



CONCORD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

RANK STRUCTURE

GENERAL ORDER: 02.02

CREATED: July 8, 2016

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CALEA: 1.1.1, 12.1.2

EFFECTIVE DATE: March 12, 2024

ACTION: Amends general order dated June 11, 2023.

02.02.0 **PURPOSE**

The purpose of this standard operating procedure is to delineate the rank structure of the Concord Police Department and communicate the general process by which responsibility of command is passed from one rank to another. In keeping with the principles of a hierarchical organizational structure, coworkers shall operate within their established chain of command unless exigent circumstances dictate otherwise.

02.02.1 **OATH OF OFFICE, CODE OF ETHICS, AND CODE OF CONDUCT**

All sworn coworkers, prior to assuming sworn status, shall take and subsequently abide by the oath of office to enforce the law and uphold the constitutions of the United States of America and the State of North Carolina, North Carolina state statutes, and City of Concord ordinances. Sworn coworkers shall abide by the Code of Ethics and the Concord Police Department's Code of Conduct.

02.02.2 **RANK STRUCTURE**

A. RANK IN POSITION

The relative rank in position of sworn coworkers shall be as designated and their duties enumerated as follows:

1. Chief of Police

The Chief of Police shall be responsible and accountable for the governance, leadership, performance, efficiency, and general good conduct of the department.

2. Acting/Interim Chief of Police

a. Designation by the Chief of Police

During a temporary absence of the Chief of Police, in which the Chief of Police is unavailable or incapable of reporting for duty, the Chief of Police shall appoint in writing the deputy chief of police or a police major to perform all the duties of the Chief of Police, except to appoint, promote, or formally discipline department co-workers. If the Chief of Police is incapacitated the acting Chief of Police shall be the deputy chief of police or if unavailable, the senior police major. The person performing such duties shall be known as the acting Chief of Police. The acting Chief of Police shall carry out the orders of the Chief of Police, previously given and will not countermand those orders except in cases of emergency.

b. Designation by the City Manager

In the event of a vacancy in the Office of the Chief of Police, an interim Chief of Police, as determined by the City Manager, shall perform all of the duties of the Chief of Police and carry the working title of Interim Chief of Police.

3. Deputy Chief of Police

A deputy chief of police shall be responsible and accountable for assisting the Chief of Police in managing the operation and administration of the department.

4. Police Major

A police major shall be responsible and accountable for the efficient and effective operation of a department bureau, providing executive management, leadership, and direction to all divisions, work locations, and units therein.

5. Police Captain

A police captain shall provide management and leadership to coworkers under his or her command within a district, division, or unit, and shall be responsible for the efficient and effective delivery of services. Police captains shall be responsible and accountable for the operations and administration of their respective commands and shall implement policies and procedures as directed by the Chief of Police.

6. Police Lieutenant

A police lieutenant shall provide supervision, leadership, and guidance to coworkers under his or her command within a division, or unit, and shall be responsible for the efficient and effective delivery of services. Police lieutenants shall be responsible and accountable for the operations and administration of their respective commands and shall implement policies and procedures as directed by the Chief of Police.

7. Police Sergeant

A police sergeant shall be responsible and accountable for the supervision, discipline, training, and development of coworkers under his or her authority. Unless otherwise assigned by the Chief of Police, police sergeants shall provide frontline supervision, leadership, and guidance in operational and administrative functions, and shall ensure that the strategies and directives of their commanding officers are translated accurately and faithfully to the coworkers under their authority.

8. Master Police Officer

A master police officer shall provide guidance to sworn coworkers within their assigned team. A master police officer may be responsible for assisting a police sergeant in gathering details for administrative reports (with the exception of internal investigations), conducting roll call, managing critical incidents, planning/managing special events, conducting equipment and/or vehicle inspections, and other responsibilities as directed by the Chief of Police.

During the temporary absence of a sergeant, the senior on-duty master police officer, within the sergeant's team, shall assume the role of the sergeant. This role is limited to the officers and the geographical area in which the master police officer is assigned. Master police officers shall ensure that the strategies and directives of their commanding officers are translated accurately and faithfully to sworn coworkers within their assigned team.

9. Detective

Detectives shall be responsible for conducting criminal and sometimes noncriminal investigations as directed by their respective commanding officer, including but not limited to such tasks as scene investigations, custodial interrogations, case follow up, case management, and case presentation to prosecutors and/or courts.

From time to time detectives may be called upon to lead other coworkers in performing investigations. A detective has the authority to coordinate investigative efforts and is responsible for guiding and directing officers during investigations. In doing so, detectives will work cooperatively with supervisors to ensure the interests of justice are served. In exercising such authority, a detective shall not unnecessarily countermand the orders of supervisory officers and supervisors will in turn comply with the requests of detectives, absent other emergency priorities.

B. OTHER COWORKERS

Coworkers not enumerated above will be called upon in certain circumstances to exercise leadership and authority over other coworkers, but shall not unnecessarily countermand the orders of supervisors. All coworkers shall be given the authority to make decisions necessary to perform the functions of their assignment or to complete a task assigned by a supervisor. Coworkers shall be held accountable for the use of delegated authority as well as for the failure to use it properly. However, the ultimate responsibility remains with the supervisor delegating the authority to the coworker.

02.02.3 **TEMPORARY ABSENCE**

During the temporary absence of a supervisory officer, and when no other provision is made by competent authority, the responsibility and duties of the absent supervisory officer automatically devolves upon the subordinate present next in seniority to such absent supervisory officer. Seniority is determined first by rank and second by continuous service in the rank.

02.02.4 **COMMAND PROTOCOL FOR JOINT OPERATIONS**

In those situations, involving coworkers from different organizational components are engaged in a single operation, the ranking coworker of the organizational component initiating the activity shall assume command unless relieved by competent authority.



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