

May 13, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Military Courtesy and Protocol
Protocol for Command

COMMAND PROTOCOL**112.00 POLICY**

It is the policy of the Ferguson Police Department to provide uniform direction to all Police Department employees through an established Chain of Command in order to promote consistency, reduce confusion and enhance public safety.

112.01 PROCEDURE

- A. In normal day-to-day operations, the following command structure is in place.
 1. The Chief of Police represents the highest ranking authority within the Police Department;
 2. The Captain represents the second highest ranking authority within the Police Department, and also sometimes referred to as Commanders;
 3. The Lieutenants are the third highest ranking officers within the Police Department, and also sometimes referred to as Commanders; and
 4. Sergeants are the fourth highest ranking officers within the Police Department, and also are sometimes referred to as supervisors. Shift Commanders and supervisors serve as the “Chief’s Representative” and have overall command authority of the Police Department operations both at headquarters and in the field after hours (1700 to 0900) and on weekends.
- B. The protocol for command succession will be as follows:
 1. For Chief of Police to the Designated Acting Chief of Police, the Captain of Police, the most senior Captain;
 2. For Lieutenant of a squad to the designated Acting Lieutenant, the most senior Sergeant; and
 3. For Sergeant (Supervisor) to the designated Acting Sergeant.

C.	All personnel will immediately comply with the lawful direction provided by an officer or employee of the supervisory rank. Failure to do so may be considered insubordination.
D.	All Supervisors and Commanders retain full authority and responsibility for their positions until relieved by an authorized person.
E.	Supervisors and Commanders will name a subordinate to acting authority whenever the Supervisor or Commander cannot be physically present and able to assume command functions.
F.	Acting Sergeants and Commanders have full authority and responsibility of the position they assume until relieved by their Supervisor or another superior officer.
G.	Incident Command Protocol/Exceptional Situations
1.	In an exceptional situation, catastrophic event, major crime, or other large scale event, an officer representing police command rank (at least the rank of Sergeant) will assume command of the police operations as Incident Commander.
a.	The on-duty Supervisor will assume initial responsibility and will have overall command authority over the operation and management of the incident until formally relieved by higher authority;
b.	Transition of command over an incident from one person to another will be formally declared to all personnel involved in the operation; and
c.	In situations involving personnel of different functions involved in a single operation, the Chief of Police will designate the officer in charge. In the absence of the Chief of Police, the highest ranking officer on the scene will assume the role of scene command, until relieved by the Chief of Police or a higher ranking officer.
Exception: Incidents of officers involving deadly force or serious physical injury will be investigated by the Bureau of Criminal Investigation. The Criminal Investigation Supervisor will be Incident Commander in these situations unless otherwise specified by the Chief of Police.	
I.	Military Courtesy and Protocol
1.	On-duty Police Department employees will address superior civilian supervisors, commanders and ranking officers by rank or as indicated below when in

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the presence of other junior employees, representatives from other agencies or departments or the public.

a. Employees may address ranking officers by their first name, only if authorized by that ranking officer and when others described above are not present.

1. For example: The employee should address the officer as Sergeant or Sgt. Smith or address them as "Sir" or "Ma'am" as appropriate.

b. Employees will address superior civilian supervisors or Commanders as "Mr.", "Sir", "Ms" or "Ma'am", as appropriate. They address supervisors by first name only if authorized and when others described above are not present at the time.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 5.4