
Organizational Expectations Procedure

100.1 PURPOSE AND SCOPE

The Union City Police Department has a written procedure that defines the authority of the Chief of Police and establishes the chain of command and supervisory accountability to provide employees with a clear understanding of operating constraints and organizational expectations.

100.2 RESPONSIBILITY FOR DIRECTION AND CONTROL

The Chief of Police has the sole authority and responsibility for the management, direction, administration, and control of the operation of the Police Department.

See Policy 200 Organizational Structure and Responsibility for further information.

100.3 COMMAND ORDER OF PRECEDENCE AND PROTOCOL

When the Chief of Police is absent, the order of precedence for command authority is the Field Operations Division Commander (FODC). In case of incapacitating injury to, or death of the Chief of Police, the (FODC) is responsible for the operation of the Department until the City Manager names a replacement. The echelon of command for the City of Union City is as follows:

- Chief of Police
- Field Operations Division Commander
- Support Services Division Commander
- Lieutenant
- Sergeant

In the event of a planned absence, the Chief of Police will name an Acting Chief of Police.

See Policy 200 Organizational Structure and Responsibility Policy for further information.

100.4 REQUIREMENT TO OBEY LAWFUL ORDERS

Employees must promptly obey any lawful orders, or directives of a supervisor. This includes orders or directives from a superior that an employee of the same or lesser rank relays. If an employee receives a conflicting order or directive, the employee must respectfully call the conflict to the attention of the supervisor giving the last order. If the supervisor giving the last order does not change the order, the employee must obey the last order and is not responsible for disobedience of the first order. Any employee who disobeys or disregards a supervisor's lawful order or directive, verbal or written, is subject to disciplinary action.

See Policy 340 Standards of Conduct for further information.

100.4.1 UNLAWFUL ORDERS

Employees must never obey any order that they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, employees must request the issuer

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clarify the order or confer with higher authority. Any employee who disobeys or disregards an unlawful order or directive, verbal or written, shall not be subject to disciplinary action.

See Policy 340 Standards of Conduct for further information.

100.5 INTEROFFICE COMMUNICATION AND MEETINGS

It is the policy of the Union City Police Department to conduct regular meetings at all levels of command within the organization, to maintain an effective communications network and to promote cooperation throughout the organization. In addition to formal meetings, non-patrol employees should take opportunities to attend briefings and all employees should read department informational publications.

TITLE	FREQUENCY	ATTENDEES	MINUTES
DEPARTMENT MEETINGS	Discretionary	All Department Personnel	P&T POA
COMMAND STAFF MEETINGS	Weekly	Division Commanders and all Lieutenants (Other Department members may be invited on specific topics)	Administrative COA
LEADERSHIP TEAM	Bi-monthly	All Supervisor and Command Staff Members (Discretionary by COP - POA President, Vice President)	Administrative COA
MANAGER/ SUPERVISOR MEETING BY DIVISION	At discretion of the Division Commander Patrol Watch Commander meetings occur monthly	Assigned personnel by division	As needed
LABOR MANAGEMENT MEETINGS	As needed	PMA/POA members	As needed
BRIEFINGS	Daily per watch	Patrol Watch Supervisors and their shift personnel	Patrol Supervisor

100.6 REVISIONS

Procedure Adopted: May 18, 2018

Revised: January 17, 2020

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