

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 3
RE-ISSUE DATE: 9/9/2019	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 communications, responsibility and authority. Additionally, this general order is established to set policy and guidelines for devolvement of command within the Pittsburgh Bureau of Police.

2.0 PURPOSE:

2.1 The chain of command shall be established by the Chief of Police in accordance with the Pittsburgh Bureau of Police organizational and rank structure.

2.2 All members and employees, regardless of rank or title, shall observe the chain of command as established within the Bureau at all times.

2.3 Commanding officers and other supervisory personnel shall ensure that members and employees observe the chain of command at all times.

2.4 The Chief of Police, Deputy Chief, 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 Deputy Chief
- 3.2.3 Assistant Chief
- 3.2.4 Commander/ Duty Commander/ Watch Commander
- 3.2.5 Shift Lieutenant
- 3.2.6 Shift Sergeant
- 3.2.7 Police Officer/Detective

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 own immediate supervisor, up to, and including, the duty location commander, on matter of a personal nature, complaints, or grievances, shall first inform their immediate supervisor and gain permission. 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 PBP Form #54.0, "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 matter of a personal nature, complaints, or grievances, shall make this request in writing via email or PBP Form #54.0, "Special Report". 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 Deputy Chief via email at [REDACTED]. 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.
- 3.4.3.1 The PBP Expressway is not meant to bypass the chain of command for all other work related communications.
- 3.4.4 Members or employees submitting correspondence to a higher level of command shall first submit it to their immediate supervisor via PBP Form #54.0, "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.

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

- 3.5.1 Command officers and other supervisory personnel shall not grant an audience to any member or employee who did not go through the chain of command. Correspondence or communications received by a commanding officer or other supervisory personnel not bearing the initials or endorsement of subordinate supervisory personnel shall not be acted upon but shall be returned to the originator with the notation "TO BE SUBMITTED THROUGH THE CHAIN OF COMMAND."

4.0 DEVOLVEMENT OF COMMAND:

- 4.1 During the absence of the Chief of Police, the Deputy Chief will be designated the Acting Chief of Police as required by 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 emergency or exceptional situations occur, in the absence of the Chief of Police, unless otherwise designated by the Chief of Police, the Deputy Chief or the Chief's designee 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 in accordance with 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 Deputy Chief, the duties of that office may be fulfilled by an Assistant Chief of Police.
- 4.5 For an absence of an Assistant Chief of Police, the duties of that office may be fulfilled by another Assistant Chief of Police for short term absences. For long term absences, the Assistant Chief of Police will appoint a Commander as Acting Assistant Chief of Police.
- 4.6 Commanders will appoint a Lieutenant to serve as Acting Commander during absences.
- 4.7 Sergeants may be required to serve as Acting Lieutenants as the need arises.
- 4.8 Police Officers and Detectives may be required to serve as Acting Sergeants in the Investigations and Administration divisions as the need arises.
- 4.9 During the temporary absence of a commanding officer, and when no other provision is made by competent authority, the command automatically falls to the most senior supervisor available. This person will remain in command until provisions for replacement are established by the chain-of-command.

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 Deputy Chief will be responsible for identifying the Commander or Supervisor responsible for the event.
- 5.2. Each officer will be accountable to only one supervisor at a time.
- 5.3. 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:



Scott Schubert
Chief of Police