



WICHITA POLICE DEPARTMENT

POLICY MANUAL



POLICY 104

COMMAND/SUPERVISORY AUTHORITY & RESPONSIBILITY

I. PROCEDURES

A. COMMISSIONED RANK STRUCTURE

1. The commissioned rank structure of the Wichita Police Department shall be as follows:
 - a. Chief of Police
 - b. Deputy Chief
 - c. Captain
 - d. Lieutenant
 - e. Sergeant
 - f. Detective
 - g. Police Officer
2. For succession purposes, Deputy Chiefs are ranked below the Chief of Police in the following order:
 - a. Duty Chief
 - b. Field Services Division Commander
 - c. Investigations Division Commander
 - d. Support Services Division Commander

B. DUTY CHIEF ROTATION AND RESPONSIBILITY

1. The Duty Chief or Acting Duty Chief shall be the Incident Commander unless relieved on-scene by a higher-ranking officer.
2. A Deputy Chief of Police or Captain will be assigned as the "Acting Duty Chief" on a two week rotation coinciding with the pay period and will be assigned the designated cell phone. The designated number is: 316-803-2735.
3. The outbound and inbound Acting Duty Chief will contact the designated Field Services Administrative Secretary and the phone will be transferred at the end of the period to the next person in line.
4. The assigned Deputy Chief shall maintain the Duty Chief schedule during regular business hours Monday through Friday 0800 to 1700 on a monthly rotation.
5. The Duty Chief Guide containing the schedule is available in the Shared Document library of the Secure Site or [click here](#).

6. The Acting Duty Chief shall have responsibility from 1700 to 0800, during regular business hours and on weekends. It shall be the responsibility of the Bureau Commanders to contact the appropriate Deputy Chief during business hours.
7. The Duty Chief will ensure the Sedgwick County Emergency Communications Center is apprised of any changes in the schedule.
8. The Duty Chief shall:
 - a. Be immediately available for call during their assigned duty period;
 - b. Go to the scene and assume command, if necessary, of a major incident;
 - c. If circumstances warrant, notify the Chief of Police;
 - d. Give a report of major incidents to the Chief of Police or Acting Chief on an “as needed” basis;
9. In the event of a major incident after regular office hours, a supervisor shall notify the Acting Duty Chief via cell phone, who shall determine the need for other notifications and shall be responsible for making or directing others to make any notifications which are deemed necessary. A notification may include contacting their respective Division Commander if a Captain is the Duty Chief.
10. Major incidents include, but are not limited to:
 - a. Officer-Involved shooting incidents on or off-duty;
 - b. Officer criminal conduct on or off-duty;
 - c. Plane crashes;
 - d. EOD Callouts or bombings;
 - e. Civil disorders;
 - f. Incidents involving serious injury or death to any member of the Department;
 - g. Arrest of any City Employee and Police Department member;
 - h. SWAT call-outs;
 - i. Any Special Operations involving WPD Personnel outside the city limits of Wichita;
 - j. Amber Alerts—refer to Policy 520
 - k. Any activation of the Emergency Operations Center.
 - l. Any other incident in the opinion of a watch commander, is of a significant or sensitive nature, requiring a higher level of notification.
11. A list of NIMS/ICS trained Department members will be maintained by the coordinator of Emergency Planning and Security. Members designated as NIMS/ICS trained will coordinate with each other to ensure at least one member remains in town to assist with major events.