Public Safety and Institutional Assurance
Indiana University Police Department
Chapter 1 - Organization and Administration
Sub-Chapter - 1.1 - Agency Organization

1.1.5 Command Protocol

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**Purpose**
To outline command protocol, unity of command, and the chain of command.

**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**

**During normal operations (1.1.5 a)**
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 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 the absence of senior command staff (1.1.5 b)**
The division chief of police will appoint a deputy chief of police during periods of scheduled absences.

- 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 for Public Safety, or the Deputy Superintendent for Public Safety, has the authority to designate command and authority in any situation as needed.

**Protocol**
Each organizational component is under the direct command of a single supervisor. There are circumstances in which supervisors will assume command over subordinates outside their organizational component, including but not limited to:


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

**During extraordinary situations (1.1.5 c)**

In emergency situations, such as at the scene of a crime, major event, or catastrophe, the supervisor 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. (1.1.5 c)

- 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 higher 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.

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.
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- Memoranda, or general orders, or special orders, and/or
- E-mail, voice mail, text message, or other forms of electronic communication.

**Related Information**

C1.1.1 Full charts can be found with G1.1.1 Organization and Administration (reference only)

a) PSIA - IUPD Command Staff

b) IUPD IU Bloomington Chain of Command

c) IUPD IU East Chain of Command

d) IUPD IUPUI Chain of Command (including IUPUC)

(Division charts, continued next page)
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- **e)** IUPD IU Kokomo Chain of Command
- **f)** IUPD IU Northwest Chain of Command
- **g)** IUPD Southeast Chain of Command
- **h)** IUPD South Bend Chain of Command

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Benjamin Hunter (07/30/2021)
Superintendent for Public Safety