


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "COMMAND"	ORDER NUMBER: 15-02
		PLEAC STANDARD: 1.4.1	PAGE 1 OF 4
RE-ISSUE DATE: 9/26/2023	EFFECTIVE DATE: 6/7/2010	REVIEW MONTH: FEBRUARY	RESCINDS: ALL PREVIOUS
			AMENDS: NONE

1.0 POLICY

- 1.1. There shall be established within the Bureau of Police a logical and clear chain of command with defined channels of communication, responsibility, and authority. This general order is also confirmed to set policy and guidelines for the devolvement of control within the Pittsburgh Bureau of Police.
- 1.2. The provisions in this policy notwithstanding, the observance of the chain of command, while important for the good order and discipline of the day-to-day operations of the Bureau, adherence to the chain of command should not be so ridged and otherwise dogmatic as stifle personnel from executing organizational mission objectives and practicing core values.
 - 1.2.1. The zealous practicing of the chain of command disallows personnel and the Bureau to embrace the adaptability needed to build and maintain interpersonal relationships and reach a level of organizational and managerial maturity.
 - 1.2.2. In instances when members deviate from the chain of command, the Chief of Police expects that supervisory personnel consider if that deviation is allowed within this or some other policy, and if not, was that deviation done in an attempt to problem-solve and/or better serve and realize the vision, mission, and values of the Bureau.
 - 1.2.3. No policy manual or language will ever account for the host of situations that may arise in the complex profession of law enforcement that might give rise to the need for non-traditional paths of communication. As that is the case, it is the expectation of the Chief of Police that all personnel, both sworn and unsworn, broadly practice the following:
 - 1.2.3.1. Serve the organization legally and ethically and assist others in doing so to the best of your ability.
 - 1.2.3.2. Remain professional yet collegial to the extent that foundations of trust can be established between members of the Bureau to serve the citizens of Pittsburgh.
 - 1.2.3.3. Use common sense, and logic, and never compromise professionalism.

2.0 PURPOSE:

- 2.1 The Chief of Police and their authorized designees shall establish the chain of command by the Pittsburgh Bureau of Police organizational and rank structure.
- 2.2 All members and employees, regardless of rank or title, shall always observe the chain of command established within the Bureau.
- 2.3 Commanding officers and other supervisory personnel shall ensure that members and employees always observe the chain of command.
- 2.4 The Chief of Police, Assistant Chiefs, and commanding officers of all Pittsburgh Bureau of Police branches, zones, sections, and units shall make provisions for the command of their respective branch, zone, sections, and units to automatically devolve to some member or employee during their temporary absence or incapacitation.

3.0 CHAIN OF COMMAND

- 3.1. The chain of command shall begin with the Chief of Police and extend down through a subordinate(s) at each level of command, down to the level of execution.

- 3.2 During routine operations, the chain of command shall be:
- 3.2.1 Chief of Police
 - 3.2.2 Assistant Chief (Professional Standards, Operations, and Investigation)
 - 3.2.3 Chief of Staff
 - 3.2.4 Watch Commander
 - 3.2.5 Duty Location Commander
 - 3.2.6 Lieutenant and Acting Lieutenants
 - 3.2.7 Sergeants and Acting Sergeants
 - 3.2.8 Officers and Detectives
- 3.3 Orders issued through the chain of command:
- 3.3.1 Depending on the level of command at which an order originates, it shall extend down through the hands of the next lowest supervisory position, down to the level of execution. All orders shall be issued in this manner during the normal course of duties; however, during emergencies or when exigencies of the service exist, orders may be issued from any higher level of command to any lower level without recourse to the chain of command, and they shall be promptly obeyed.
 - 3.3.2 Refer to General Order #16-02, "Orders," for directives on lawful orders, conflicting orders, and disobedience to unlawful orders.
- 3.4 Requests to communicate with a member of a higher rank:
- 3.4.1 Members or employees wishing to communicate with a member higher in rank than their immediate supervisor, up to, and including, the duty location commander, on matters of a personal nature, complaints, or grievances, shall first inform their immediate supervisor and gain permission (unless otherwise specified in this policy).
 - 3.4.1.1 This procedure shall be followed up through each rank to the commanding officer to whom they wish to communicate. This request may be requested and granted in person or in writing via email or "Special Report."
 - 3.4.2 Members or employees wishing to communicate with a member higher in rank than their own immediate supervisor, beyond the rank of duty location commander, on matters of a personal nature, complaints, or grievances shall make this request in writing via email or "Special Report" (unless otherwise specified in this policy).
 - 3.4.2.1 This request shall be followed up through each rank to the commanding officer to whom they wish to communicate.
 - 3.4.3 Members or employees may provide suggestions, ideas, concerns, etc., regarding PBP daily police operations, protocols, and policies directly to the Chief and/or the Chief of Staff via email at PBP_EXPRESSWAY@pittsburghpa.gov.
 - 3.4.3.1 These suggestions, ideas, concerns, etc., will be reviewed, and the submitting member/employee will be provided with updates and a final disposition. No names will be revealed, or emails forwarded without the authorization of the submitting member/employee.
 - 3.4.3.2 The PBP Expressway is not meant to bypass the chain of command for all other work-related communications.
 - 3.4.3.3 If a message is received that should be brought through the chain of command, then it may be referred back. Repeated misuse or unprofessional correspondence may result in discipline.
 - 3.4.4 Members or employees submitting correspondence to a higher level of command shall first submit it to their immediate supervisor via, "Special Report," who shall endorse it by signature and forward it through the chain of command until it reaches the person for whom it is intended. (*Refer to General Order #64-01, "Written Correspondence"*).
 - 3.4.4.1 Correspondence passing through the chain of command shall be endorsed by signature by each supervisor through which it passes. The supervisor, commander, or chief must comment on the memo

if not in agreement with the memo. Unless otherwise noted, a supervisor's, commander's, or chief's signature on a memo will denote approval of the memo.

