	Matthews Police Department		
General Order: COMMAND DUTY OFFICER		Section 02: Administrative Requirements	Order #: 02-14
Review: Annually in December by the Chief of Police		Issue Date: 04/01/2019	

I. PURPOSE:

The purpose of this General Order is to establish the procedures that will be followed when assigned as the Command Duty Officer.

II. CROSS-REF:

III. DISCUSSION:


Each Division Commander is on call at all times for incidents involving their specific command responsibility. When unavailable, arrangements for coverage will be made and the command duty officer will assume those responsibilities. Commanders assigned as the Command Duty Officer will be available to respond to serious incidents and assume duties as the incident commander within the ICS system until relieved by the Division Commander of the assigned unit or higher authority.

IV. DEFINITIONS :

For the purposes of this General Order, the term "Commander" refers to an employee who holds the rank of Chief, Captain, and Lieutenant. This includes personnel designated to an "acting" Commander rank.

V. COMMAND DUTY OFFICER:

1. The Command Duty Officer will be responsible for the coordination of command response and decision making outside of regular duty hours.
2. Commanders will be assigned to an on-call rotation to serve as the Command Duty Officer for a (seven, fourteen, thirty) day period. The on-call rotation will be prepared by personnel assigned to the Office of the Chief of Police and will be located on the MPD On-call Calendar. Commanders switching Command Duty assignments will ensure the calendar reflects the appropriate changes.
3. Upon receipt of an active, in progress incident via the CAD paging system, the Command Duty Officer will coordinate and assume command oversight as necessary. The duties of the Command Duty Officer include but are not limited to:
 - A. Contact the communications section upon receipt of incident notification via the CAD paging;
 - B. Respond to critical and high profile incidents requiring command oversight and coordination;
 - C. Contact the on-scene supervisor to provide direction and determine if response is necessary;
 - D. Coordinate the response of command members when an incident is confined within a specific command responsibility; and
 - E. Provide email updates to the Chief of Police and Division Commanders as appropriate;
4. In the event the Command Duty Officer does not respond to an incident notification via the CAD paging system, communications personnel are to contact the Commander via their Department issued cell phone and/or residential phone. If this method also fails, communications personnel will notify the on-scene supervisor, who will then contact their Division Commander as per their normal established procedures when available to do so.

	Matthews Police Department		
General Order: COMMAND DUTY OFFICER		Section 02: Administrative Requirements	Order #: 02-14
Review: Annually in December by the Chief of Police		Issue Date: 04/01/2019	

5. All Commanders are encouraged to attend community meetings as the Command Duty Officer. This will assist with providing the strategic direction behind operational and problem solving initiatives. Commanders will be responsible for reviewing Commander and problem solving worksheets to better articulate Departmental efforts.
6. The Command Duty Officer will be aware of events held during weekends and off duty hours. The Command Duty Officer will frequently liaison with on-duty supervisors throughout the event to ensure there are no issues or concerns.