

Watch Commanders

444.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with department policies, procedures, practices, functions and objectives. To accomplish this goal, a Lieutenant heads each watch.

444.2 DESIGNATION AS ACTING WATCH COMMANDER

When a Lieutenant is unavailable for duty as Watch Commander, in most instances the senior qualified patrol sergeant shall be designated as acting Watch Commander. This policy does not preclude designating a less senior sergeant as an acting Watch Commander when operational needs require or training permits.

444.3 DUTY LIEUTENANT

It is the policy of the Department that in the absence of a regular Watch Commander, a Duty Lieutenant shall be on call.

There shall be a Duty Lieutenant ~~will be~~ on call 24 ~~from 0700~~ hours a day at all times. ~~on Monday until 0659 hours the following Monday.~~

If a Watch Commander is on duty during the week, weekend, or on any holiday, the Duty Lieutenant will be on call only during those hours when the regularly scheduled Watch Commander is off duty.

444.4 DUTY LIEUTENANT RESPONSIBILITIES

All lieutenants shall act as Duty Lieutenant on a rotational basis.

The Staffing Lieutenant will be responsible for scheduling the Duty Lieutenant. He/She shall post a current Duty Lieutenant schedule in the Communications Center.

The Duty Lieutenant will be responsible for staff supervision of the entire Department only during those times the regularly scheduled Watch Commander is off duty. He/She shall contact the on-duty supervisor each day for a briefing on all significant incidents, staffing levels, injuries to personnel, jail conditions, and other matters as needed. The Duty Lieutenant shall ensure that all such matters have been attended to, and that notifications have been made as required.

444.4.1 WHEN TO CONTACT THE DUTY LIEUTENANT

Sergeants shall contact the Duty Lieutenant whenever anything of a serious or unusual nature occurs. Should questions regarding department policy or procedure arise, the Duty Lieutenant should be contacted, day or night, for clarification.

Notification of the Duty Lieutenant does not relieve sergeants of their responsibility to notify certain Police Department personnel in cases of significant incidents, such as homicides, deaths, serious injuries to employees, etc.