

*Keith Porch, Chief of Police*

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<b>GENERAL ORDER 12</b>
<b>DIRECTION</b>
EFFECTIVE DATE: May 1, 2019
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**PURPOSE:** The purpose of this chapter relates to the direction and supervision of Division personnel, specifically chain of command, chief executive officer authority, supervisory accountability, and a written directive system that reflects the Division's core values and its mission statement.

**12.1 DIRECTION**

**12.1.1 CHIEF EXECUTIVE OFFICER (LE1)**

The Chief of the Division of Police shall have the authority and responsibility for the management, direction, and control of the operations and administration of the Division.

### 12.1.2 PRECEDENCE OF RANK (LE1)

A. **Acting Chief:** The Chief of Police may designate a subordinate officer as Acting Chief of Police to perform the duties of the Chief of Police in his/her temporary absence from the Police Division or during his/her disability. A memorandum may be used for notification of the appointment of Acting Chief. If such designation has not been made and the Chief of Police is absent from the Police Division or unable to perform his/her duties or to make such designation, the Safety Director or his/her designee shall make such designation.

B. **Precedence of rank (exceptional situations):** The precedence of rank and command shall apply to exceptional situations, in descending order in the Mansfield Division of Police: Chief of Police, Deputy Chief, Captain, Lieutenant, Sergeant, Patrol Officer, or non-sworn personnel.

C. **Precedence of rank (multiple functions):** The precedence of rank and command shall apply to situations involving personnel of various functions engaged in the same operation. If two or more officers of the same rank are present, the senior officer from the component that will ultimately take charge of the scene or investigation will assume command. Depending upon the size and scope of a particular critical incident, the initial Incident Commander may pass off incident command to a higher authority, through proper transfer of command, who has more experience, training, knowledge and/or expertise. However, the Incident Commander does not have to be the highest ranking officer on scene and can function as the Incident Commander unless properly relieved.

D. **Precedence of rank (normal operations):** The precedence of rank and command shall apply to situations involving day to day operations. Members will act under the command of the most senior officer present, unless otherwise directed by a higher-ranking officer or supervising officer.

A non-sworn Supervisor will not exercise command of sworn personnel but a sworn supervisor may exercise command of non-sworn personnel in the absence of their supervisor. Non-sworn personnel will normally report to and work under the guidance of their assigned supervisor.

### 12.1.3 ORDERS (LE1)

A. **Obeying lawful orders:** Members of the Division shall strictly obey and properly execute any lawful order emanating from any superior officer. The term lawful order shall be interpreted as an order prescribed by law, rule, procedure, or regulation of the Division, or for the preservation of order, efficiency or proper discipline. The member shall obey any order relayed from a superior officer by a member of the same or lesser rank.

B. **Conflicting orders:** If a member receives a conflicting order, the member will inform the individual issuing the order of the conflict. If the superior issuing the order does not alter or retract the conflicting order, the order shall stand.

C. **Unlawful orders:** No member shall knowingly obey an unlawful order. If a member believes an order to be unlawful, he will inform the individual issuing the order as soon as practical. No member will be held accountable for failing to obey an unlawful order. Any unresolved incident shall be reported to the next higher supervisor in the chain of command as soon as practical.

### 12.1.4 COMMUNICATION, COORDINATION AND COOPERATION

The Division encourages and supports the exchange of information with operational and support functions

and personnel for the purpose of coordinating performance. Information shall be communicated by email, voice mail, intelligence reports, and attendance of investigative personnel at patrol roll calls and during staff meetings. In addition, operational and support functions will normally provide activity summaries for the Division's yearend report.

## 12.2 WRITTEN DIRECTIVES

### 12.2.1 WRITTEN DIRECTIVES (LE1)

A. The Division has a **values and mission statement**.

B. **The Chief of Police has the authority to issue, modify, or approve all written directives.**

C. **Special orders and memoranda:** The Deputy Chief, Captains and Lieutenants may issue Special Orders. Any member of the Division may issue memoranda for purposes of general information.

D. **Directives** include but are not limited to General Orders, Special Orders, Personnel Orders, Training Bulletins, and Memoranda.

**General Orders** are permanent statements, to include policy, procedure, and rules and regulations.

**Special Orders** are issued on a special or temporary basis to address special activities, changes in policies, and last for the duration of the special activity or until adopted as a General Order.

**Personnel Orders** are issued to affected personnel for ancillary duty assignments, shift assignments, promotions, and other personnel assignments. They may also be used to report the status of current, former or retired personnel.

**Training Bulletins** are issued to personnel for disseminating pertinent training information.

**Memoranda** are issued for general information purposes and include electronic memos.

E. **Reviewing and revising directives:** The directives will conform to the basic format of the Standards Manual of the Law Enforcement Division Accreditation Program and shall be indexed, updated, revised and/or purged in accordance with CALEA standards and as otherwise provided in directives. On an annual basis, special orders and other corrections or modifications to General Orders shall be incorporated into the General Orders manual.

F. **Division policy:** The directives system for the Mansfield Police Division serves as the statement of Division policy.

G. Directives address all issues of Division policy, **rules and regulations**, and orders of the Division.

H. The directives shall identify the **procedures for carrying out Division activities**.

I. **Changes to policy and procedure:** General Orders shall be reviewed by the Chief of Police prior to being circulated. Changes to policy and procedure may be proposed by any member of this Division,

prepared for review by the accreditation manager, and reviewed by affected functions (if applicable), deputy chief, bureau commanders and the chief of police prior to adoption. This review will be to ensure the proposed policy changes do not contradict other policies or applicable laws.

### **12.2.2 DISTRIBUTION OF DIRECTIVES (LE1)**

A. Once approved by the Chief of Police, existing, new or newly revised directives will be disseminated by the Accreditation Manager or his/her designate to all Division personnel through their supervisors. This is normally done via email. The Division's **directives system is also stored on computer** and accessible via COPNET by all personnel. A hard copy is available to all personnel at designated locations.

B. Updated copies of Division written directives are maintained in the Office of the Patrol Shift Commander, Special Operations Bureau Commander, and Special Investigative Section. In addition General Orders, Special Orders and Training Bulletins may be maintained on the divisions' server, for ready access by division employees. The Accreditation Manager shall keep a master copy of the General Orders, and Manuals on computer file with a backup in storage.

C. The Accreditation Manager or his/her designate is responsible for the **distribution and acknowledgment** of this material to all personnel. The Training Coordinator will maintain a copy of the acknowledgement / receipt indicating each division member has reviewed the new or newly revised directives, policies, or procedures.

**CROSS REFERENCE TO STANDARDS AND POLICIES:** General Order 46, 61.2.3, 12.1.4;

**CROSS REFERENCE TO FORMS:** Receipts/ Acknowledgement of General Orders, Special Orders, Training Bulletins; Mission Statement;