

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
1.2 ORGANIZATION, COMMAND PROTOCOL AND AUTHORITY

SUBJECT: Organization, Command Protocol and Authority		
1.2	EFFECTIVE:01-16-2023	<i>Bryan Wheelles</i> Bryan Wheelles, Chief of Police
	REVISED: 12-19-2022	
	TOTAL PAGES: 10	

1.2.1 PURPOSE

This policy outlines the organizational structure of the Department and establishes the chain of command, unity of command, and supervisory accountability.

1.2.2 POLICY

At all times, the Department shall have a clearly identified person who has overall command of the Department and the full authority to act. Other chain of command protocols shall be utilized as set forth herein, and supervisors shall assume those responsibilities appropriately.

1.2.3 TOPEKA POLICE DEPARTMENT BUREAUS

A. Administrative Bureau:

1. Headed by the Chief of Police
2. Responsible for all operations and functions of the Department.
3. The Chief's function is to ensure the Department's mission is successfully carried out through the achievement of all departmental goals and objectives.
4. The Chief shall be the Chief Executive Officer and the Department's official representative to government agencies, community groups, and other entities.
5. The Administrative Bureau shall be comprised of:
 - a. The Chief of Staff who shall be in command of the daily operations of the bureaus.
 - b. The Chief of Staff may assume command of the Department during the Chief's absence;
 - c. An Executive Officer to the Chief of Police serves as an Executive Assistant to the Chief of Police and Commander of the following:
 - 1) The Planning and Research Unit which consists of media relations, accreditation, court services and Fleet Maintenance.
 - 2) Accreditation administers the written directive system, and monitors departmental compliance with accreditation standards;

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

1.2 ORGANIZATION, COMMAND PROTOCOL AND AUTHORITY

- 3) A Quartermaster, who is responsible for ordering, maintaining, and inventorying Department uniforms and equipment.
- 4) The Fiscal Office, which oversees the Department's budget, maintains official payroll records of personnel, inventory, grants and special accounts;
- 5) A primary Public Information Officer who is responsible for the Department's relationship with the media and serves as a contact for all media outlets and assists in the marketing of the Department; and
- 6) The Professional Standards Unit (PSU), commanded by a Lieutenant and staffed with a Sergeant shall :
 - a) Perform unbiased and objective internal investigations of complaints about Department employees as assigned by the Chief,
 - b) Conduct investigations at the Chief's direction, and
- 7) A legal advisor who provides insight and guidance to Department employees on legal matters.
- 8) The Training Unit, commanded by a Lieutenant is responsible for all training of employees, including:
 - a) Basic recruit training,
 - b) Annual re-certification training, and'
 - c) All schools and seminars attended by employees.
 - d) Firearms Range and Armory: which is responsible for the Firearms Range upkeep, firearms training, the issuance of firearms, maintaining, and inspecting all Department authorized weapons, and the maintenance of proficiency training records;
 - e) The Recruiting and Hiring section, which is staffed by a Sergeant who is responsible for all applicant testing, recruiting, and hiring of employees and may include full time and special assignment personnel, as required.

B. Field Operations Bureau (FOB):

1. Commanded by an Assistant Chief, two Bureau Commanders and six Lieutenants;
2. Delivers all general police services to the public, such as; answering calls for service 24 hours a day, apprehending criminals, enforcing local ordinances, and performing community policing functions.
3. FOB is divided into two Divisions. Each Division shall be commanded by a Bureau Commander and three Lieutenants. Each Lieutenant shall command one of three shifts.

C. Community Outreach Bureau (COB):

1. Commanded by an Assistant Chief, a Bureau Commander, and two Lieutenants;

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

1.2 ORGANIZATION, COMMAND PROTOCOL AND AUTHORITY

2. COB is responsible for specialized police services which are administered through the following units:

- a. Community Education:

- 1) SRO;
- 2) BHU;
- 3) Property;
- 4) IT;
- 5) Records;
- 6) ATV;
- 7) UAV;
- 8) Volunteers;
- 9) CNT.

