

102 CHAIN OF COMMAND

To promote a smooth flow of information but yet uniformity in dealing with questions and problems that may arise the following procedure will be followed.

1. The Chief's office is open for any employee at any time.
2. The Civil Service Commission has classified sworn employees by the ranking as follows:
Patrolman - Sergeant - Chief
3. The Chief was in addition to the regular duties and responsibilities defined in the Civil Service Regulations, created other positions within the Department to better accomplish specialized areas of police related work. Along with these added specific duties employees are given authority to perform them.
4. Since each classified position within the Department requires a demonstration of further competence or willingness and ability to perform the general selection process has been used to appoint employees to positions that are not classified by the Civil Service Regulations. A willingness to do the job and competence to perform as the duties require is used in all appointments by the Chief.
5. Positions of sergeants are additionally compensated and are in those positions because they asked for the job and demonstrated to the Commission a superior competence than those who also asked for the position. With this position goes more responsibility than any appointment by the Chief. Although the Chief has defined specific additional duties for the sergeants they are a supervisor and should be able to handle any of the duties of the Chief.
6. If a problem develops and a sergeant is working that problem should be taken to him for his advice in how to handle the situation. He will be responsible for all that occurs on his shift. The sergeant will be readily available for advice and demonstration of his leadership when a patrolman is bit knowledgeable in a police related manner.
7. When a problem develop and an employee is aware of an individual member of the Department is having been given authority to handle that problem area then he is to first contact that individual for relief.
8. By the same token, a person who has been given special duties much take initiative in making decisions that he has been given authority to make.
9. Since the Chief is the administrator, any problem area that can not be handled or that the affected employee feels has not been resolved to his satisfaction he may bring that to the Chief.

10. The Chief may in turn take the matter to the Mayor or even the City council for advice.
11. Employees will not take any matter to the Mayor or Council without the Chief's knowledge.
12. The structure diagram should show a flow of communications either from or to the Chief.
13. Since we are a small department the Chief will be a patrolman as well as an administrator. Also when a patrolman is working alone he is in command and must make judgments on his own unless specified in this policy manual.
14. Police Officers of patrolman rank will be governed by seniority. Civilian employees will also use the seniority method of chain of command. In either case, this may be expected where the Chief has delegated authority to perform certain functions.
15. The senior officer is therefore the shift commander, or supervisor on duty.