



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: November 14, 2024
RE: Agenda Item Topic: **Updated Public Safety SOP**
General Ledger #: N/A
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Action

- Motion to approve amended Hamburg Township Public Safety SOP# 100-01: *Chain of Command*.

Background

The department has recently added the positions of Police Lieutenant and Fire Lieutenant. The amended SOP just adds these positions into the Chain of Command organizational chart in the policy. No other changes to the policy.

Respectfully,

A handwritten signature in cursive script that reads "Richard Duffany".

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Chain of Command			No. 100-01
Distribution: All Personnel	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 100-01 (03/06/2024)	MLEAC Standard(s): 1.5.3
Effective Date: DRAFT			

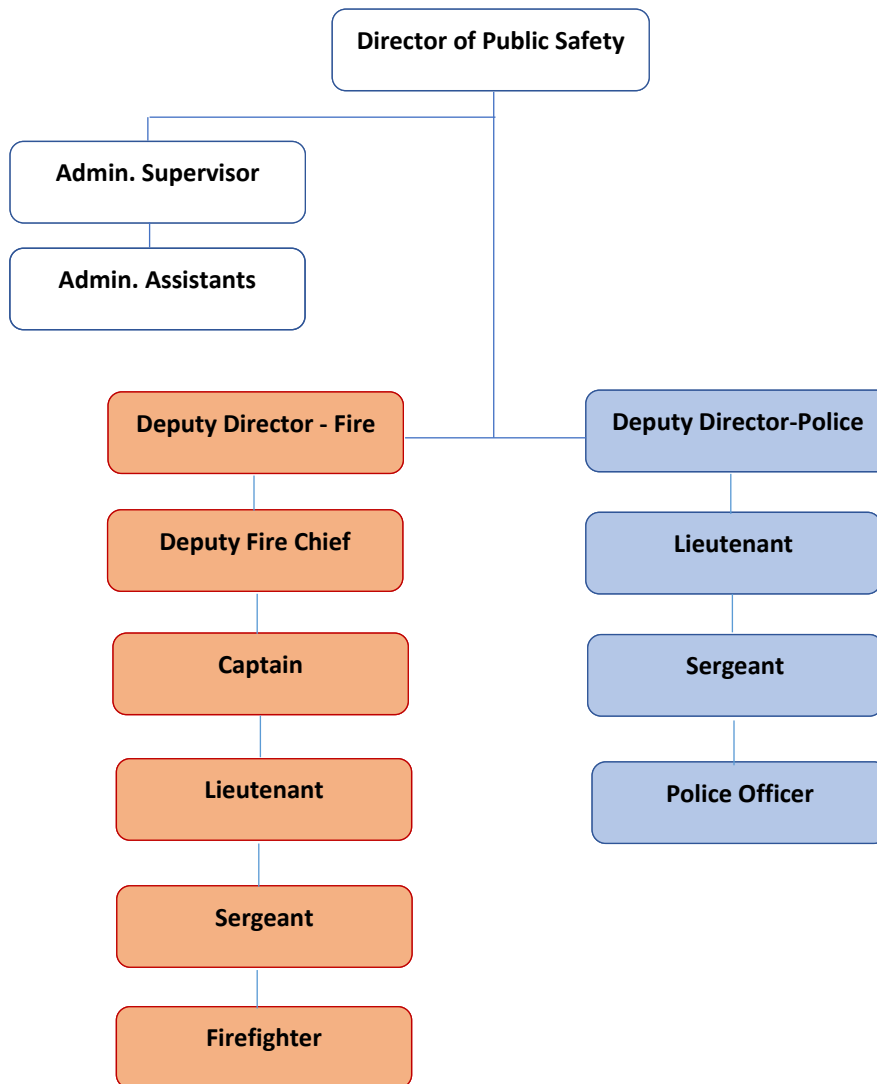
I. PURPOSE

The purpose of this policy is to establish the chain of command within the Hamburg Township Public Safety Department in order to provide for the efficient and effective delivery of public safety services.

II. PROCEDURES

- A. A well-defined chain of command promotes operational efficiency by allowing information and communications to flow up and down the ranks in an orderly manner.
- B. The chain of command shall be followed at all times in all occurrences both operationally and administratively except as otherwise provided by this policy.
- C. Personnel failing to follow the chain of command, except as authorized by this policy, may be subject to disciplinary action up to and including termination from the department.
- D. Personnel may by-pass the chain of command:
 - 1. In emergency situations for the preservation of life.
 - 2. When a member wishes to make a complaint of harassment or discrimination as outlined in Public Safety SOP #100-04: *Anti-Harassment / Discrimination*.
 - 3. When a member is assigned to a specialized team, unit or program and there is a policy or order in place directing that person to report to a specific command officer.
 - 4. The police supervisor in charge of accreditation management functions reports directly to the Director of Public Safety and may by-pass chain of command on accreditation-related matters.

E. The chain of command is as follows:



- F. Final departmental authority on all administrative actions is vested in the Director of Public Safety.
- G. Final operational authority for fire personnel at all fire and EMS scenes shall be vested in the highest ranking Hamburg Township fire officer on scene.
- H. The Director of Public Safety, who also serves as the Township's Police Chief, has final departmental authority on all law enforcement matters.
- I. When circumstances warrant, the Director of Public Safety may designate a

command officer from the other division to conduct an internal administrative investigation. As a designee of the Director, all personnel involved in the investigation shall adhere to all orders or directives of the investigating command officer.

- F. During any short-term absence of the Deputy Director – Fire, the Deputy Fire Chief shall assume the responsibilities for day-to-day administration and oversight of the fire department.
- G. The Director of Public Safety may temporarily appoint the Deputy Fire Chief or a Captain to assume the full authority and responsibilities of the Deputy Director-Fire (i.e., “Acting Chief”) in the chain of command in the event that the Deputy Director – Fire is unavailable for duty indefinitely or for an extended period of time.
- H. During any short-term absence of the Director of Public Safety, the Deputy Director - Police shall assume the responsibilities for day-to-day administration and oversight of the police department.
- I. The Township Board shall temporarily appoint one of the two Deputy Directors to the position of “Acting” Director of Public Safety in the chain of command if the Director is unavailable for duty indefinitely or for an extended period of time.

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Board of Trustees: DRAFT.