

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 0.4

REVISED APRIL 2012

DESIGNATION OF ALTERNATE COMMANDERS

1. PURPOSE AND OBJECTIVE.

- a. The purpose of this General Order (GO) is to provide continuity of departmental command.
- b. The objective of this GO is to ensure that a commander is responsible at all times for the operations of each command within the Department.

2. POLICY.

- a. All Division, office, section, and Area commanders shall designate a first and second alternate commander from within their immediate staff whenever possible.
- b. The alternate commander shall have full authority of the command and shall be responsible for its continued operation when acting for the commander.
- c. Out-of-class assignments are subject to the provisions of Highway Patrol Manual 10.3, Personnel Transactions Manual, Chapter 40, Out-of-Class Assignments. The incumbent commander or the next higher level of command may impose limitations, in writing, for assignments that are for extended periods.

3. PROCEDURE.

- a. Designating an alternate commander.
 - (1) Commanders shall designate, in writing, a first and second alternate.
 - (2) Copies of the directive shall be sent to levels of command immediately above and below the author.
 - (3) Alternate commanders shall assume command in established sequence.
- b. Providing on-call availability.

(1) All commanders shall establish procedures to ensure that the commander or the designated alternate is available for telephone calls.

(2) When a commander is away from their assigned command during duty hours and not in radio contact, or available by telephone, they shall leave an itinerary.

(3) Field Division and Area commanders or alternates shall always be available for immediate contact through the appropriate communications center. The communications center shall be completely informed at all times regarding:

(a) Who is in command and if the individual is available by radio.

(b) The individual's location and telephone number, when available.

OFFICE OF THE COMMISSIONER

OPI: 061