- b. Community Focus:

- 1) Motorcycles;
- 2) Community Policing Officers (CPOs);
- 3) Accident Investigations;
- 4) Animal Control;
- 5) Property Maintenance;
- 6) Accident Reconstruction;
- 7) Response Team.

D. Criminal Investigations Bureau (CIB):

1. Commanded by an Assistant Chief, a Bureau Commander, and three Lieutenants.
2. Each Lieutenant shall command one of the following:
 - a. Persons Division
 - 1) Homicide/Cold Case;
 - 2) Sexual Assault/Juvenile Victims Unit;
 - 3) Crime Scene Investigation;
 - 4) Technology Unit.
 - b. Property Division
 - 1) Auto Theft, Burglary, and Theft Unit;
 - 2) Financial Crimes Unit;
 - 3) Second shift general case Detectives;
 - 4) Third shift Detectives;
 - 5) Criminal Intelligence Unit.
 - c. Narcotics Division
 - 1) Narcotics Unit;
 - 2) Task force officers.
3. Investigates crime, prepares cases for prosecution, and assists Field Operations and Community Outreach with follow-up investigations and special initiatives.

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

1.2 ORGANIZATION, COMMAND PROTOCOL AND AUTHORITY

- E. An organizational chart shall be reviewed and updated as changes are made to the structure of the organization. This chart shall be accessible to all employees.

1.2.4 ALLOCATION/DISTRIBUTION OF PERSONNEL

- A. Bureau commanders shall allocate and distribute available personnel and resources to accomplish the Department's mission and goals.
- B. Allocation of personnel will be based on workload demands.
- C. Reliable data and reasonable calculations should be used to reach valid conclusions about the workload in each component of their Bureau.
- D. Specialized Assignments :
 - 1. Specialized assignments are characterized by increased levels of responsibilities and specialized training for personnel, but the personnel remain within the given classification.
 - 2. Vacancy announcements for special assignments shall be disseminated by the Chief or designee through e-mail.
- E. Temporary and Rotating Assignments
 - 1. The Chief, or designee, may make short term temporary assignments for the following reasons:
 - a. Limited duty assignments for personnel who cannot perform regular duty obligations;
 - b. Short term special projects;
 - c. Training; and/or
 - d. Other reasons as determined by the Chief of Police.
 - 2. Employees may be chosen for short term temporary assignments by volunteering or by management selection.
 - 3. Cross training procedures are provided for in the FOP Contract.
 - a. Officers who are ranked on the Detective promotion list may be selected to cross train in CIB for six months.
 - b. Cross training may proceed down the Detective promotion list as staffing needs allow in the other Bureaus.
 - c. Cross training in CIB does not guarantee promotion to CIB. Promotion to Detective is strictly made from the ranking of the Detective promotion list.
 - 4. The length of time for a temporary assignment shall be governed by bargaining contracts. The Chief of Police may approve assignment extensions.
 - a. The length of time may be adjusted for shorter periods when the task is expected to be complete within a shorter time frame.
 - b. When possible, employees shall be informed of the time frame of the assignment when they are assigned.

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

1.2 ORGANIZATION, COMMAND PROTOCOL AND AUTHORITY

- c. The duration of assignments for bargaining unit employees shall follow contract provisions, when applicable.

1.2.5 CHAIN OF COMMAND AND AUTHORITY

A. Chief Executive Officer

1. The Chief of Police shall be the Department's Chief Executive officer, who shall designate the Chief of Staff to act in his or her absence.
2. If the Chief of Staff is unavailable, the Chief shall make another designation.
3. If the Acting Chief is unable to perform the additional duties, he or she shall appoint another Acting Chief to serve until he or she is relieved.
4. The Acting Chief shall have the same authority as that of the Chief.

