental inability, or other short-term unforeseeable absences. The duration of the absence and authority to appoint an Acting Chief is pursuant to Arkansas state law and the Ordinances of the City of Pine Bluff as in effect at that time.

**XVI. ACTING POSITIONS**

- A. The necessity of filling an acting position shall be determined by the Chief of Police.
- B. An employee may be selected as an acting supervisor only one rank above their current position. Any employee placed temporarily in a position of higher authority shall exercise that authority, perform the duties of the position, and be held accountable as if he/she were permanently appointed. He/she shall not interfere with or countermand any order issued by the member whose position they temporarily occupy, except when necessity demands. If such an occasion arises, the appointee shall make a report in writing to their immediate supervisor. Any employee may decline being placed temporarily in a position of higher authority.