


The Tarrant County College District Police Department

GENERAL ORDER

	SUBJECT	GENERAL ORDER NUMBER
	DIRECTION AND SUPERVISION	106.00
	CALEA STANDARDS	EFFECTIVE DATE
	11.2.1, 11.2.2, 11.3.1, 11.3.2, 11.4.5, 12.1.1, 12.1.2, 12.1.3, 12.1.4, 42.2.4	May 1, 2015
	APPROVAL	REVISION DATE
	Shaun Williams, Chief of Police	PAGES
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Policy Statement - In order to accomplish the functions of Direction and Supervision there is a need to recognize and establish the authority of the Chief Executive Officer, designation of command during the absence of the Chief Executive, and the accountability of supervisors for the performance of subordinates.

106.01 - TCCD POLICE DEPARTMENT CHIEF EXECUTIVE OFFICER A 12.1.1

- A. The Chief of Police is designated as the Chief Executive Officer of the TCCD Police Department. As such, the Chief has been designated as having the authority and responsibility for the management, direction, and control of the operations and administration of the department, as directed by the Tarrant County College District Board of Trustees.
1. ***“Section 51.203 of the Texas Education Code”*** (CAMPUS PEACE OFFICERS) authorizes the governing boards of each state institution of higher education and public technical institute may employ and commission peace officers for the purpose of carrying out the provisions of this subchapter. The primary jurisdiction of a peace officer commissioned under this section includes all counties in which property is owned, leased, rented, or otherwise under the control of the institution of higher education or public technical institute that employs the peace officer.

106.02 - DIRECTION AND SUPERVISION

- A. **Supervision.** The TCCD Police Department is divided by function into a quasi-military structure in order to clearly define the “chain of command,” to decrease the “span of control,” and to clarify “delegation of authority.”
1. Each department employee shall be accountable to only one supervisor at any given time; and A 11.2.1
2. In order to avoid confusion among employees and to establish accountability, departmental Components shall each be under the direct command of only one supervisor. A 11.2.2
- B. **Supervisory Accountability.** While each member of the department shall have a supervisor, who is next above them in the line of command, this supervisor is responsible

for the proper execution of every order which they issue or which is issued by any supervisor in the department affecting their subordinates. They are therefore, deemed to supervise the execution of orders by person presence, written instruction, and oral instructions. The lack of physical presence does not relieve them of supervisory responsibility, thus the supervisor will be held accountable for the performance of each employee under their immediate command and control. **A 11.3.2**

- C. **Obedying Lawful Orders of a Supervisor.** Supervisory responsibility has been assigned to Division/Component Commanders/Supervisors by the authority of the Chief of Police. Within this responsibility there are lesser ranking employees who have been designated as having responsibility to supervise. Any employee receiving a lawful order from any supervisor should promptly obey this order. If an order is received that is relayed to another employee, even if that person relaying the order is of lesser rank, then the order will be obeyed as if it came from that supervisor. **A 12.1.3**

- D. **Conflicting Orders.** **A 12.1.3**

1. If an order or directive is issued to an employee in conflict with previous instructions, policies, General Orders, etc., then it is the duty of the employee to make the conflict known to the immediate supervisor. This notification should be made before the fact rather than after the action is taken. If the supervisor is made aware of the conflict and declines to take proper action, then the employee will not be held accountable for the resulting action, providing such action did not violate federal, state, or local law.
2. An employee who knowingly acts upon an order or directive that is in conflict of a previous order or directive without informing a supervisor of the conflict will be held accountable for any resulting action.
3. It is further the responsibility of the supervisor to take immediate action to clarify any order or directive that does fall in the category of "conflicting". Such action would be an immediate contact with the originator of the directive, if appropriate, for urgent situations, or by memorandum for less severe cases. Policies, orders, directives, etc., cannot be rescinded at any level or line of authority less than the level it originated.