B. Chain of Command

1. A key element of Department protocol is the concept of the "chain of command."
2. Each employee is only accountable to one supervisor at any given time.
3. Under normal circumstances, a supervisor is the person just above the employee in the chain of command.
4. However, officers of superior rank shall have authority throughout the Department and may exercise that authority with discretion.
5. The chain of command for the Department is as follows:
 - a. Chief of Police;
 - b. Chief of Staff;
 - c. Assistant Chief;
 - d. Bureau Commander;
 - e. Field Commander/Section Commander or Executive Officer: Lieutenant (LT);
 - f. Sworn supervisor: Sergeant (SGT);
 - g. Detective (DET);
 - h. Officer (OFC);
 - i. Non-sworn supervisor;
 - j. Non-sworn employee;
6. Each organizational component shall be under the direct command of one supervisor.

C. Responsibility and Accountability of Supervisors at All Levels

1. Accountability:
 - a. Supervisory personnel are accountable for the activities of employees under their immediate control.
 - b. Each organizational component is under one Commander. Employees who have supervisory authority over the actions of other employees are specifically delegated the authority to control and direct the activities of those who are responsible to them.

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

1.2 ORGANIZATION, COMMAND PROTOCOL AND AUTHORITY

- c. Final authority remains with the Chief of Police, but adequate authority is delegated to supervisors to ensure their ability to successfully carry out their duties and responsibilities in meeting the Department's goals.
 - d. Each employee who has supervisory authority over another employee is specifically accountable for the actions of the supervised employee.
 - e. Supervisors must ensure the proper performance of duty by those who are under their immediate control.
 - f. Each employee is accountable for the use of delegated authority.
- 2. Chain of Command:
 - a. There are times, however, when the chain of command must be temporarily circumvented or adapted to unusual situations.
 - b. Orders given by a higher-ranking officer must be complied with unless it is a violation of law or policy.
 - c. Another officer of the same rank may also relay a message from a supervisor to another officer.
- 3. Nepotism:
 - a. Supervisors shall not supervise their family members, nor shall family members be assigned to the same squad or unit.
 - b. Family members may be assigned to the same division only when they are assigned to separate units or squads.
 - c. This restriction specifically includes extra jobs/off-duty employment where authority as a police officer is used.
- D. Conflicting Orders
 - 1. If an employee receives an order from a supervisor outside of his or her normal chain of command, he or she shall obey the order.
 - 2. If the order conflicts with previously given instructions, the employee shall respectfully explain the situation to the supervisor issuing the contradictory order.
 - 3. It is then the responsibility of the supervisor issuing the new order to decide if it will stand despite the apparent conflict with a prior order, or if the new order is to be rescinded.
 - 4. If the new order stands, the supervisor issuing the first order shall be informed of the change to his or her order as soon as possible by the supervisor giving the new order.
 - 5. Employees will not obey any order from a supervisor, which they know would require them to commit an illegal act.
 - 6. The issuance of an order to commit an illegal act shall be immediately reported to the Chief of Police or a superior officer of the person issuing the order.

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

1.2 ORGANIZATION, COMMAND PROTOCOL AND AUTHORITY

E. Absence of Commanding Officers

1. When the Commander of any bureau, division, unit, or squad is unavailable for duty, a Sergeant will generally be charged with the command.
2. The Sergeant shall have full authority to perform all the duties of the Commander.
3. In the event that a Sergeant is not charged with the command, the Commander shall specifically designate another person.
4. Communications of all such appointments shall be forwarded to the Chief's office and to other personnel as appropriate.

1.2.6 AUTHORITY AT FIELD INCIDENTS

A. Crime Scenes:

1. The CSI Sergeant or, in his or her absence, the senior CSI officer shall be in charge during the processing of a crime scene.
2. The assigned Detective shall be in charge of the investigation subject to the direction of the appropriate supervisor, and shall coordinate the investigation with CSI.
3. After CSI has processed and released the crime scene, the assigned Detective shall take charge of the scene.
4. The Department shall implement the Incident Command System as outlined in the Incident Command Policy.

B. Unless a specific General Order or higher-ranking authority dictates otherwise, the Field Commander has command responsibility for the day-to-day field operations during each shift.

