


Policy Title:		Chain of Command	
	OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER	Category	Security
		Administrative Policy #	100-ADM-Chain of Command
		Revision #	N/A
		Review Frequency	As Needed – no less frequently than triennially
Administrative Division	Safety and Security Division	Reviewed By	Chief Administrative Officer, General Counsel, Chief of Security & Integrity
BOWC Approval	7/12/19	Last Reviewed/Update Date	7/12/19
Implementation Date	7/12/19	Resolution #	19-00213

1. OBJECTIVES

- 1.1. To establish a formal chain-of-command protocol to ensure organizational communication is clear, accurate, and all DWSD Security and Integrity Group Unit officers and staff are well informed.

2. PURPOSE

- 2.1. The purpose of this policy is to establish chain-of-command to formally communicate with supervisory officers and with the Office of the Chief of the DWSD Security and Integrity Group or his/her designee as appropriate regarding any administrative, personnel, disciplinary, or general issues, questions, or concerns.

3. DEFINITIONS

“Chain of Command” or “Chain of Command Order” refers to a communication channel that flows downward (or upward in the reverse order) in the following manner:

- Chief of Security and Integrity
- Chief Investigator
- Lieutenant
- Immediate Sergeant/On-Duty Sergeant
- Investigator
- Security Officer

“DWSD” stands for Detroit Water and Sewerage Department.

"DWSD Security" means the Security and Integrity Division.

“Officer” means any person employed by the DWSD Security and Integrity Division.

4. SCOPE

- 4.1. This policy applies to all Officers and personnel within the Security and Integrity Division.

5. RESPONSIBILITIES

5.1. Chief of Security and Integrity

- 5.1.1. The Chief of Security and Integrity is responsible for administering this policy.

5.2. Officers

5.2.1. All Officers are responsible for understanding and complying with this policy.

6. POLICY

6.1. General

6.1.1. DWSD Security and Integrity Group officers and staff shall, without exception, voice by direct contact or indirectly by email, letter, text message, or telephone all and any concerns, complaints, formal inquiries, or general matters involving administrative, disciplinary, personnel issues, or protocols surrounding DWSD Security and Integrity Group operations to their immediate Sergeant or on-duty Sergeant first who will evaluate the merits of the incident and/or issue and present the information forthwith and expeditiously to the next level of supervision, as is warranted, who will per policy, follow the designated Chain-of-Command progressively.

6.2. Chain of Command Guidelines

6.2.1. All DWSD Security and Integrity Group Officers and staff shall follow the following guidelines as applicable:

- a) Prior approval shall be obtained from an Officer's immediate/on-duty Sergeant before contacting a Lieutenant directly or indirectly. This approval shall be followed progressively throughout the Chain-of-Command as applicable.
- b) Officers and staff shall not directly or indirectly without prior approval from their Chain-of-Command contact the Office of the Chief of the DWSD Security and Integrity Group.
- c) This Chain-of-Command directive is not intended to be all inclusive but shall be followed with the only exception being extenuating or exigent circumstances deemed justifiable by management (e.g., harassment, illegal or unethical actions, conduct unbecoming an officer) where officers and staff may directly or indirectly contact the next immediate level of their respective order of the Chain-of-Command.