

## REGULATION 4

### COMMAND STRUCTURE, ORGANIZATION, AND FUNCTIONS

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.

B. The **Superintendent**, as chief administrative officer of the Department, shall perform all of the duties of the office as prescribed by law and exercise general control and management over all functions of the Department. The Superintendent shall have command authority over all employees.

B. The **Assistant Superintendent** shall maintain in effective operation, the approved regulations, rules, policies, and procedures of the Department; exercise general supervision over the functions assigned by the Superintendent; exercising command authority over all employees or any portion thereof, and perform any other duties designated by the Superintendent.

C. The **Executive and Personal Staff** shall maintain, in effective operation, the approved regulations, rules, policies, and procedures of the Department; exercise supervision over the applicable Divisions, Areas, Districts, Sections, and functions under their command; and exercise command authority over all employees in their respective administrative jurisdictions; and perform any other duties designated by the Superintendent or Assistant Superintendent.

D. **Deputy Superintendents** shall maintain, in effective operation, the approved regulations, rules, policies, and procedures of the Department; exercise supervision over the division and sections under their command; exercise command authority over all employees in their respective Bureaus; and perform other duties designated by the Superintendent or Assistant Superintendent

E. The **Division Commanders** shall maintain, in effective operation, the approved regulations, rules, policies, and procedures of the Department; exercise supervision over the division and sections under their command; and perform other duties designated by the Superintendent, Assistant Superintendent, or Deputy Superintendent. They 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.

F. The **Deputy Division Commanders and Section Commanders** shall maintain, in effective operation, the approved regulations, rules, policies, and procedures of the Department; exercise supervision over the sections under their command; and perform other duties designated by the applicable Superintendent, Assistant Superintendent, Deputy Superintendent, or Division Commander. .

G. The **Executive and Personal Staff** shall directly advise the Superintendent on operational and policy matters concerning the administration of the Department.

H. The **Area Commanders** shall be under the direct supervision of the appropriate Division Commander and shall have direct command over the employees assigned to them and the districts within their area.

(1) "**Area Investigative Commanders**" shall have direct command over the employees assigned to

the criminal investigation within their area.

(2) "**District Commanders**" shall have direct command over the troopers and civilian employees assigned to their districts.

(3) "**District Investigative Commanders**" shall have direct command over the investigative personnel assigned to the districts.

(4) "**District Duty Officers**" shall act on routine or emergency situations on behalf of the district commander.

I. 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.

J. When a position of division commander has been vacated, the appropriate deputy superintendent shall appoint an acting commander.

K. When the position of a deputy commander or area captain has been vacated, the appropriate deputy superintendent shall appoint an acting deputy commander or area captain from the next available rank.

L. 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.

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

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

O. 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

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

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

Q. 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.

R. 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.

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

T. 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.

U. 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.

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

W. The organizational structure of the Department shall be a formal framework through which organizational components are arranged, defined, directed, and coordinated. The organizational structure shall be detailed in the [Department's Organizational Chart](#) or [CPS Organizational Chart](#). The Organizational chart shall be reviewed and updated annually or when organizational changes dictate.