



Command Protocol

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Review Date:	6/9/2021	Number of Pages:	3
Rescinds:	None		
IACLEA Standards:	1.1.5		

Purpose

To outline command protocol, unity of command, and the chain-of-command (CoC).

Definitions

Unity of command – refers to the concept that everyone in the organization is accountable to only one supervisor at any given time.

Chain-of-command – defines the organizational hierarchy, upward and downward lines of communication and of whom permissions/approvals must be decided.

Order – for this directive refers to a command or mandate to perform a given task.

Organizational component – is any organizational entity (i.e., unit, division) that is staffed on a full-time basis to provide a specific function.

Procedure

1.1.5 a During normal operations

During normal operations of each Division, all employees will adhere to the chains-of-command as outlined in this order. The following establishes command protocol and provides for uninterrupted leadership:

- In situations involving personnel of different functions engaged in a single operation, the ranking supervisor or manager present from the organizational component responsible for the event may assume command of the event.
- Longest tenured officer is established first by rank and second by aggregate time served in rank on a regularly assigned basis.
- During patrol operations, a field supervisor may designate any non-probationary police officer as the officer-in-charge (OIC) in their absence.

1.1.5 b During the Absence of Senior Command Staff

The Division Chief of Police will appoint an acting Division Chief of Police during periods of scheduled absences. This individual may be any member of the Division command staff.

- If the Division Chief is not able to appoint an acting Division Chief of Police, the next highest and available ranking officer is designated to serve as the acting Division Chief of Police.

The Superintendent has the authority to designate command and authority in any situation as needed.



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Protocol

Each organizational component is under the direct command of one supervisor.

There are circumstances in which supervisors will assume command over subordinates outside their organizational component, these include, but are not limited to:

- In situations involving unsuitable or improper action on the part of an employee of lesser rank.

1.1.5 c During Extraordinary Situations

In emergency situations, such as at the scene of a crime, major event, or catastrophe, where the superior may demand, and should receive, assistance in performing essential tasks from any lower ranked employee regardless of the organizational component to which they are regularly assigned. These situations demand immediate action in order not to jeopardize the police purpose and the reputation of the IUPD.

- During special event operations.
- During special deployments or assignments.

The following establishes procedures pertaining to the direction and supervision of employees. It is important that only one person be in complete command of each situation. Therefore, to ensure unity of command:

- Clearly defined lines of authority have been drawn so that each employee is accountable to only one supervisor at any given time: and

A relationship in the organizational structure has been established between each employee and the Division Chief of Police.

- Employees should always strive to operate within the chain-of-command and to keep their supervisors informed of their activities.
- While it is understood that each employee has only one supervisor at a given time and that each employee has only one immediate supervisor who is responsible for evaluating performance, anyone of superior rank can and should provide leadership in the absence of the immediate supervisor.

The following describes procedures for communication, coordination, and cooperation among agency functions.



Indiana University Police Department

General Order G1.1.5

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All management team personnel will attend periodic staff meetings. The staff meetings are intended to enhance cooperation and communication and to coordinate the goals of the IUPD. Additional formal and informal meetings are to be held as needed.

- The routine exchange of information is also accomplished through:
 - Daily briefing sheets.
 - Roll calls.
 - Crime analysis bulletins.
 - Directives, memoranda, or General/Special/Division Orders, and/or
 - E-mail, voice mail, text message, or other forms of electronic communication.

Benjamin Hunter (06/9/2020)
Superintendent of Public Safety