
	Newington Police Department General Order	Number 12.1
Direction		
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1. The Chief Executive Officer



- A. In accordance with the provisions of the Newington Town Charter, Section C-707, the Chief of Police shall be the executive officer of the police department. He/she shall make rules and regulations concerning the operation of the department and the discipline and conduct of all officers and employees thereof.

2. Chain of Command

- A. In times of his/her anticipated absence, the Chief will designate by special order, a ranking officer to act in his/her place and designate him as Acting Chief of Police. In that capacity he/she will have the same authority as the Chief of Police.
- B. It shall be the policy of this department to insure a continuation of responsibility and authority during the entire twenty-four hour day. The particular authority delegated or granted ranking officers is not confined to their respective divisions, but shall include supervision over all officers and civilian employees of the police department as may be necessary for efficient administration. To accomplish this policy, the following shall be the order of command authority of the Newington Police Department, in accordance with the Town of Newington classification and pay plan:
 - 1. Deputy Police Chief: Acts as Executive Officer responsible for departmental administration; exercises oversight of the Patrol, Detective and Support Services Divisions and coordinates activities with other members of the staff. Assumes command of the Police Department in the absence of the Police Chief. Performs related duties as required.
 - 2. Lieutenant: shall command a division or a shift; be Acting Chief of Police; perform administrative duties depending on place of assignment; perform related duties as required.
 - 3. Sergeant: under administrative direction, will perform responsible supervisory and administrative duties, may serve as a Shift Commander; take part in investigations of major crimes and special cases, assume complete charge of the department in the absence of a higher ranking officer, assist in the execution of the regulations of the department; exercise supervision over police officers on regular or special assignment; and perform related work as required.
- C. Shift Commander: the ranking officer in the department who is working and in charge of the Patrol Division or shift. Generally the Patrol Division Commander is the Shift Commander. In the absence of the Patrol Division Commander the shift Patrol Sergeant is designated to be the Shift Commander. The Shift Commander shall have the following authority:
 - 1. See that all orders and requests are carried out efficiently and promptly.
 - 2. Seek improved performance on the part of their subordinates in order to produce tangible improvements.
 - 3. See that all departmental orders and directives are complied with.
 - 4. See that field supervision is improved.
 - 5. Insure that districts are patrolled during each shift with particular attention to the more heavily traveled and crime prone areas and areas designated for extra attention by the Patrol Division Commander.
 - 6. To see that each officer is aware of his/her crime prevention-deterrent role and that he/she is responsible for the security of the area to which he/she is assigned.
 - 7. See that officers remain in their assigned districts unless directed to leave them.

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8. Receive each citizen complaint concerning alleged discourtesy or unlawful and/or unwarranted action. To see that each such complaint is promptly, properly and fairly investigated and reported to the Chief.
 9. To see that the press is fairly and accurately informed of the activities of the department in accordance with policies and procedures.
 10. To insure that all officers are at roll call prior to commencing their tours of duty and that they are well groomed, neatly uniformed, and properly equipped for duty.
 11. See that each officer is properly briefed on events during previous shifts and instructed as to his/her forthcoming duty.
 12. See that each officer receives roll call training as developed.
 13. See that all vehicles and equipment are in good condition and ready for use while on duty pursuant to inspection of department equipment.
 14. See that all reports are adequate, technically correct, and promptly and properly submitted.
 15. Shall have the authority to authorize overtime, order personnel to work beyond their normal work shift and if need be, call in personnel early as he/she deems necessary.
 16. Shall have the authority to relieve personnel from their assignments, if he/she feels that they are incapable of carrying out their duties.
 17. Shall have the authority to suspend, for the remainder of the shift, any officer who commits a serious disciplinary infraction.
 18. Shall have the authority to initiate any and all emergency plans and contingencies in effect and conduct whatever "holding actions" necessary outside of those plans, until ranking officers arrive to relieve him and take command.
 19. In line with Paragraph 18, he/she shall be empowered to notify any agency for assistance as may be necessary to aid him/her in controlling a situation.
3. Supervisory Accountability
 - A. To achieve effective direction, coordination, and control supervisors are held accountable for the performance of the personnel they immediately supervise.
 4. Obedience to Orders
 - A. All personnel are required to obey any lawful order of a superior officer, including orders relayed from a superior officer by an employee of the same or lesser rank.
 5. Conflicting Orders
 - A. Any employee who receives an order from a superior, that conflicts with any other previous order or instruction will respectfully advise the superior who issued the second order of the conflict.
 - B. Responsibility for countermanding the original order or instruction rests with the superior who issued the second order.
 - C. In the event that neither superior, issuing the orders, can be reached, then the employee is responsible for carrying out the most recent order. The employee will notify a superior officer of the conflict as soon as possible.

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1. The employee shall not be held responsible for disobedience of the original order.
- 2.
6. Agency Staff Meetings
 - A. The Chief of Police may conduct weekly meetings with his staff.
 1. The agenda of the meetings will be controlled by the Chief.
 2. At the conclusion of the Chief's agenda, the Chief will solicit input from each staff member attending, as to any other information not covered, that may be of interest to the staff.
 - B. The Patrol Division Commander will hold periodic meetings with all Department Sergeants. The meetings will be scheduled at the discretion of the Patrol Division Commander and announced on a memorandum from him/her.

By Order of: _____
Christopher Perry
Chief of Police

Date