


STANDARD OPERATING PROCEDURE			
	SUBJECT:	DIVISION:	DISTRIBUTION:
	SUCCESSION OF AUTHORITY AND UNIT COMMAND DPS SOP 2011-16	DEPARTMENT OF PUBLIC SAFETY	ALL PERSONNEL
ISSUING AUTHORITY:		EFFECTIVE DATE:	SUPERSEDES:
ROBERT MALDONADO. CHIEF OF PUBLIC SAFETY (Signed Electronically)		October 9, 2015 REVISED DATE: MARCH 30, 2018	SOP 2007-10 Revised: Re IACLEA & CALEA LE-1 Application Pg. 3

Succession of Authority and Unit Command

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REFERENCES:

- SOP 2010-11 Organization & Administration
- SOP 2011-13 Criminal Investigations

ATTACHMENTS: None

I. APPLICABILITY: This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

II. PURPOSE: The purpose of this policy is to ensure a succession of command in the event of the unavailability or incapacitation of DPS executive command officers.

III. POLICY: In all law enforcement agencies it is imperative that there exists a clear line of authority that is recognizable to all employees. It is the policy of the Syracuse University Department of Public Safety to have a command officer available for emergency response and decision making at all times and the following succession of authority is in furtherance of this management concept.

IV. PROCEDURES: Succession of Command

- A. Executive, Administrative and Command Authority:** The Chief is ultimately responsible for the performance of the DPS. Employees are vested with the requisite authority necessary to perform the duties of their assignment in an effort to assist the Chief in accomplishing the mission goals and objectives of the Department. Each supervisor shall be accountable for the performance of the members under their immediate supervision. Each employee who is delegated authority is responsible for the use of that authority and is likewise also responsible for any failure to properly use that delegated authority.
- B. Organizational Structure:** The Department's organizational structure is based on function, unity of command, delineation of authority and accountability graphically represented on the DPS Organizational Chart pursuant to SOP 2010-11 Organization and Administration. This SOP delineates a command hierarchy and line of succession of departmental and unit command on that organizational chart
- C. Order of Command:** In the temporary absence or unavailability of the Chief of Public Safety or in the event that the Chief becomes incapacitated, the command shall descend in the following order. **(1.1.5 a) (12.1.2a)** (03/30/18)
1. Deputy Chief Public Safety Law Enforcement and Community Policing Division.
 2. Commander, Patrol Operations
 3. Commander, Administrative and Operational Support

D. Succession of Command Process: (1.1.5 b, c) (12.1.2 b, c, d)

1. When to Apply Order of Succession: As each ranking officer becomes unavailable or incapacitated, the next Command officer in line of succession will take command of DPS and act on behalf of the existing chain of command operational at that time.
2. Routine and Emergency Application to Units: This descending order of authority is to apply in extraordinary single unit situations, as well as those situations involving personnel of different functions engaged in a single operation, and also to units engaged in activities that could be described as normal day-to-day operations.

F. Investigative and Incident Unit Command Protocol (12.1.2 c, d)

1. Patrol Initiated Incident Investigation
 - a. Any officer that is assigned to a specific incident will be in charge of that incident and the ensuing investigation unless, or until a supervisor arrives on scene and assumes command, or a second, more senior officer, arrives on scene and assumes responsibility for the investigation.
 - b. In the event that the original officer is relieved of the responsibility, he/she will assume a subordinate role and perform as directed.
2. Joint Patrol/Criminal Investigation
 - a. The officer that is assigned to a specific incident will be in charge of that investigation unless ordered by a Supervisor to relinquish the incident, or a DPS Investigator arrives on scene and assumes responsibility.
 - b. In the event that the original officer is relieved of the responsibility, he/she will assume a subordinate role and perform as directed.
 - c. Investigators assigned to an investigation will work the investigation as directed and will answer to a superior officer.
 - d. In the event that there is a complex investigation that requires multiple investigators and/or patrol officers, the personnel assigned to the investigation from various units throughout DPS will report to a command officer designated by the chief or his/her designee. This command officer will assume supervisory oversight and if necessary, command of the investigation to ensure that needed resources are properly deployed and functioning as a unit.
 - e. Command protocol in simple operations involving personnel from different units normally will be determined by rank, but the appearance of the Chief or any Command Officer on the scene does not automatically place him/her in charge of that scene, unless he/she assumes control and announces he/she is taking control.
3. For details relating to investigative procedures and listing of cases to be handled by the Investigations Unit refer to SOP 2011-13 Criminal

Investigations Part VII Accountability for Conducting Preliminary and Follow-up Investigations.

POLICY REVISION HISTORY:

No	Section Revised	Date Issued
1	IV. Omits Major/ Asst. Chief Crime Prevention & Community Relations.	10 /01/07
2	Investigative and Incident Command Protocols Added	10/27/11
3	IV.C. Chain/Command & E.2.d. Re Complex Investigations	09/18/12
4	Reviewed/Revised re IACLEA	01/21/16
5	Reviewed/Revised re Order of Command, IACLEA, CALEA LE-1	03/30/18
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