

Title: PAT05 – Departmental Responsibilities	Effective: 6/15/2020
C.O.P. Signature:	Revised: 6/9/2020 Next Review: 1 yr

Purpose

To define responsibilities laid out for the chain of command.

Policy

A. Responsibilities of the Chief of Police

1. The Chief of Police performs overall supervisory, administrative, and professional work planning, coordinating, and directing the activities of the Police Department.
2. Plans, coordinates, and provides overall direction for the various program activities of the department; coordinates departmental activities with overall City goals and objectives; participates in goal-setting and program development at City-wide level.
3. Establishes department organization including channels of authority, responsibility and communication; revises department organization as appropriate to maximize efficiency; coordinates development of policy and procedures for department.
4. Reads, examines, reviews reports prepared by subordinate supervisors or other personnel; makes corrections, adjustments, raises questions, routes back to writer or approves for routing destination.
5. Monitors performance of all personnel by reviewing production levels and conduct; initiates or effectuates disciplinary action against employees for breaches or infractions of policy, rules, or regulations.
6. Meets and confers with the City officials, law enforcement agencies, representatives, and the public on all aspects of the departments activities; answers inquiries and complaints; provides community relations programs.
7. Assists personnel in performance of duty in difficult or unusual situations.
8. Monitors department expenditures in accordance with the budget provisions; directs and participates in the preparation of the department budget.
9. The Chief of Police is also tasked with several other minor tasks and any other tasks as required.

B. Responsibilities of Lieutenant(s)

1. Direct, supervise, and coordinate operations, activities and services of the department.
2. Instruct, direct and advise subordinate workers as necessary; review and evaluate work performance; resolve problems and questions presented by subordinates regarding work processes, policies, organization or methods; inspect equipment and appearance of subordinate officers.

3. Prepare work schedule for all shifts; devise a schedule or timetable for routine or special work projects; coordinate training for all department personnel.
4. Provide a specified staff function depending on assignment as well as administrative duty to the department. Perform special assignments, including staff, administrative and research tasks, training, inter-agency programs or projects.
5. Maintain discipline and assist in difficult or unusual situations; report inefficiency, breach of duty, and commendable actions of subordinates.
6. Review and evaluate patrol vehicle assignments and maintenance as required; maintain records of such repairs and maintenance.
7. Review field reports submitted by officers for completeness and conformance to regulations.
8. Respond to, investigate, and evaluate complaints regarding police services.
9. Coordinate and direct activities of the School Resource Officers (SRO), Community Service Officer (CSO), and Records Division.
10. Assist in developing and implementing new or revised policies and procedures; research new technology and equipment.
11. The lieutenants are also tasked with several other minor tasks and any other tasks as required.

C. Responsibilities of Sergeants

1. Sergeants are responsible for the overall supervision and coordination of investigations, and have the responsibility to keep the chain of command informed of the activities of their officers.
2. Sergeants ensure that each officer under their supervision is using good management techniques in the handling of their case load.
3. Sergeants may assign cases within their own guidelines in order to best facilitate the accomplishment of assigned tasks and goals.
4. Sergeants are responsible for ensuring that information is passed through the chain of command with accuracy and objectivity.

D. Responsibilities of Officers

1. Officers are responsible for managing their case load in an efficient manner.
2. Officers shall keep their supervisor advised of the status of all major cases and the progress of any follow-up being completed. If an officer needs assistance or ideas, it is their responsibility to contact a supervisor for input.

3. If an officer feels they need assistance from the department investigator they shall contact their supervisor with that request.
4. Officers are responsible for initial investigations as outlined in PAT09 Criminal Investigations.
5. Officers are responsible for booking property received during the initial investigation.

E. Responsibilities of the Detective

1. The detective will be responsible for certain types of investigations. Any request by an officer for assistance from the investigator shall be made through the appropriate chain of command. The appropriate supervisor will review the case and assign it to the investigator if appropriate.
3. The detective is responsible for the investigation of felony crimes against persons and property, particularly those that are complex in nature and require extensive follow-up and background investigations, as assigned. This does not preclude a patrol officer, under supervision, to investigate a felony crime, particularly one requiring immediate attention or arrest. The detective shall investigate misdemeanor crimes that are either complex, sensitive in nature or related to city personnel and are better suited to be investigated by a detective rather than a patrol officer.
4. The detective will be called out for any homicide, suspicious death, suicide, child abduction, child molestation, robbery, home invasion, and all crimes of serious bodily injury and/or violence, particularly in which viable leads have been provided and demand immediate attention. A detective shall be called out or consulted for sexual assaults, assaults on minors, burglaries, and elder abuse. Additionally, a detective may be called out for complex property crimes in which immediate crime scene processing is essential or a detective would benefit from being involved during the initial stages of investigation, based upon the discretion of the shift supervisor. The initial investigating officer shall notify a supervisor for requested call out of the detective.
5. The detective is required to wear clothing that is professional and clean. During normal duty days, the detective shall wear slacks, dress shirt and tie, or other clothing as approved. The detective shall normally carry a holster, fully loaded duty weapon, badge, portable radio, and cell-phone. The detective shall have available on their person one-pair of handcuffs and an additional, fully-loaded magazine. Off-duty detective shall carry their cell-phone with them at all times when on-call, and as available at other times.

F. Chain of Command

1. The Douglas Police Department utilizes a chain of command structure for all functions within the agency. Employees are required to follow the chain of command at all times. The organizational chart provides a visual of the structure of the department. The chain of command is as follows.

Chief of Police – The Chief of Police reports directly to the City Administrator.

Lieutenant – The Lieutenant reports directly to the Chief of Police

Administrative Assistant – The Administrative Assistant reports directly to the Chief of Police

Detective – The Detective reports directly to the Chief of Police.

School Resource Officer – The SRO reports directly to the Lieutenant.

Community Service Officer – The CSO reports directly to the Lieutenant.

Records/Municipal Court Clerk – The Clerk reports directly to the Lieutenant.

Sergeants - The Sergeants report directly to the Lieutenant.

Officers – The Officers report directly to their assigned Sergeant.

Employees are required to report to their immediate supervisor and receive authorization prior to bringing an issue to a supervisor of higher ranking. If there is a dispute with a direct supervisor, the employee may go to the next rank above in order to address an issue.

