

NEW CANAAN POLICE DEPARTMENT

SUBJECT: DIRECTION

GENERAL ORDER NUMBER: 91-3-91

FILE: ADM 1

ORGANIZATION & MANAGEMENT

I PURPOSE/POLICY

The purpose of this general order is to recognize and establish the authority of the Chief of Police and the accountability of supervisors for the performance of subordinates.

II RESPONSIBILITY

It is the responsibility of all departmental personnel to comply with this general order. It is the additional responsibility of the command and supervisory staff to ensure its compliance.

III PROCEDURES (DIRECTION)

A The Chief of Police shall be the chief executive officer of the police department. The duties of the Chief of Police shall be "generally those of a chief of police and active head of a police department as determined and assigned from time to time by the Police Commission." The Chief of Police is designated as having the authority and responsibility for the management, direction, and control of the operations and administration of the police department.

B In order to achieve effective direction, coordination and control, command and supervisory personnel shall be held accountable for the performance of employees under their immediate supervision.

C Employees shall promptly obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank.

1. Should any such order conflict with a previous order from any other superior officer, with any general, divisional or special order, or any provision of any rule or regulation, the member to whom such order is given shall respectfully call attention to such conflict of orders.

a. If the officer giving the last order does not change same so as to obviate such a conflict, his orders shall stand and the responsibility shall be his, and the person obeying same will not be held responsible for such disobedience of such previous orders.

b. If any unlawful order is given to any member of the department, such member shall promptly report such fact to the Chief of Police.

- D** The Chief of Police will conduct regular meetings with his command and supervisory personnel. Normally these meetings will be conducted on a monthly basis unless circumstances warrant otherwise.
- 1.** The purpose of these staff meetings are to:
 - a. Highlight achievements or problems
 - b. Provide information concerning forthcoming activities or events
 - c. Discuss needs, requirements or changes
 - 1) Command Staff and supervisory personnel are encouraged to solicit suggestions, complaints and information from their subordinates.
 - d. Provide feedback concerning policy, general orders, policies and procedures
 - 2.** Procedures for conducting a staff meeting include:
 - a. Disseminating an agenda to all personnel scheduled to attend prior to the meeting.
 - 1) Attendance is required, barring legitimate absences, by the Chief of Police, Division Commanders and Lieutenants. Sergeants participation is generally voluntary.
 - 2) The Chief of Police or his designate will preside over the meeting.
 - 3) Attendees will have an opportunity to speak and should feel free to comment on matters of interest.
 - 4) Meetings will generally be conducted in the classroom located in the Police Department.
 - 3.** Division Commanders and Lieutenants shall be responsible for disseminating pertinent information to their subordinates as soon as practical. A copy of the minutes of the Staff Meeting may be posted on the briefing room bulletin board, to assist in the dissemination of the information.

IV DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

V **EFFECTIVE DATE**

This general order approved by the Police Commission on
February 20, 1991 and is effective March 4, 1991.
Revised July 2000

Per Order

Edward J. Nadriczny
Chief of Police