	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: M1102
		Page: 1 of 4
		Distribution: All
Title: RESPONSIBILITY & AUTHORITY OF PERSONNEL		Section: Administration
Issued: 03/30/2010	Effective: 04/07/2010	Revised: 05/30/2022
Rescinds: All Previous	Amends:	
CALEA References: LE 11.2.1, 11.3.1(a)(b), 11.3.2, 12.1.4; COM 1.1.3, 1.1.4, 1.1.5(a)(b), 1.1.6, 2.1.4		
Review: Annual	Authority: Chief Buck Buchanan	

I. Purpose

It is the purpose of this General Order to give employees, at every level of the department, the authority to make decisions necessary for the effective execution of their responsibilities and to establish the unity of command.

II. Policy

The success of the organization requires that responsibility be accompanied by necessary authority. Authority to execute the required activity of each organizational component is delegated by the Chief of Police through the command structure to individual employees. Accountability for delegated authority will be insured through the unity of command concept.

III. Definitions

A. Accountable: Obligated to accept responsibility.

B. Acting Supervisor: A Sergeant, Detective, or ranking officer who is temporarily placed in the role of a supervisor due to the absence of a Section or Division Commander.

C. Authority: Legal or rightful power. A right to command or act.

D. Chain of Command: Formal lines of authority and communication going downward or upward within the organizational hierarchy through each successive level of command.

Rev. 05302022

E. Ranking Officer: The officer having the highest rank, or seniority within the same rank, or seniority with the department if promoted to the same rank on the same day, the officer with seniority will carry over from previous rank (e.g. two Sergeants get promoted to Lieutenant, the ranking Lieutenant would be the one who spent the most time in Sergeant position).

F. Unity of Command: The concept that each individual in the organization has one, and only one immediate supervisor.

IV. Regulations

A. Employees will not misuse or fail to use their delegated authority in a manner that compromises the public trust of the department or of the employee [B].

B. No member of the department shall direct profane or insulting language to a supervisor or other member of the department [B].

C. No member of the department shall publicly criticize the official action of a supervisory or commanding officer [C].

D. Every supervisor shall properly oversee subordinates, which includes taking appropriate disciplinary action when necessary [B].

E. A supervisor shall support a subordinate officer when the subordinate is acting within his/her rights and duties [A].

F. A supervisor shall avoid censuring a subordinate officer in the presence of others, unless it is not practical or avoidable [A].

V. Procedures

A. Unity of Command

1. All employees will be accountable to only one supervisor at any given time (LE 11.3.2; COM 1.1.3).
2. Each Division, Section or Team of this department is under the direct command of one supervisor (LE 11.2.1; COM 1.1.4).
3. Occasions may arise requiring a supervisor to issue an order to an employee outside the supervisor's immediate responsibility. Nothing in this section shall prevent this. If the order conflicts with a previous order, the procedure set forth in General Order M1105 shall be followed.
4. Whenever a supervisor is not present, and two or more employees of the same rank are on duty, supervisory responsibility is delegated to the ranking officer, absent a prior order or assignment given by a supervisory staff member.
5. From the highest level of authority to the lowest level of authority, the rank structure for sworn personnel will be:
   Chief of Police (Supervisor)
   Captain (Supervisor)
   Lieutenant (Supervisor)
   Sergeant/Detective (Acting Supervisor)
   MPO III
   MPO II
   MPO I
   Police Officer

Rev. 05262021

6. From the highest level of authority to the lowest level of authority, the rank structure for non-sworn personnel, with the exception of the Administrative Assistant who reports directly to the Chief of Police, and the Accreditation Manager who reports directly to Special Service Commander, will be:
   Chief of Police (Supervisor)
   Director (Supervisor)
   Captain/Lieutenant (Supervisor)
   Records/Evidence Custodian
   Station Officer
   Master Communications Officer III
   Master Communications Officer II
   Master Communications Officer I
   Communications Officer

Rev. 05262021

B. Responsibility and Authority

1. The Chief of Police is responsible for the performance of the department.
2. To assist the Chief of Police with accomplishing the mission, goals and objectives of the department, each employee is delegated the authority to perform the duties of their assignment (LE 11.3.1a; COM 1.1.5a).
3. Each employee, by virtue of their position in the department, shall be held accountable for their overall performance as well as the use, or failure to use, their delegated authority in accomplishing the responsibilities of their position (LE 11.3.1b, COM 1.1.5b).

C. Supervisory Accountability

1. Supervisors will be held accountable for the performance of the employees under their immediate supervision (LE 11.3.2; COM 1.1.6).
2. Supervisors may free themselves of the actual performance of a given task through delegation but cannot rid themselves of responsibility or accountability for the accomplishment of the task.
3. Supervisors must provide adequate guidance and supervision to subordinates for the mission, goals and objectives of the department to be achieved.

D. Communication, Coordination and Cooperation

1. To facilitate the flow of information and enhance organizational communication, coordination and cooperation, the Department utilizes (LE 12.1.4; COM 2.1.4):
   a. Summaries containing case and ticket information that are generated daily and made readily available to all department members.

b. Patrol shift briefings will be periodically attended by Investigation Section and Special Services personnel.
c. Supervisory meetings conducted monthly, or more as needed, and attended by supervisors from all agency sections.
d. Email for the sharing of information among members of the department.
e. General Orders, Special Orders, Personnel Orders and memorandums as outlined in General Order M1105.