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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this policy is to make employees and officers of the Kinston Police Department aware of the Kinston Police Department's chain of command and order of rank. Ranking officers shall exercise the authority of the position under all conditions which require that the use of such authority is in the best interest of the department. A ranking officer shall not unnecessarily countermand orders of subordinate officers or needlessly interfere with the specific duties of members of lesser rank.

II. DEFINITIONS

- A. Ranking members: Those personnel having authority to administer and supervise the work of various sections, units and employees of the department. The ranking members including Major, Captain and Sergeant.
- B. Chain of Command: Downward from the Chief of Police or ascension from the lowest rank.
- C. Unity of Command: Members (line and staff/equal and unequal rank) working together in the spirit of coordination, mutual understanding and acceptance of boundary lines of responsibility and authority.

III. POLICY

A. Order of Rank

In descending order, the commissioned ranks of the department are:

1. Chief of Police
2. Major
3. Captain
4. Sergeant
5. Master Officer
6. Senior Officer
7. Police Officer

B. Authority

Chief of Police: The Chief of Police is appointed by the City Manager with approval of the City Council. The Chief manages, controls and directs the activities and personnel of the Kinston Police Department. The Chief of Police may delegate or grant particular authority to ranking members of the department as may be necessary for the efficient administration of the department.

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Supervisor: (Major, Captain, Sergeant) Supervisors shall direct their efforts toward the intelligent and efficient performance of the functions of the department and shall require their subordinates to do the same.

Supervisors shall investigate any misconduct or non-performance of duty that comes to their attention. When it is appropriate, supervisors will notify their superior or the supervisor of the member involved.

The function of a supervisor includes, but is not limited to:

1. Obey all orders of their superior officers and shall issue such orders or instructions as may be necessary
2. Ensure that subordinates complete all required reports promptly and accurately, subject to inspection and approval.
3. Whenever there is a violation of the rules or procedures, or for the preservation of good order and discipline, any supervisors may recommend suspension or dismissal from duty, any subordinate, pending formal charges.
4. In every case of suspension, the supervisor so ordering the suspension shall as soon as practical, submit a written report to the Chief of Police via, Chain of Command. The report should include the name of the employee and the particular charge together with the detailed information pertaining to the reason for such recommendation. In all cases, the final decision for further action or suspension, demotion or dismissal shall rest with the Chief of Police with approval of City Manager and existing policy.

Police Officer: Police officers shall direct their efforts to carrying out the basic functions of the department, including - protection of life and property, preservation of the public peace, prevention of crime, arrest of violators of the law, and the proper enforcement of all laws and ordinances. They shall be held strictly accountable to supervisors for their area of assignments.

C. Absence of Superior or Supervisor: (Supervisor / Police Officer)

If a supervisor finds it necessary to be absent, a ranking officer shall be designated to act in that capacity. Members who are directed to act in capacities above their ordinary or usual position shall, for the necessary time, possess the authority of that position.

D. Chain of Command: (All employees)

The Chain of Command, descending from the Chief of Police and ascending from the lowest rank, shall be preserved. Employees shall not bypass their supervisors, except as set forth in these rules and procedures. If a member of the department believes that an unfair decision has been made by an immediate supervisor, that employee may request that the matter be reviewed by the next higher supervisor in the chain of command.

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The chain of command in the rebuttal process is through: Sergeant, Captain, Major and Chief of Police.

E. Unity of Command: (Supervisor / Superior)

1. A supervisor should not exercise direct command over subordinates outside of their usual command, except where the reputation or prestige of the department is endangered, or in emergency situations.
2. If a superior officer observes an irregularity in the performance of a task by a subordinate, he should discuss the irregular performance with the subordinate.
3. If no remedial or corrective action is taken by the subordinate, the superior should communicate this fact to the subordinate's immediate supervisor.