

 Kinston Police Department	<u>POLICY: Chain of Command / Order of Rank</u>						<u>POLICY #:</u> 100-3
	<u>NCLEA Standards: 1.02;</u>						
	<u>CALEA Standards: 11.1.1; 11.3.1; 11.3.3; 12.1.2</u>						
	<u>NCLM Standards:</u>						<u>Effective Date:</u>
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Revision Dates:	01/01/21	01/06/25				07-01-2019
Approval: Chief of Police							

I. PURPOSE AND SCOPE

The purpose of this policy is to make employees and officers of the Kinston Police Department aware of the Kinston Police Department's chain of command and order or rank. Ranking officers shall exercise the authority of the position under all conditions which require that the use of such authority is in the best interest of the department. A ranking officer shall not unnecessarily countermand orders of subordinate officers or needlessly interfere with the specific duties of members of lesser rank.

II. POLICY

(NCLEA 1.02) (CALEA 11.1.1)

The Chief of Police is appointed by the City Manager with approval of the City Council. The Chief manages, controls and directs the activities and personnel of the Kinston Police Department. The Chief of Police may delegate or grant particular authority to ranking. **(CALEA 12.1.2a)**

The Kinston Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the department. Each position and assignment should have clearly identified responsibilities and a defined chain of command. **(CALEA 12.1.2d)**

Chain of command is the delegation of authority by rank, to members who are held accountable for carrying out the policies of the Kinston Police Department. Chain of command provides channels of communications. It enables the delegation of authority, placing of responsibility and assures supervision and coordination. Authority must be delegated to the ranks. Responsibility can never be delegated; it must always be fixed. When Authority is delegated to a member, the member will be held accountable for its use.

III. DEFINITIONS

Ranking Members: Those personnel having authority to administer and supervise the work of various sections, units and employees of the department. The ranking members including Major, Captain and Sergeant.

Chain of Command: Downward from the Chief of Police or ascension from the lowest rank.

Unity of Command: Members (line and staff/equal and unequal rank) working together in the spirit of coordination, mutual understanding and acceptance of boundary lines of responsibility and authority.

Civilian / Non-Sworn: Civilian / Non-sworn personnel are assigned to specialized positions consisting of, but not limited to: evidence technicians, administrative support personnel, planning and research, records, and community outreach. Civilian / Non-sworn personnel do not have the authority to make a full custody arrest.

IV. RANK STRUCTURE (NCLEA 1.02)

Sworn Rank Structure:

In descending order, the commissioned ranks of the department are:

1. Chief of Police
2. Major
3. Captain
4. Sergeant
5. Master Officer
6. Senior Officer
7. Police Officer

Non-Sworn Rank Structure:

In descending order, the commissioned ranks of the department are:

1. Chief of Police
2. Major
3. Supervisor (Sworn/Non-Sworn)
4. Member

V. DIVISION (CALEA 11.1.1)

The Police Chief is responsible for administering and managing the Kinston Police Department. The following divisions are in the department:

- Administrative Division
- Operations Division
- Support and Community Services
- Professional Services

i. ADMINISTRATIVE DIVISION (CALEA 11.1.1)

The Administrative Division is commanded by a Chief of Police, whose primary responsibility is to provide general management, direction and control for the Administrative Division. The Administrative Division consists of technical and administrative services

ii. OPERATIONS DIVISION (CALEA 11.1.1)

The Operations Division is commanded by a Major, whose primary responsibility is to provide general management, direction and control for the Operations Division. The Operations Division consists of Uniformed Patrol Section which include the Patrol Unit, SWAT Team, Traffic Enforcement Unit, and Canine Officers. The Vice Unit/Narcotics also fall under the direction of the Operations Division.

iii. SUPPORT & COMMUNITY SERVICES (CALEA 11.1.1)

Support & Community Services is commanded by a Major, whose primary responsibility is to provide general management, direction and control for Support & Community Services. Support & Community Services consists of the Criminal Investigation Section, Crime Scene Investigation/Property and Evidence Section, Records Division, and School Resource Officers. The Crime Prevention Section falls under the command of the Investigation Division

iv. PROFESSIONAL SERVICES (CALEA 11.1.1)

Professional Services is commanded by a Major, whose primary responsibility is to provide general management, direction and control for Professional Services. Professional Services consists of Internal Affairs, Accreditation, Recruitment Coordinator, Training Division, Reserve Offices, and Sentinels.

VI. COMMAND PROTOCOL

The Chief of Police will designate members of the department as an On-Call Administrator on a rotating basis to establish command during exceptional situations. **(CALEA 12.1.2b)**

AUTHORITY

1. The On-Call Administrator during their tour of duty and during the time specified above, if notified of any complaint against the agency or any employee or an incident which has or may involve the commitment of the Police Department resources shall have the full authority of the Chief of Police.
2. All complaints should be acknowledged and the appropriate investigation begun.
3. The On-Call Administrator shall be available for immediate contact by either telephone or radio at all times during their tour of duty.
4. The On-Call Administrator shall manage and direct department resources to ensure that the appropriate personnel have the tools to accomplish the mission on hand.
5. The On-Call Administrator contact numbers will be adequately kept up to date in the 911 Communication Center.
6. The On-Call Administrator shall have the same authority as the Chief of Police when the Chief is unable to respond or is unavailable during planned absences. **(CALEA 12.1.2a)**

RESPONSIBILITY

1. The On-Call Administrator shall report all pertinent information concerning critical incident, unusual occurrence, incidents where there may be a question as to the agency's liability or those which may result in heightened community interest to the Chief of Police immediately or at the earliest and most practical time. **(CALEA 11.3.3)**
2. The On-Call Administrator will be responsible to contact other Command Officers, and other pertinent personnel such as the person responsible for Public Information function.
3. The On-Call Administrator will not release arrest, investigative and personnel information to the news media unless directed to do so by the Chief of Police.
4. The On-Call Administrator will ensure that appropriate personnel are notified and respond as needed to the incident. Upon arrival, the On-Call Administrator will receive updates and determine if additional resources are needed.

SCHEDULES

1. Schedules of On-Call Administrator assignments will be furnished to all divisions and 911 Communications Center.
2. When it is not possible or practical to proceed to the scene of an emergency or other unusual incident, due to an unforeseen personal emergency involving the On-Call Administrator, he or she will immediately designate a subordinate officer to proceed to the scene to direct the operation and to make timely progress reports to him or her or another designated Command Staff Officer. The designated fill-in On-Call Administrator will have full authority and responsibility while on the scene of an emergency of directing the departments operations and resources without consulting with a higher-ranking authority if time and logic dictate immediate reaction.

V. UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Special Response Team), any supervisor may temporarily direct any subordinate if the reputation or prestige of the department is endangered, or operational necessity exists. If a superior officer observes an irregularity in the performance of a task by a subordinate, he should discuss the irregular performance with the subordinate. If no remedial or corrective action is taken by the subordinate, the superior should communicate this fact to the subordinate's immediate supervisor (CALEA 12.1.2c)

VI. AUTHORITY AND RESPONSIBILITY

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority. (CALEA 11.3.1a-b)

VII. ORGANIZATIONAL CHART (NCLEA 1.02)

The Kinston Police Department Organizational Chart will be reviewed and updated as needed.
The organizational chart will be posted throughout the department and available on the City of Kinston website.

