



Abilene Police Department Operating Procedures

Subject:

Commanding Officers

Issued:

10/19/2011

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C-1

Commanding Officers Subject to Rules and Regulations

All commanding officers of every rank are subject to the general rules and regulations in addition to being subject to the rules and regulations governing their command.

Command Officers / Chain of Command

A commanding officer is any officer of the Department designated by the Chief of Police to exercise command. In the absence of any commanding officer where other provisions have not been made, the senior officer/supervisor assumes command. Where no supervisory officer is present, responsibility of command will fall upon the senior officer. This senior officer or supervisor will retain responsibility of command until command of the case or situation is relinquished to a specialized division.

Officers are required to follow the chain of command when engaged in official duties such as obeying orders, filing/responding to complaints or seeking resolution on grievances. An officer may skip one level of the chain of command only when the immediate supervisor(s) is/are the source of complaint or grievance. An officer's chain of command is defined, starting at the lowest level to the top, as:

- A. First line supervisor
- B. Company or Division Commander
- C. Assistant Chief
- D. Chief of Police

Responsibility of Commanding Officers

Commanding officers are responsible for:

- A. The enforcement of all laws and ordinances within the jurisdiction of their command and for the good order, efficiency and discipline of the personnel under their command. They will see that each member is provided with a copy of these rules and procedures. They will ensure each officer is properly instructed as to their duties so as to perform them in a manner which renders effective police service.
- B. Properly preparing, transmitting, filing, using and preserving official records, reports, returns, forms and correspondence originating in or forwarded to their command.
- C. The careful daily examination of all properly made records required to be kept by their command in conforming with the rules, regulations and operations procedures.
- D. The good order and sanitary condition of the buildings/vehicles within their command, to include the furnishings and equipment therein.
- E. The property issued for, or assigned to, officers of their command and the proper care, economical use and serviceability thereof.



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- F. The discipline, morale, training, uniformity, efficiency and compliance with all orders, rules and regulations of employees of the Department.
- G. Resources at a call for service or situation which they have the authority to direct or effect the outcome.
- H. Community policing and geographical command as directed by the Chief of Police or his designee.
- I. Supporting all goals and objectives articulated in the Department's Strategic Business Plan; and
- J. Working cooperatively with media partners to accomplish mutual goals.