

3. Members' acceptance of, and proper use of authority, will be evaluated through the performance appraisal process. Any gross improper use of authority or failure to accept authority will be reported through command channels as rapidly as possible.
4. In the absence of written directives covering specific situations, a member is expected to exercise proper and reasonable judgment in the performance of his duties.

3-7.5 RESPONSIBILITIES

1. Commanders:
 - a. Are responsible for the overall operation of their assignment to include:
 - 1) Compliance with Department policies and procedures.
 - 2) Proper supervision.
 - 3) Member performance and morale.
 - 4) Public safety.
 - 5) Public relations.
 - 6) All other matters that affect the effective and efficient daily operation of their command.
 - b. A commander, when absent from his assignment, will designate someone in his command as acting commander. In a commander's absence, a designated acting commander will assume full responsibility of a commander.
2. Supervisors:
 - a. Police and civilian supervisors will actively oversee the performance of subordinates to insure compliance with all Department policies and procedures. When assigned to command a patrol squad or other unit, a police supervisor will actively manage its operation.
 - b. A supervisor's function is to direct the work of others. His effectiveness is based on the performance of the persons he supervises.
 - c. A supervisor will:
 - 1) Be a leader.
 - 2) Be aware of the morale of those supervised.
 - 3) Influence and motivate those supervised relative to the quantity and quality of their work.
 - 4) Maintain a positive and productive work environment for all personnel, ensuring fairness and equality for all.
3. Investigators:

Members assigned to plainclothes investigative duties will be responsible for the prompt and proper conduct of investigations assigned to them and the implementation of proper police action relative to all matters within the Department's jurisdiction.
4. Patrol Officers:

Patrol officers will be responsible for prompt and proper action in all police matters and the rendering of prompt and courteous service in the manner prescribed by the rules, policies and procedures of the Easton Police Department. In the absence of written directives covering specific situations, an officer is expected to exercise proper and reasonable judgment in the performance of his duties.
5. Recruits:
 - a. Recruits are uniformed civilian employees and have no police authority.
 - b. They are subject to Department policies, rules and regulations.
 - c. Prior to attending the Police Academy they will perform duties as assigned by the Patrol Commander.

- d. While attending the Police Academy they will report to the Support Services Division Commander and will be assisted and encouraged to prepare themselves to become police officers.
- 6. Police Communications Officers:
PCO's will be proficient in the operation of all communications equipment, and will be able to perform other assigned duties related to their job. They are subject to compliance with Department policies, rules and procedures.
- 7. Support Personnel:
All civilian members are subject to compliance with Department policies, rules and procedures. They will perform their assigned duties in such a fashion, and at such times, as may be specified by their supervisors.

3-7.6 CHAIN OF COMMAND

- 1. The descending ranking order of sworn members is:
 - a. Chief of Police.
 - b. Deputy Chief of Police.
 - c. Lieutenant.
 - d. First Sergeant.
 - e. Sergeant.
 - f. Corporal.
 - g. Patrolman First Class.
 - h. Patrolman.
 - i. Recruit
- 2. Support members occupy positions at all levels of the Department. For specific information on the placement of support members, refer to the Department Organizational Chart.

3-7.7 SUPERVISION (PERMANENT/TEMPORARY)

- 1. Unity of Command:
 - a. Each member shall be accountable to only one supervisor at any given time, remembering the ranking member supersedes command.
 - b. There may be times when a supervisor has to give a command to a member who is outside the chain of command. In ordinary circumstances, each member will be able to identify one, and only one, supervisor to whom he is accountable.
- 2. Span of Control:
 - a. To achieve effective direction, coordination and control of the number of members under the immediate control of a supervisor should not exceed that which he is able to manage effectively.
 - b. For any major event in which large numbers of departmental personnel will be on duty, plans for the event will clearly delineate the chain of command and consider span of control.
- 3. Absences:
 - a. During the temporary absence of any Supervisor, the senior ranking subordinate will assume command, unless otherwise ordered.
 - 1) First preference – rank.
 - 2) Second preference – seniority in rank/grade.
 - 3) Third preference – departmental tenure.
 - b. During the prolonged absence of a Commander or Supervisor, an Acting Commander or Supervisor will be designated by the Chief of Police.

- c. Members assuming command will:
 - 1) Have all the authority and responsibility of the permanent Supervisor/Commander.
 - 2) Not countermand a standing order, unless absolutely necessary.
 - 3) Submit a written report to their Commander detailing the reason for the countermanding of an order.

3-7.8 ACCOUNTABILITY FOR SUBORDINATES' PERFORMANCE

- 1. All command and supervisory personnel are accountable for the performance of members under their immediate control.
- 2. All command and supervisory personnel are responsible for noting any deficiency in the performance of his subordinates, and will strive to bring their performance to acceptable levels. It shall be deemed neglect of duty on the part of supervisory personnel if they permit laxity and indifference, or fail to correct or act upon unacceptable performance on the part of their subordinates.