Exception: *Any supervisor may issue a verbal order to rescind any order if by compliance it would cause death, injury, or such compliance is a violation of law or in the opinion of the supervisor, compliance would not be in the best interest of the Tarrant County College District. In such cases, the supervisor will immediately notify the originator of the order, policy, etc., as to the conflict.*

- E. **Command Protocol.** Although each employee is accountable to only one supervisor while conducting duties under normal circumstances, certain situations (i.e., a major crime scene, natural disaster, etc.) will require police personnel from different Components to work in coordination to accomplish departmental objectives. Under these extraordinary circumstances, each employee is still accountable to their normal supervisor for completion of their assignment. However, the primary dispatched officer at the scene will be in overall command and will coordinate the operation until control is relinquished to a superior officer. Communications will be notified when a change in command occurs. (Revised) **A 12.1.2 c.**

106.03 - SPAN OF CONTROL

- A. To achieve effective direction, coordination, and control the number of employees under the immediate control of a single supervisor should not exceed twelve (12) except during temporary periods of adjustment or emergency.

106.04 - AUTHORITY AND RESPONSIBILITY

- A. Each position within the TCCD Police Department specifies the rank required to be assigned that position in order to ensure that the person assigned the responsibility of a position also has the authority to gain the compliance necessary to accomplish its objectives. **A 11.3.1 a.**
- B. Each employee has the power to delegate authority to subordinates in order to accomplish objectives. The subordinate is accountable for the authority used; however, the supervisor remains responsible for the accomplishment of the objectives. **A 11.3.1 b.**

106.05 - COMMAND STRUCTURE **A 12.1.2 d.**

A. Rank.

- 1. The order of rank for sworn police personnel is:
 - a. Chief of Police
 - b. Assistant Chief of Police
 - c. Police Captain
 - d. Administrative Lieutenant
 - e. Police Lieutenant
 - f. Police Sergeant
 - g. Police Corporal
 - (1) Police Investigator
 - (2) Field Training Officer
 - h. Police Officer
- 2. Civilian supervisors have command authority, equal to sworn supervisors, with respect to the organizational component to which they are assigned.
- 3. The department Command Staff consists of the following:
 - a. Chief of Police
 - b. Assistant Chief of Police
 - c. Police Captain
 - d. Police Lieutenants

- e. Police Training Coordinator
 - f. Communications Supervisor
4. The department Supervisory staff consists of the following:
 - a. Police Sergeant
 - b. Police Corporal
 5. Non-Supervisory sworn personnel have no command authority over non-sworn personnel merely by virtue of their sworn status.
 6. Officers, Communication Officers, and Security Officers designated as Field Training Officers, Communications Training Officers, or Training Officers (FTO / CTO / TO) have command authority only over trainees assigned to them for training.

B. Command Succession. A 12.1.2 a.

1. In the absence of the Police Chief, the Assistant Chief of Police shall assume command of the department. Should the Assistant Chief be unavailable; command, will fall to the order of succession to command of the department starting with Police Captain, Administrative Lieutenant, and Campus Lieutenant in order of seniority.
2. For anticipated absences, the Assistant Chief of Police will notify the campus Lieutenants, in writing, to include the date of his/her expected return.

106.06 - COMMUNICATION, COORDINATION, AND COOPERATION A 12.1.4

- A. The Department shall provide for communication, coordination and cooperation between all organizational levels of the Department by utilizing the following:
1. Daily Squad Briefings will normally be held each day prior to and post each assigned shift. Members in attendance will be the shift Supervisor and the patrol staff both coming on and leaving a tour of duty.
 2. Approximately mid-way through the fiscal year, the Command Staff will meet at a time and place selected by the Chief of Police to review the budgetary process, evaluate the status of the current budget and the progress made toward the attainment of goals and objectives for the current fiscal year, and prepare for the development of the budget for the coming fiscal year and the multi-year plan.
 3. The exchange of information between Components is also accomplished through periodic attendance to roll-call briefing by the training coordinator and other support units. A 42.2.4
 4. All employees are required to check their department electronic mail (email) account a minimum of three times per tour of duty. Sign On, Mid-Day and Sign Off.