

DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 13	LINE OF COMMAND	
	Effective: 10/05/2023	Commissioner Approval: 
	Authorities:	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions:	

### 13.100 CHAIN OF COMMAND

The Commissioner of Public Safety shall designate the chain of command by establishing a chart of the Department's hierarchical organization. For a regional VPSO program, the highest corporate authority shall establish the hierarchical organization. Chain of command is synonymous with "chain of supervision", "line of command" or "line of supervision." The term is used to describe the order of supervisory hierarchy.

### 13.300 EMPLOYEE'S RESPONSIBILITY

Each employee of the Department or VPSO is responsible to the next higher level of supervision.

### 13.310 GENERAL RESPONSIBILITIES OF SUPERVISION

Commanders and supervisors shall be responsible for:

- A. ensuring all requests for service receive reasonable and professional response;
- B. providing professional leadership, training, and development for subordinates;
- C. the efficient performance of their duties, and for the punctual attendance, appearance, good order, efficiency, and discipline of all employees under their command;
- D. determining whether subordinates are performing their duties in accordance with law, regulation, and department policy, and for actively correcting any deficiencies uncovered;
- E. properly preparing, transmitting, filing, using, and preserving official reports, records, and correspondence originating within or received by their commands;
- F. observance of the rules and regulations, and the policies and procedures of the Divisions within the Department by all employees under their command;
- G. the good order, care, and condition of State property and equipment that may be issued to them and to employees of their command;
- H. proper administration of the collective bargaining contracts affecting employees under their supervision;
- I. setting the example for their subordinates in all aspects of their own conduct, productivity, judgment, rules compliance, attitude, appearance and general behavior;

- J.** providing consistent and positive leadership to all subordinates through setting the example, applying rules, assigning work and evaluating performance in a fair and consistent manner, treating all subordinates fairly and without prejudice of any kind, setting clear expectations and being attentive to the productivity and needs of subordinates;
- K.** recognizing good work, significant contribution, high productivity and positive examples in subordinate individuals and units and regularly recognizing the good efforts through positive reinforcement, public recognition and written commendation;
- L.** ensuring high morale within the workforce under their supervision by addressing issues that negatively impact morale and promoting issues that positively impact morale; and
- M.** being mindful of subordinates in terms of working conditions, workload, personal stressors and coworker interaction such that positive team building tactics can be exercised and negative factors addressed.