

# Annapolis Police Department



## GENERAL ORDER

**Number: A.6**

**Issue Date: August  
2018**

**TO:** All Personnel

**SUBJECT:** Command Protocol

### **PURPOSE**

The purpose of this General Order is to establish clear guidelines in the event the Chief of Police is incapacitated, out of town, or otherwise absent.

### **POLICY**

It shall be the policy of the Annapolis Police Department to facilitate the smooth transition in the chain of command in the absence of the Chief of Police. The Chief of Police will designate a commander to act when not available.

### **DEFINITIONS**

**Chief of Police** - CEO of the agency.

**Acting Chief of Police** - Designated by the Chief of Police to direct the agency in the absence of the Chief of Police.

**Commanders Coverage** - As outlined in **General Order A.3.**

**Exceptional Situations** - Events as such that would require the presence of a commander or the commander's designee.

**Joint Operations** - Operations involving personnel of different units within the Department.

#### **I. Required Action**

- A. The Chief of Police shall in their absence:
1. Designate the highest ranking commander as Acting Chief of Police; or
  2. If all commanders are of equal rank designate the Acting Chief of Police as determined by the Chief of Police.

3. When practical, the appointment of an Acting Chief of Police shall be in writing.
4. The acting Chief of Police shall provide command and direction to the Department as required until such time as the Chief of Police returns and relieves the Acting Chief of Police of command.

B. Joint Operations/Exceptional Situations

1. In single operations, involving personnel of different Divisions, Sections or Units, command will be determined by rank. **A ranking officer's appearance on the scene does not automatically place the higher rank in charge of that scene, unless the ranking officer assumes control and announces they are taking control.**
  - a. Patrol officers assigned to the call will be in charge of the crime scene unless:
    1. Relieved by a detective called to the scene; or
    2. Relieved by a supervisor.
  - b. The on-scene detective, having relieved the patrol officer, will be in charge of the scene unless relieved by a supervisor.
  - c. In all instances where a supervisor relieves the officer or detective at the scene, that supervisor will then assume responsibility and control for the situation.
2. In emergency/exceptional situations command protocol will be normally that as listed in the Emergency Operations Plan.

C. The order of succession, without designation, to the position of Acting Chief of Police in the event of the absence or incapacitating disability of the Chief of Police shall be:

1. Deputy Chief of Police
2. Commander of the Patrol Division
3. Commander of the Special Operations Division
4. Commander of the Administrative Services Division

D. Day to Day Operations

1. For normal day-to-day operations, the organizational structure as outlined in the organizational chart shall apply.
2. During the hours that the Chief of Police, Division Commanders, Section Commanders and Unit Commanders are not on duty the Watch Commanders and or Platoon Supervisors shall have authority over operations that are without supervisory personnel present.

**II. Incidents Reported to the Chief of Police**

A. Incidents where there may be a question of the agency's liability or incidents which may result in a heightened community interest will be immediately reported to the Chief of Police or designee. The Commander on duty will make the notifications. All other times notifications will be made through a supervisor within a reasonable time. Notifications will then be made to the Chief of Police or designee. In instances where CIS has responded, a CIS supervisor or commander may make the notifications.

Incidents which require immediate notification to the Chief of Police or designee. These incidents include but are not limited to:

1. Police Officers killed or gravely injured in the line-of-duty.
2. Death or injury of a citizen from a line-of-duty police shooting.
3. All homicides and shootings.
4. City employees killed or gravely injured on the job.
5. Hostage/barricade situations
6. Major disorder or multiple injury accident at a large public gathering.
7. Prolonged power outage involving large areas.
8. Flooding conditions with evacuation potential.
9. Industrial spills and chemical leaks.
10. Large water line breaks involving street/building collapse/evacuation or blocking of major arteries.
11. Arrest and/or suspension of department personnel.
12. Newsworthy incidents.
13. Any other incident at the discretion of the supervisor.

B. Incidents which do not require immediate notification, but **do** require that of the Chief of Police or his/her designee be notified. The notification will be made through but not limited to the patrol daily report, Administrative Reports/ Incident Reports and email. These incidents include but are not limited to:

1. Deaths as a result of traffic, boating or industrial accident, fires, building or structure collapse.
2. Traffic accidents resulting in loss of life or significant property damage.
3. Labor dispute involving large numbers and disorder.
4. Major traffic disruption.
5. Any other incident at the discretion of the supervisor.

S. Baker  
Scott Baker  
Chief of Police

References
1. Accreditation Standards:11.4.5, 12.1.2
2. General Order:A.3 Commanders Weekend Coverage
3. Emergency Operations Plan

**Revision:** This General Order replaces General Order A.6 Command Protocol dated December 2015