

REGULATION 5

POSITION, GRADE AND COMMAND STRUCTURE

A. The command functions of the Department shall be vested in the following positions which take precedence in the order named and with the control indicated.

1. "**Superintendent**" shall have command authority over all employees.
2. "**Chief of Staff**" shall act at the direction of the Superintendent in exercising command authority over all employees or any portion thereof.
3. "**Assistant chiefs of staff**" shall act at the direction of the Superintendent in exercising command authority over all employees in their respective administrative jurisdictions or perform other duties designated by the Chief of Staff or Superintendent.
4. "**Division Commanders**" shall have direct and primary command over the employees assigned to their division, and secondary supervisory control, through prescribed channels, over employees who may not be assigned to their division, but whose functions are partially governed by their division.
5. "**Zone Commanders**" shall have direct command over the employees assigned to them and the areas within their zone.
6. "**Area Captains**" shall have direct command over the employees assigned to them and the districts within their area.
7. "**Area Investigative Commanders**" shall have direct command over the employees assigned to the criminal investigation within their area.
8. "**District Commanders**" shall have direct command over the troopers and civilian employees assigned to their districts.
10. "**District Investigative Commanders**" shall have direct command over the investigative personnel assigned to the districts.
11. "**District Duty Officers**" shall act on routine or emergency situations on behalf of the district commander.
12. "**Special Investigations Deputy Commander**" shall have direct command over the employees assigned to them and the Special Investigations Command.

B. When absent from duty, commanders shall appoint an acting commander from the next available lower rank. In the event a commander is incapacitated, their commanding officer shall appoint an acting commander.

C. When a position of division commander has been vacated, the appropriate assistant chief of staff or major subordinate commander shall appoint an acting commander.

D. When the position of a deputy commander or area captain has been vacated, the appropriate assistant chief of staff or major subordinate commander shall appoint an acting deputy commander or area captain from the next available rank.

E. When a position of Special Investigations Deputy Commander has been vacated, the Special Investigations Commander shall appoint an acting commander from the next available rank.

F. When the position of a district commander has been vacated, the appropriate area commander shall appoint an acting district commander from the next available rank.

F. When the position of an area investigative commander or a district investigative commander is vacated, the applicable area commander shall appoint an acting commander from the next available rank.

G. Acting commanders shall have full authority to act in such capacity until relieved of that command.

H. The command structure of ranks and grades of troopers, in descending order are:

1. Superintendent
2. Colonel
3. Lieutenant Colonel
4. Major
5. Captain
6. Lieutenant
7. First Sergeant
8. Sergeant
9. Corporal
10. Master Trooper
11. Senior Trooper
12. Trooper
13. Probationary Trooper
14. Trooper Trainee

I. The Superintendent may designate a Chief of Staff, Assistant Chiefs of Staff and Major Subordinate Commanders irrespective of a particular rank/grade.

J. The command structure of ranks and grades of Capitol Police Section (CPS) Officers, in descending order are:

1. Superintendent
2. Colonel
3. Major (ISP)
4. Major (CPS)
5. Captain
6. Lieutenant
7. Sergeant
8. Corporal
9. Officer
10. Probationary Officer

K. Employees shall obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank/grade.

L. In situations where two or more police employees of the same rank/grade work together, the senior police employee shall be in command of the detail, unless otherwise designated.

M. In conducting the routine business of the Department, the command structure reflected on the organizational chart shall be followed.

N. Upon receiving conflicting lawful orders, a police employee shall inform the officer in command of the current detail of the conflicting orders and shall ask for resolution of the conflict. If seeking resolution is impractical, the police employee shall follow the most recent lawful order.

O. To ensure that all appropriate commanders are fully apprised of Department business, matters of a routine nature, ascending and descending, shall be routed through and/or cleared through the proper chain of command.

P. Employees shall courteously refer to their commanding officer if or when any non-department person seeks to give them orders.