

## **Chapter 4**

### **COMMAND**

#### **4.1 CHIEF EXECUTIVE OFFICER AUTHORITY**

The chief executive officer of the agency is designated as having full authority and responsibility for the management, direction, and control of the operations and administration of the agency, by written statement issued by the local government, or by law or ordinance, or by a combination of the two.

- *Copy of departmental policy with the above area highlighted.*

## 4.2 CHAIN OF COMMAND

A written directive designates the order of command authority in the absence of the chief executive officer of the agency.

- *Copy of departmental policy with the above area highlighted.*

### **4.3 COMMAND PROTOCOL**

A written directive establishes command protocol in situations involving personnel of different organizational components of the agency engaged in a single operation

- *Copy of Command Authority policy with area highlighted.*

#### **4.4 SUPERVISOR ACCOUNTABILITY**

A written directive establishes the accountability of supervisory personnel of the agency for the performance of employees under their immediate control.

- *Copy of departmental policy with the above area highlighted.*

#### **4.5 DUTY TO OBEY LAWFUL ORDERS**

A written directive requires employees to obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank, and specific procedures to be followed by an employee who receives inconsistent or conflicting orders.

- *Copy of departmental policy with the above area highlighted.*

#### 4.6 WRITTEN DIRECTIVES

The agency adheres to an established system for the development and dissemination of written directives, including agency policies, procedures, rules, and regulations, which:

- A. Provides procedures for the formatting, indexing, purging, updating, and dissemination of written directives;
- B. Vests in the chief executive officer of the agency the authority to issue, modify, or approve written directives;
- C. Identifies by name or position any individual, other than the chief executive officer, authorized to issue written directives;
- D. Requires acknowledgment of receipt of the directive by personnel and subsequent placement of the directive into a manual for any subsequent reference or perusal.
  - *Copy of Policy Manual Receipt.*
  - *Copy of Policy/Procedures Revisions/Update Receipt.*