- 3.4.4.2 Every supervisor in this chain should consider whether they are empowered to address the subject, and if doing so does not violate policy and is ethical, then all issues should be handled at the lowest level possible.
- 3.4.4.3 The supervisor taking action shall ensure that other supervisory personnel on the intended correspondence are made aware of the issue and the solution.

3.5 Commanding officers and supervisory personnel to ensure observance of the chain of command:

3.6 It is the expectation of the Chief of Police that every command-level supervisor maintains an "open-door policy." Some instances of when officers should utilize this policy are, but are not limited to:

- 3.6.1 In relation to "*General Order 20-01 'No Discrimination/ No Harassment/ No Retaliation Policy and Reporting Procedure.'*"
- 3.6.2 The discussion of contractual grievances prior to their filing per CBA.
- 3.6.3 Offer suggestions to improve the Bureau or report a condition (such as a facility hazard, etc.) not intended to circumvent the authority of immediate supervisors.
- 3.6.4 When participating in a group project on behalf of the Bureau.
- 3.6.5 When a member's position requires the latitude to reasonably work outside the chain of command to communicate with others to accomplish their assignment.
- 3.6.6 Emergency situations where open communication is paramount to a successful outcome.
- 3.6.7 Concerns that your supervisor or chain of command cannot address.

4.0 DEVOLVEMENT OF COMMAND:

- 4.1 During the absence of the Chief of Police, the Assistant Chief of Professional Standards will be designated the Acting Chief of Police as required by the City of Pittsburgh Ordinance. The Acting Chief of Police shall ensure the continuity of the orders of the Chief of Police and will not countermand those orders except in cases of emergency.
- 4.2 When an emergency or exceptional situation occurs, in the absence of the Chief of Police, unless otherwise designated by the Chief of Police, the Acting Chief of Police or their designee(s) will, upon notification, respond to the incident and perform Incident Command System functions until relieved by the Chief of Police.
 - 4.2.1 Refer to General Order #42-01 "Emergency Operations and the Incident Command System."
 - 4.2.2 Refer to General Order #42-05, "Sniper/Hostage/Barricaded Subjects," for incidents involving snipers, hostages, or barricaded subjects.
- 4.3 In the event of a vacancy in the Office of the Chief of Police, the Mayor may appoint an Acting Chief of Police by the City of Pittsburgh ordinance. The person designated to fill this position shall perform all of the duties of the Chief of Police and carry the working title of Acting Chief of Police.
- 4.4 During the absence of the Assistant Chief of Professional Standards, the Assistant Chief of Operations will serve as Acting Chief of Police.
 - 4.4.1. In the absence of the Assistant Chief of Operations, the Assistant Chief of Investigations will serve as the Acting Chief of Police.
- 4.5 In the event of the absence of all graded Assistant Chiefs of Police, the duties of that office may be fulfilled by the Chief of Staff.
 - 4.5.1 In the event of emergencies or other unusual situations, the Chief Staff will elevate other Commanders to Acting Assistant Chiefs of Police.
- 4.6 Commanders are required to appoint a Lieutenant to serve as Acting Commander during any absences of five consecutive days or more.

- 4.7 Sergeants may be required to serve as Acting Lieutenants as arises needed.
- 4.8 Police Officers and Detectives may be required to serve as Acting Sergeants in the Investigations and Administration divisions as needed.
- 4.8.1 Police Officers in the Operations Branch may serve in an Acting Sergeant capacity with the following provisions:
- 4.8.1.1 The Police Officer has successfully completed all the required training as required by the Training Academy.
 - 4.8.1.2 The Police Officer is on the sergeant promotional list.
 - 4.8.1.3 The Acting Sergeant should never be left without a graded supervisor.
- 4.9 During the temporary absence of a commanding officer, and when the competent authority makes no other provision, the command automatically falls to the most senior supervisor available. This person will remain in command until the chain of command establishes replacement provisions.

5.0 SITUATIONS INVOLVING PERSONNEL OF DIFFERENT FUNCTIONS ENGAGED IN A SINGLE PRE-PLANNED OPERATION

- 5.1. Command of operations involving different departmental functions operating simultaneously will be identified in the operations order or Incident Command System protocol.
- 5.1.1 For Special Events and Dignitary Protection Details, the Chief of Staff or their designee will identify the Commander or Supervisor responsible for the event.
- 5.2. Each officer will be accountable to only one supervisor at a time.
- 5.2.1 This does not absolve members of their duty to acknowledge and comply with any and all lawful orders given by supervisory personnel.
- 5.2.2 Occasions may arise requiring a supervisor to issue an order to an officer outside of the supervisor's immediate responsibility. Nothing in this section prevents that from occurring.

Approved By:



Larry R. Sciroto
Chief of Police