



ORGANIZATIONAL DIRECTION

Directive 2 - 107

Date of Issue: July 2013 Amends/Cancel: Chapter II Sec 3

I. PURPOSE

The purpose of this Directive is to define and describe the organizational direction within the Department of General Services Maryland Capitol Police (DGS-MCP).

II. POLICY

The DGS-MCP will provide all employees with a detailed description of the DGS-MCP command structure to ensure they understand their responsibility and authority within the Department.

III. PROCEDURES

A. Authority, Accountability & Responsibility

1. Authority to execute the required activity of a unit will be delegated by the Chief of Police, through the chain of command, to individual employees.
2. At every level, employees will be given the authority to make decisions that are necessary for the effective completion of their responsibilities.
3. Every employee will be held accountable for his or her performance and the performance of any employee he or she supervises.
4. Accountability will include the use of, or failure to use, delegated authority in accomplishing the responsibilities of their position.
5. Each supervisor has a specific function which he or she has supervisory responsibility at all times.

IV. CHAIN OF COMMAND

A. The following precedence of rank for all law enforcement, security, and police communications employees is descending order.

1. Chief of Police

2. Deputy Chief
3. Captain
4. Lieutenant
5. Sergeant
6. Police Officer / Security Officer / Police Communications Operator

For the purpose of issuing orders, all ranks below Sergeant are considered equal unless a Police Officer has been designated as an acting Sergeant.

EXCEPTION:

During critical incidents and in lieu of immediate supervision, Police Officers may govern the actions of Security Officers and /or Police Communication Operators when it is deemed to be in the best interest of managing an incident, protecting lives and property and preserving the peace.

- B. The chain of command will be the line of authority which extends from the Chief of Police through a single person at each level of supervision to the level of execution.
- C. Command in the Absence of the Chief of Police.

If the Chief of Police is unavailable to command DGS-MCP

1. he may designate the Deputy Chief as the acting Chief; or
2. if the Deputy Chief is unavailable in the absence of the Chief of Police , the command of the DGS-MCP will rest with the most-senior Captain (based on time in grade). The senior Captain will maintain command until such a time as he is relieved by the Chief of Police or Deputy Chief.

- D. Command Protocol

Command at an incident involving members of different DGS-MCP units will be determined by rank.

- E. Obedience to Orders

1. An employee will promptly obey all lawful orders of a superior, including those from a superior relayed by an employee of equal or lesser rank, however;
 - a. an employee will not obey an order which he knows, or should know, would require him to commit an illegal act; and
 - b. if the employee has doubt as to the legality of the order, the employee will request that the person issuing the order clarify the order or confer with a higher authority.

2. No employee, without adequate justification, will intentionally issue an order that is contrary to an order issued by a superior.
3. Employees who are given an otherwise proper order which is in conflict with a previous order, rule, regulation or Directive will inform the supervisor issuing the order causing the conflict. If the higher-ranking employee issuing the order does not alter or retract the conflicting order:
 - a. the last order will be obeyed;
 - b. the responsibility for the conflict will be upon the higher-ranking employee; and
 - c. the employee will not be held responsible for having disobeyed the previously issued order, rule, regulation or Directive.