



Novi Police Department

Director of Public Safety
Chief of Police

Erick W. Zinser

Subject		Directive	Number of Pages
Authority and Responsibility		201	3
<i>*This Directive Supersedes All Previously Issued Correspondence Relative To This Topic*</i>			
Accreditation Standards:	CALEA 11.1.1, 11.2.1, 11.3.1, 11.3.2, 12.1.1, 12.1.2, 12.1.3	Effective Date	Revised Date
	CCOMM 2.1.2 MACP 1.5.3	04/08/2015	01/17/2024

I. Purpose

This directive establishes a chain of command, delegates authority, and assigns responsibilities throughout the agency.

II. Policy

At every level within the agency, personnel are granted the authority to effectively execute their assigned responsibilities. Inherent with delegated authority is the latitude to make decisions and take actions necessary to satisfy the requirements of each assigned position. All personnel are accountable for the proper use of delegated authority, as well as for failure to use it.

III. Definitions

Chain of Command: the unbroken line of authority and responsibility extending from the Director of Public Safety / Chief of Police through single subordinates of each level of command to the level of execution.

IV. Department Structure

A. The structure of the Novi Police Department is divided into two major divisions: Operations and Support Services. The Operations Division is commanded by the Commander - Operations and consists of the Uniformed Patrol section. The Support Services Division is commanded by the Commander - Support Services and consists of the Investigations section, Records section, and Communications section. These divisions/sections are further subdivided into organizational components which are identified as units or functions. The agency's organizational structure is depicted graphically on an organizational chart that is reviewed and updated as needed. The chart is accessible to all personnel via Power DMS and on the city website. [C 11.1.1; M 1.5.3 a]

V. Authority and Responsibility

A. The Director of Public Safety / Chief of Police is responsible for the administration and supervision of law enforcement for the City of Novi Police Department, consistent with the City Charter. The Director of Public Safety / Chief of Police may delegate authority to subordinate personnel but retains ultimate responsibility for all agency activities. [C 12.1.1]

B. All personnel have the authority to make decisions and take actions that are commensurate with, and necessary for, the effective and efficient execution of assigned duties and responsibilities. [C 11.3.1a]

- C. Personnel are accountable for the effective and efficient execution of their assigned duties and the proper use of, or failure to use, delegated authority. [C 11.3.1 b]
- D. A minimum of one (1) supervisor is available on a 24-hour basis and is responsible for providing direction and assistance to subordinates in the performance of their duties and are granted the authority to direct the activities of subordinate personnel. Supervisors are accountable for the activities of subordinates under their immediate control. [C 11.3.2; M 1.5.3 d]
- E. Obedience to Lawful Orders [C 12.1.3]
 - 1. All personnel will obey all lawful orders of a superior or incident commander, including any order relayed from a superior by an employee of the same or lesser rank.
 - 2. Personnel receiving conflicting orders shall immediately inform the person issuing the last order and request a resolution. If not possible, the most recent order will be followed.

VI. Chain of Command

- A. Except when noted, command and control will be exercised in accordance with the following titles or ranks as listed in descending order of authority:
 - 1. Director of Public Safety / Chief of Police
 - 2. Assistant Chief of Police
 - 3. Commander
 - 4. Lieutenant
 - 5. Sergeant
 - 6. Officer/Detective
 - 7. Dispatch is supervised by a civilian communications manager, who reports directly to the Assistant Chief of Police
- B. Each employee is accountable to only one supervisor at any given time.
- C. Each organizational component is under the direct command of only one supervisor. [C 11.2.1]
- D. During normal, day to day operations the chain of command depicted by the department's organization chart will be followed. [C 12.1.2 d]
- E. The Director of Public Safety / Chief of Police shall identify an "Acting Director of Public Safety / Chief of Police" to act on his/her behalf during periods of unavailability. Notifications of such appointments will be made via electronic mail to all police and fire staff and the City of Novi leadership group. [C 12.1.2 a; M 1.5.3 b]
- F. In the event the Director of Public Safety / Chief of Police is incapacitated and unable to name a successor, the Assistant Chief of Police will assume the role of Director of Public Safety / Chief of Police until such time as the City Manager names a replacement. [C 12.1.2 a]
- G. In those situations involving personnel from different organizational components which are engaged in a single operation, the ranking member of the organizational component initiating the activity is the incident commander until such time as the responsibility becomes that of

another organizational component (i.e., initial death investigation reveals homicide). [C 12.1.2 c; M 1.5.3 c]

- H. In exceptional situations, the Incident Commander will be the person with the greatest degree of competence relevant to the situation at hand, unless relieved by competent authority. [C 12.1.2 b]
- I. Officers of higher rank than an Incident Commander may assume command but must announce that they have done so via police radio. [C 12.1.2 b, c]
- J. During day-to-day operations, each individual reports to and is held accountable by their direct supervisor. [C 12.1.2 d]