

Burleson Police Department

Administrative Policy and Procedures

Number: 01-003

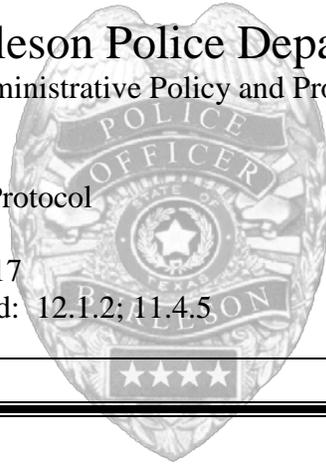
Document Title: Command Protocol

Effective Date: 3/2007

Last Revised Date: 01/18/2017

CALEA Standards Referenced: 12.1.2; 11.4.5

ISSUING AUTHORITY: _____



I. Chain of Command

- A. The chain of command from the Chief of Police descending in order through the ranks to the patrol officers and the line of authority ascending in order from the patrol officers to the Deputy Chief and through the ranks shall be preserved. Ranks shall not be bypassed. [12.1.2d]
- B. Members shall not take matters, which should ordinarily be discussed with their immediate supervisor to the Chief of Police unless it is a matter over which the supervisor has no official concern. With respect to unfair decisions, members may, as a matter of recourse, request of their immediate supervisor that they be granted an interview with the next higher authority in rank.

II. Continued Command [12.1.2]

- A. The Chief of Police will designate the Deputy Chief or Bureau Captain to be the Acting Chief of Police in cases of routine non-emergency absences of an extended period. The Chief will notify the City Manager and other pertinent Department Heads in writing of his absence and the name of the Acting Chief. [12.1.2a]
- B. In the event of the absence or incapacitating disability of the Chief of Police without having designated an Acting Chief, the order of succession shall be first, the Deputy Chief or senior ranking Bureau Captain available. [12.1.2b]

III. Emergency Command

- A. If an emergency occurs which necessitates immediate action under a single unified command, all personnel and equipment of the department shall be under the command of:
 - 1. The Chief of Police
 - 2. The Deputy Chief
 - 3. Bureau Captain(s)
 - 4. The Sergeants
 - 5. or OICWhen more than one person holds a rank, seniority will be determined according to the criteria set forth in the glossary under the term "Superior Officer". [12.1.2c]
- B. For the above purpose, an emergency may be defined as any situation arising over and above the ordinary and routine police activity that calls for an

immediate decision. The circumstances will require all or more than one division to be needed or involved and will necessitate that the entire department function under a single command for the length of time as such an emergency may exist. [12.1.2c]

IV. Chief of Police / Command Staff notification of Major Incident [11.4.5]

- A. In the event of a major incident (i.e. any incident considered “serious or sensitive” or may question the agency’s liability or result in heightened community interest), the on duty watch commander to the appropriate Bureau Captain will communicate immediate notification. If the appropriate Bureau Captain is not available then the Deputy Chief can be notified. That Bureau Captain will make the determination to notify the Chief of Police.

Such incidents will include but not be limited to:

1. When any child up to the age of ten years has been missing two hours or more.
2. In the event of the commission of a kidnapping or sexual assault.
3. All felonious homicides and questionable deaths.
4. When any spectacular incident occurs such as a train wreck, plane crash, accident involving multiple fatalities or major fire.
5. In the event of a bank robbery.
6. When any member of the department is involved in any type of shooting.
7. When any member of the department is seriously injured or killed while on duty.