

GENERAL ORDER 41.3.1

Patrol Supervision/Responsibilities

GENERAL ORDER CROSS-REFERENCE: 12.1.1

SUMMARY

Establishes a procedure identifying the supervisory responsibilities of patrol sergeants.

DISCUSSION

Sergeants are the first line of supervision for the Patrol Division. Patrol sergeants have the responsibility of facilitating the flow of communication to ensure the accomplishment of departmental goals and objectives. Deployment of personnel will be scheduled such that the span of control for sergeants will permit adequate supervision, guidance and coordination of patrol officers.

Patrol sergeants are responsible for ensuring that operations within the scope of their supervision are in compliance with the policies and procedures established for the Springfield Police Department.

POLICY

I

The following incidents require the notification and presence of a supervisor and timely notification of the Division Commanders and/or the Chief of Police:

1. Homicide or suspicious deaths.
2. Officers involved in shootings.
3. Hostage situations.
4. Arrests of police or public officials.
5. Injury to officer requiring hospitalization.
6. Officers involved in traffic accidents.
7. Misconduct of Department members, including volunteers.
8. Other incidents of serious or sensitive nature.

The Chief of Police shall be notified, as soon as possible, of the following incidents:

1. When any member of the department sustains a serious injury
2. When there is a force used which results in a serious injury to any person
3. Any major vehicle collision involving a Department vehicle or a suspect vehicle which was being pursued by a Department member
4. When major damage is done to City property
5. Any allegation of misconduct by a Department member alleging criminal acts, corruption, violation of a person's civil rights or excessive use of force resulting in physical injury
6. Any incident involving an elected official or other notable person
7. Any incident of a sensitive nature with high potential for public interest
8. Any homicide
9. Any S.W.A.T. call out
10. Any officer involved shooting
11. Any racial bias crime

In addition, the Chief of Police should be notified when other urgent conditions exist and are considered significant to the Department.

II

Patrol sergeants are responsible for ensuring that roll call briefings are conducted at the start of each shift. Daily patrol activities, district assignments, subpoenas, messages, assignment of follow-up cases, and pending reports will be distributed. New orders, directives, scheduling or other assignments will be presented. Daily activity logs will be reviewed. Stolen auto and wanted persons information will be disseminated. Information from the Investigations and Records Division will be provided concerning major investigations, wanted persons and locations of interest. Training and inspections may be performed during the roll call briefing.

III

Patrol sergeants shall be responsible for ensuring that information relating to stolen vehicles reported to the Police Department is sent to local agencies and entered into the State/Federal computer information systems, shared in briefings.

IV

Supervisory and command personnel are responsible for directing activity for the achievement of Department goals and objectives. Supervisors shall also be responsible for:

1. Training, directing, leading, and supervising subordinates.

2. Maintaining discipline through the enforcement of rules, regulations, orders, policies and procedures.
3. Maintaining communication between management and officers.
4. Evaluating the performance of subordinates.
5. Coordinating efficiency of personnel resources within the individual supervisor's span of control.
6. Ensuring accurate response to media and citizen inquiries.
7. Ensuring that subordinates are provided adequate resources to accomplish assignments and that necessary resources are acquired through the Department's purchasing process.
8. Other duties as specified by job description.

V

The Police Chief, Division Commander or Patrol Sergeant have sole discretion to appoint qualified officers to the duties of sergeant acting-in-capacity. Such assignments may be made when:

1. An emergency exists or is anticipated and conditions require increased supervisory resources.
2. Work schedules create a condition that results in a shortage of patrol sergeants. Conditions include, but are not limited to:
 - a) Injury
 - b) Illness
 - c) Short/long term leave
 - d) Training
 - e) Resignation
 - f) Retirement

Officers shall meet the following minimum requirements, before they may be considered for a sergeant acting-in-capacity assignment:

1. Is assigned to the Patrol Division
2. Is non-probationary
3. Have a satisfactory performance evaluation for the most recent evaluation period
4. Possess DPSST advanced certification

5. Have four years of progressively responsible experience in a law enforcement agency of comparable operation and size

The use of qualified officers as acting-in-capacity patrol sergeants shall not exceed 18 consecutive hours in any 27 consecutive hour period, except at the direction of a Division Commander.

When possible, acting-in-capacity officers shall be selected from the watch needing the acting-in-capacity. Overtime is not authorized for acting-in-capacity when the need for the acting-in-capacity is created by the absence of the sergeant for the purpose of short-term leave.

Patrol sergeants are responsible to seek out appropriate training opportunities in the field of supervision for officers qualified to perform acting-in-capacity duties.

Richard L. Lewis
Chief of Police