

# WEST PALM BEACH POLICE DEPARTMENT

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## I-2 COMMAND PROTOCOL

**EFFECTIVE: 09/20/2005**

CALEA Standards: 11.1.2, 11.2.1, 11.2.2, 11.3.1

CFA Standards: 1.01, 1.02

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**I. POLICY:** Organizational components are under the direct command of one supervisor, at one time. Each member is accountable to only one supervisor, at any given time. The West Palm Beach Police Department's organizational structure is depicted graphically on an organizational chart that is reviewed and updated as needed. The chart is posted through out the department where it is accessible to all personnel. West Palm Beach Police personnel will follow the chain of command except in exigent circumstances or in grievance procedures when the offending party is in the upper chain of command.

**II. PRECEDENCE OF COMMAND:** Precedence of command is used to ensure that leadership is available when the Chief of Police is off-duty, out of town, incapacitated, or otherwise unable to assume his or her duties.

A. During the temporary planned or unplanned absence of the Chief of Police, when no other provision is made by the Chief of Police, the command authority falls upon the subordinate present who is next in rank/position to the Chief of Police and highest in seniority in that rank.

B. Normally, the Chief of Police will identify the individual who will assume all the responsibilities and duties of his or her office with the exception of discipline involving suspension, demotion or dismissal. Emergency suspension is authorized when it is in the best interest of the Department.

C. It is the right and privilege of the Chief of Police to change or modify the order of precedence of command to assure the efficiency and effectiveness of police operations unless otherwise dictated by a higher, competent authority.

### **III. COMMAND PROTOCOL:**

A. The Patrol Shift Commander will be the ranking officer on duty during evening, weekend and holiday shifts. The Patrol Shift Commander or a designee will assume command of any specific incident, exceptional situation or crime scene occurring during his or her tour of duty. Command will be relinquished when relieved by higher authority or by personnel trained and/or designated to assume command at specific incidents as detailed in policy or as designated by the Chief of Police.

B. If a person of higher rank from another Division elects to assume command, he or she will be responsible for the subsequent completion of the assignment.

C. Whenever the Department engages in an operation involving more than one Division, and/or more than one shift, the overall command of the operation will be assigned to the supervisor of the Division/shift initiating the event or involved in the activity, unless otherwise directed by the Bureau Commander of the Division involved or the Chief of Police.

D. Supervisory personnel are accountable for the activities of employees under their immediate control.

**IV. DELEGATION OF AUTHORITY:** providing personnel in this agency with the authority necessary to fulfill their duties and responsibilities. Lines of authority have been established throughout the organizational structure of the Department, also referred to as, Chain of Command. Each manager, supervisor, and employee ultimately receives authority to perform assignments from the Chief of Police through the Chain of Command.

A. The Chief of Police, management, or first line supervisors may delegate authority to subordinates in order to perform specific assignments, duties and responsibilities. When authority has been delegated for the performance of these assignments, the employee shall be fully accountable for the use of the authority delegated, as well as the failure to exercise it, when given. Ultimate accountability for the assignment rests with the person delegating the authority. All supervisory personnel within the agency are accountable for the performance of employees under their immediate supervision.

B. Personnel cannot be held accountable for failing to execute their duties and responsibilities unless given the authority necessary to fulfill them. Personnel who are given the authority to execute their duties and responsibilities are fully accountable for the use of delegated authority, or the failure to exercise it.

**V. REFERENCE:**

- SOP # I-9 Disciplinary Procedures.
- SOP # IV-5 Investigation of Critical Incidents.
- SOP # IV-18 Unusual Occurrences.
- SOP # IV-19 Bomb Squad Function.
- Rules and Regulations # 2-19.

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**Delsa R. Bush, Chief of Police**

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Old SOP # 1.02, 4.050.013, 4.050.015  
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Job Title Task Files: Bureau Commander, Shift Commander