

1.4.1 Command Protocol and Procedures

I. POLICY

It is the policy of the Johnstown Police Department to implement and maintain a written directives system that is thorough, consistent, reality based and establishes reasonable standards and guidelines for the appropriate performance of employees' duties and responsibilities. It is the policy of the Johnstown Police Department to follow the guidelines of this general order.

II. PURPOSE

This order is established to set policy guidelines for direction, chain of command, obedience to orders and agency communication. In order to provide employees with a clear understanding of the constraints and expectations relating to performance of their duties, a written directive system is required. This order establishes such a written directive system by defining and differentiating between types of directives, by developing format definitions for all written directives, by establishing authority to issue various directive types, by establishing procedures for indexing, purging, updating, revising and disseminating directives.

III. Direction

The Chief of Police is the Chief Executive Officer of the Johnstown Police Department and is responsible for the protection of lives and property in the City of Johnstown through the supervision of all police functions. The Chief is responsible for the organization, control and direction of personnel and resources of the Johnstown Police Department.

- A. In the event of an emergency and until the Chief of Police can be notified and respond; the highest-ranking officer on the scene shall be responsible for incident command system [ICS] functions.

- B. In emergency or exceptional situations, the sequential order of command will be as follows:
 - 1. In the absence of the Chief of Police, or unless otherwise designated, the Captain of Police will respond to the incident and will assume incident command until relieved by the Chief of Police.

 - 2. In the absence of the Captain of Police, the Captain of Police Administration will respond to the incident and assume incident command until relieved by the Chief of Police.

3. In the absence of the Captain of Police Administration, the Administrative Sergeant will respond to the incident and assume incident command until relieved by either Captain or Chief of Police.
4. In the absence of the Administrative Sergeant, the Detective Sergeant will respond to the incident and assume incident command until relieved by either Captain or Chief of Police.
5. In the absence of the Detective Sergeant, the Shift Sergeant or Officer In-Charge will respond to the incident and assume incident command until relieved by a higher-ranking officer.
6. In the absence of a ranking shift supervisor, another responding ranking officer will assume incident command until relieved by a higher-ranking officer.
5. In the absence of a shift supervisor and higher ranking officer, an initially responding officer on the scene will assume incident command until relieved by a higher-ranking officer.

C. Single Operation Command

Involving personnel of different functions.

1. Incidents involving different departmental functions operating simultaneously will generally be commanded in accordance with an accountability plan.
 - a. Each employee will be accountable to only one supervisor at any given time.
 - b. Occasions may arise requiring a supervisor to issue an order to an employee outside the supervisor's immediate responsibility. Nothing in this section shall prevent this.
 - c. When an order issued to an employee that is in conflict with any other issued order, General Order 1.4.2 shall be used in resolving the conflict.

D. Direct Command of Organization Components

1. During normal day-to-day operation, command responsibilities shall be as follows:
 - a. Each division, section, unit, or functional area of responsibility of the Johnstown Police Department is under the direct command of the Chief of Police and or his designee.

E. Command Delegation Protocol

1. Chief of Police

- a. In the absence or incapacitation of the Chief of Police, the Captain of Police shall perform the duties and responsibilities of the Chief of Police. Unless prior to his absence, the Chief delegates otherwise.
- b. In the absence or incapacitation of the Captain of Police, the Captain of Police Administration shall perform the duties and responsibilities of the Chief of Police. Unless prior to his absence, the Chief delegates otherwise.
- c. In the absence or incapacitation of the Captain of Police Administration, the Administrative Sergeant shall perform the duties and responsibilities of the Chief of Police. In the absence or incapacitation of the Administrative Sergeant the Detective Sergeant shall perform the duties and responsibilities of the Chief of Police. Unless prior to his/her absence, the Captain delegates otherwise.
- d. In the absence or incapacitation of the Administrative Sergeant, the Detective Sergeant shall perform the duties and responsibilities of the Chief of Police. In the absence or incapacitation of the Detective Sergeant the senior Sergeant shall perform the duties and responsibilities of the Chief of Police. Unless prior to his/her absence, the Captain delegates otherwise.
- e. In the absence or incapacitation of the Detective Sergeant the patrol Sergeant with time in grade shall perform the duties and responsibilities of the Chief of Police. Unless prior to his/her absence, the Detective Sergeant delegates otherwise.

- f. Command delegation shall thereafter follow the list of Sergeants with time in grade seniority unless otherwise delegated. Definition: Time in grade is determined by the length of time within a given grade/rank as determined by the appointment date to that specific grade/rank. In the event of the same appointment date, time of service to the department is the determining factor.

2. Captain of Police

In the absence or incapacitation of the Captain of Police, the Captain of Police Administration shall perform the duties and responsibilities of the Captain of Police.

3. Captain of Police Administration

In the absence or incapacitation of the Captain of Police Administration, the Administrative Sergeant shall perform the duties and responsibilities of the Captain of Police Administration. The command delegation shall thereafter follow the list of Sergeants with time in grade seniority, unless otherwise delegated by a higher command authority.

4. Administrative Sergeant

In the absence or incapacitation of the Captain of Police Administration, the Administrative Sergeant shall perform the duties and responsibilities of the Captain of Police Administration.

5. Detective Sergeant

In the absence or incapacitation of the Administrative Sergeant, the Detective Sergeant shall assign a detective to perform the duties and responsibilities of the Detective Sergeant, unless otherwise delegated by a higher-ranking officer.

6. Shift Command

Command of a given shift shall be delegated to the Sergeant whose platoon is assigned for the shift as the primary scheduled platoon. In the absence or incapacitation of the platoon's Sergeant, the OIC shall assume command of the shift. In the absence or incapacitation of the OIC, the next officer in line shall assume command of the shift.

7. Special Detail or Assignment Command

In cases where special details or assignments are implemented, command authority shall be delegated in accordance with the provisions of a plan or special order as established for the detail or assignment.

7. Records Clerks

Records Clerks report to the Captain of Police Administration for administrative and organizational issues.

Effective Date: 10/23/2019

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By Order Of:

A handwritten signature in black ink, appearing to read "Robert F. Johnson", with a long horizontal flourish extending to the right.

Robert F. Johnson
Chief of Police