



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: **COMMAND STRUCTURE**

### NEW REVISED RESCINDS

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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#### I. RESPONSIBILITIES OF THE CHIEF OF POLICE

The Cottage City Charter and Code of Ordinances has delegated to the Chief of Police the authority and responsibility for the management, direction, and control of the operations and administration of the Police Department.

#### II. CHAIN OF COMMAND

- A. In the absence of the Chief of Police, command of the Police Department shall rest with the highest ranking officer available. The Chief of Police may designate a subordinate officer as "Acting Chief of Police" to perform the duties of the Chief during a temporary absence from the Department or during a period of disability.
- B. The descending order of command shall be as follows:
  - 1. The Lieutenant will be the first in line to act on behalf of the Chief.
  - 2. Next in line will be the Sergeant.
  - 3. Next in line will be the most senior officer of the Department.
- C. If the Chief of Police does not designate a person to act in his behalf and is absent from the Department or unable to make such a designation, the Cottage City Commission shall make such designation.
- D. In situations involving personnel of different functions from other departments engaged in a single operation (K-9, investigators, ERT), Cottage City officers will adhere to the direction of the highest-ranking member of the specialized unit at the scene. In all other situations, Cottage City Officers will adhere to the Memorandum of Understanding

between the Town and Prince George's County Police wherein a PGPD Sergeant or above arrives on the scene he/she will be in charge of the scene.

### III. ORDERS

#### A. Obedience to Lawful Orders

Employees of the Department shall promptly obey any lawful orders of a superior officer. This will include orders relayed from a superior officer by an officer of the same or lesser rank.

#### B. Conflicting Orders

1. Superiors shall not issue any orders which they know would require a subordinate to commit any illegal, immoral, or unethical acts.
2. Employees shall not obey any order which they know would require them to commit any illegal, immoral, or unethical act.
3. Employees who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, or directive shall respectfully inform the superior officer issuing the order of the conflict. If the superior officer issuing the order does not alter or retract the conflicting order, the last given order will stand. Under the circumstances, the responsibility for the conflict shall rest with the superior officer. Employees obeying the conflicting order will not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.

### IV. DEPARTMENT STAFF MEETINGS

The Chief of Police or his designee will conduct regular meetings with Department staff at all levels for the purpose of coordinating activities and enhancing the flow of information between all employees.

- A. The Chief will meet with supervisory staff bi-weekly or at other convenient times.
- B. Department meetings involving all police personnel will generally be held twice annually.

- C. Additional meetings may be scheduled as necessary. The Chief will preside over all meetings and those in attendance will have the opportunity to raise questions and discuss matters of interest and concern.
- D. Meetings generally will be held in the police conference room and minutes of the meeting will be typed and disseminated to supervisors to brief personnel under their command of topics discussed and any decisions reached.