C. Protocol:

1. At the scene of any crime, accident, incident, or exceptional situation where police protocol is not clearly indicated by Departmental policy or directive, the ranking or senior officer present (regardless of functional assignment) shall be responsible for, and may assume command until officially relieved.
2. A command staff officer who is present at critical or exceptional situations shall advise the on-scene commander whether he or she is assuming command.
3. If the command staff officer chooses to actively direct a field or exceptional situation, he or she shall inform the subordinate that he or she is assuming command.
4. A command staff officer who chooses not to take command may be held accountable for unfavorable developments that the command staff officer could have prevented by assuming command.
5. Officers who relinquish command to a superior officer at incidents shall brief the officer who is assuming command.

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
1.2 ORGANIZATION, COMMAND PROTOCOL AND AUTHORITY

1.2.7 SPAN OF CONTROL

- A. The organization of the Department shall be such that the number of employees under the immediate control of a supervisor shall not be excessive in order to achieve effective direction, coordination, and control.
- B. Generally, there should be six to eight employees under the immediate control of any one supervisor during normal day-to-day operations. The proper span of control shall be determined by factors such as the:
 - 1. Ability of the subordinate;
 - 2. Complexity of the tasks to be performed by the subordinate;
 - 3. Separation by time or place of the supervisor and his or her immediate subordinates; and
 - 4. Time required by the supervisor's schedule for administrative and management tasks and duties.

1.2.8 AUTHORITY AND RESPONSIBILITY

- A. All Department personnel shall be given the authority to effectively complete their police functions.
- B. Personnel may not be given the responsibility for a function without the decision-making authority to carry it out.
- C. All levels of supervision shall be required to delegate the necessary authority to lower ranking personnel to allow all members of the Department to fulfill their responsibilities.
- D. All Department employees shall be held accountable for the use of delegated authority given to their position.
- E. All supervisory personnel, sworn and non-sworn, shall be held accountable for the performance of Department personnel under their supervision.
- F. No commanding officer, supervisor, or other employee shall create or establish an individual shift or unit policy or procedure, which is contrary to existing policies and procedures contained in Department General Orders and Bureau Directives.

1.2.9 COMMUNICATION, COORDINATION AND COOPERATION

- A. To facilitate the flow of information and to enhance organizational communication, coordination, and cooperation, the Department may use:

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

1.2 ORGANIZATION, COMMAND PROTOCOL AND AUTHORITY

1. Attempt To Locate (ATL) bulletins containing criminal and officer safety information; and
 2. Other mediums such as memos, newsletters, bulletin boards, e-mail, voicemail, various software programs or other media, etc.
- B. The Chief of Staff shall chair a bi-weekly Department Crime Strategy Meeting that is open to all Department employees.
- C. Bureau Commanders are encouraged to hold meetings for all employees under their command.

1.2.10 GUIDELINES FOR ISSUING COMMAND PAGES

- A. The following questions are designed to guide decision making regarding command pages via SCECC:
1. Is it likely that Command Staff may need to take some immediate action?
 2. Is it likely that Command Staff may receive a call for clarification as to what is going on?
 3. Is it likely that the incident will have an impact on a portion of the personnel at the police department?
- B. The list below is not all-inclusive and is intended to be used as a guideline for situations requiring a command page:
1. Any change in the Department of Homeland Security national threat level;
 2. Any situation involving a significant danger to the public;
 3. Any homicide;
 4. Any officer involved shooting or when a person is killed or critically injured due to police action;
 5. Missing children or missing critical persons;
 6. Any arrest of a Department employee;
 7. Any serious injury to a Department employee;
 8. Any unscheduled activation of the Response or Negotiation Teams;
 9. High profile felonies, misdemeanors, and/or situations;
 10. Any fatal or anticipated fatal accident; and/or
 11. Any injury to Department personnel requiring hospitalization.

1.2.11 EXCEPTIONAL CIRCUMSTANCES

- A. Under certain exceptional conditions, modifications to the procedures outlined in this policy may be needed in response to strategic or tactical considerations.
- B. If such modifications are necessary, they shall be the responsibility of the senior command officer present.

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
1.2 ORGANIZATION, COMMAND PROTOCOL AND AUTHORITY

- C. Senior command officers who make such decisions shall document the action that warranted the modification to such policy or procedure and will be held accountable for those actions.