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Effective Date: July 2003	Revision Date: April 2013
Amends/Supersedes: July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	4.3

Section 200.50 Divisional Responsibilities/Command Protocol

Policy

It shall be the policy of the Shively Police Department to establish Divisional Responsibilities and Command Protocol among ranking officers and staff within the department.

Division Responsibilities

This policy sets forth the guidelines for responsibility of each operational component within the agency.

- **Patrol Division-** All Uniformed officers assigned to one of four platoons.
 - Responsible for general patrol, investigations and reporting functions.
- **Criminal Investigation Division-** All plainclothes officers assigned as detectives.
 - Responsible for criminal investigation and follow up.
 - Responsible for administrative investigations when assigned.
 - Responsible for providing support function to Patrol Division and Administration.
- **Telecommunications Division-** All personnel assigned to the Dispatch Center. This is a non-sworn assignment and their responsibilities are limited to the functions of the Dispatch Center.
- **Administrative Division-** Personnel assigned or appointed to the Chief's Office and work in the capacity of policy makers.
 - Responsible for administering policy.
 - Responsible for payroll and personnel matters.
 - Responsible for General Administrative functions.

Command Protocol

This policy establishes command protocol in situations involving personnel of different organizational components of the agency engaged in a single operation.

- **Major Crime Scenes-** During investigations at a major crime scene such as shootings, murders or confirmed robberies the highest-ranking patrol division officer shall be responsible for the operations of the investigation.
 - Criminal Investigation Division shall be responsible for the investigative function and shall collaborate and coordinate with the patrol division commander or officer in charge.

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- Whenever there is a question as to the command protocol the Major or Chief of Police should be consulted.
- **Disasters/Disturbances-** this situation mandates that the Chief of Police or designee be in command of a centralized command post. All functions, assignments or duties will be ad hoc based on the delegations of the central command post.