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|  | <b>Policy &amp; Procedures</b>                              |  |  |                                      | <b>No. 1.34</b>                   |  |
|                                                                                   | Subject:<br><b>Command Protocol and Order of Precedence</b> |  |  |                                      |                                   |  |
|                                                                                   | Issuing Authority:<br><b>Chief of Police</b>                |  |  | Effective Date:<br><b>11/17/2014</b> | Review Date:<br><b>11/27/2023</b> |  |
|                                                                                   |                                                             |  |  |                                      | References:                       |  |
| <b>Review</b>                                                                     |                                                             |  |  |                                      |                                   |  |
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|                                                                                   | 11/20/2020                                                  |  |  |                                      |                                   |  |
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## CALEA STANDARDS

11.2.1 11.3.2

11.3.1 12.1.2

### Purpose

The Canton Police Department is a paramilitary organization. The Department rank structure assigns certain responsibilities to rank and provides for a chain of command for direction, control and communications within the agency.

Since not all ranks are on duty at any given time, an order of precedence has been established to allow for communication, direction and responsibility twenty-four (24) hours a day.

### Policy

The chain of command shall be used in all internal communications and the established order of command precedence shall be adhered to. As the liaison, As the liaison,

### Unity of Command

- 11.2.1 Each employee is accountable to:
- Only one supervisor at a given time

11.3.2

### Authority and Responsibility

- 11.3.1 A Employees shall:
- Be delegated authority commensurate with their responsibilities; and

- 11.3.1 B** Each employee is accountable:
- For the use of delegated authority

- 11.3.2** Supervisory personnel and those acting in a supervisory capacity are:
- Accountable for the activities and performance of personnel under their immediate control.

## **Designation of Command during the Absence of the Chief of Police**

- 12.1.2 A** In the event of the absence of the Chief of Police (i.e., incapacitated, off duty, out-of-town, on vacation, sick or otherwise unable to command), the Deputy Chief shall act in his/her capacity during the absence. The Deputy Chief shall:

- Have the authority to carry out the day-to-day operations of the department and;
- Not have the authority to approve personnel actions such as appointment, promotions, salaries, etc., unless that authority is specifically authorized in the written directive.

- 12.1.2 B** In emergency situations where the Chief of Police and the Deputy Chief are unavailable, the Lieutenant on shift (or just going off shift) will be in charge.

In the absence of the Chief and the Deputy Chief, such authority shall be delegated to the Lieutenant working the shift or just coming off shift.

## **Common Protocol in Administrative and Routine Situations**

- 12.1.2 D** In normal day-to-day department operations, the following chain of command protocol shall be adhered to:

Chief of Police  
Deputy Chief  
Lieutenant (on shift of just coming off shift)  
Sergeant  
Senior Police Officer  
Police Officer  
Probationary Police Officer

## **Command Protocol in Field Situations**

### **12.1.2 B**

Chief of Police  
Deputy Chief  
Lieutenant (on shift of just coming off shift)  
Shift Sergeant  
Senior Police Officer  
Police Officer  
Probationary Police Officer

## **Exceptional Situations**

### **12.1.2 B,C,D**

In those exceptional situations, such as civil disorder and disturbances, hostage situations, and other critical incidents, the Incident Commander under ICS protocol, as described in the All Hazards Plan, shall assume command. This may or may not be the highest-ranking officer on scene, but command protocol shall flow from that level.

- 12.1.2 C** In situations involving personnel of different functions engaged in a single operation (i.e., drug raid, warrant arrest, etc.), when there is more than one supervisor/officers involved, the one that initiated the action/operation will be in charge.

## **Seniority List**

Police personnel of the same rank shall rank vis-à-vis each other in order of the Department's seniority list. This list shall be established in the following order:

- The appointment date to the Canton Police Department; and
- For personnel appointed on the same day; the final score received on the civil service exam; or
- For laterally hired personnel appointed on the same day, the final score received on the police eligibility list.

- 12.1.2 B,C,D** In the absence of contrary orders and subject to the rules and procedures set forth herein, the senior police officer of the highest grade that is present on duty, at any place or occasion, shall command. In exceptional situations where an officer of lesser rank has specialized training or expertise, or is part of a specialized function, command may be relinquished to them by the higher-ranking officer.