

Duties of Station Personnel

1.05.01 PURPOSE

The purpose of this order is to establish Departmental policy and procedures regarding the duties and responsibilities of the district captain, the captain's clerk, the watch lieutenant, the station keeper and the station duty officer. The Captain and station personnel play a vital role in conveying the culture, values and ethics of the Department to the community they serve. They translate principles of procedural justice and bias-free policing into the daily tasks they perform.

1.05.02 POLICY

A. DUTIES OF THE DISTRICT CAPTAIN

1. OPERATIONS AND INSPECTIONS

- a. Be responsible for the efficient operation of the station and the performance and discipline of its members.
- ~~b.~~ Review incident reports and Captain's morning report for major issues, events, criminal activity, and patterns of crime to formulate deployment and/or enforcement strategies.
- ~~b-c.~~ Be in uniform and remain within the district during the tour of duty as necessary.
- ~~e-d.~~ Frequently inspect the district at various times to keep informed of conditions and to determine if members are efficiently performing their duties.
- e. Monitor officer safety issues, use of force incidents and officer-involved collisions by reviewing reports and COMPSTAT data. Implement corrective and preventative measures when necessary.
- f. Review and approve operational plans for events.
- g. Review district's performance after major incidents, events and enforcement actions to formulate more effective ways of handling future situations and/or improve unit policies, procedures and practices.
- h. Discuss performance problems of station members with a Lieutenant and or Sergeant to devise a plan of action to resolve problems.
- i. Evaluate memos, correspondence and other documents written by station personnel to determine if they should be approved and are ready to be forwarded.

- j. Route information to Lieutenants so that they can update personnel, providing supplementary guidance as needed.
- k. Direct unit personnel's activities by giving them verbal orders and by writing notes, memos, and email messages to ensure activities are handled correctly and expeditiously.

2. COMMUNITY POLICING & ENGAGEMENT

- a. We partner and engage with community members and organizations to collaboratively identify and problem-solve local challenges and increase safety for residents, merchants, visitors, and officers. All members of the Department shall embody the following values in all their work, which encompasses the tenets of procedural justice consisting of: voice, neutrality, respectful treatment, trustworthiness, and 21st Century Policing. (See DGO 1.08 and DM2 for further details)
 - i. Publish a weekly newsletter with the support and resources of the Department's Technology Division.
 - ii. When staffing allows, provide time and resources for officers to participate in community events, relationship building and problem-solving activities.
 - iii. Utilize foot and bicycle patrols to build partnerships with the community. Continue to evaluate the effectiveness of this deployment strategy by considering the numbers of calls for service, crime prevention initiatives and individual interactions with the community.
 - iv. Establish and/or maintain a Community Police Advisory Board (CPAB)
 - v. Appoint a Community Liaison per DGO 1.08

~~2.3.~~ CONFERENCES AND ~~COMMUNITY~~ MEETINGS

- a. After assuming command, meet with lieutenants and sergeants to discuss district problems.
- b. Conduct staff meetings with subordinate supervisors to develop strategies to address crime issues, receive input, explain new directives, clarify issues, resolve problems and discuss morale issues, etc.
- c. Act as a liaison between unit members and Command Staff by responding to questions and/or relaying policies and procedures to minimize disruption of daily unit operations.
- d. Forward information and feedback from subordinate personnel to Command Staff, particularly relating to new initiatives and directives.
- e. Participate in weekly Captain's conference call to discuss criminal activity/patterns, station and Department wide issues.
- ~~b.f.~~ Attend community meetings as required or send a ~~representative~~ designee.
- ~~e.g.~~ Attend conferences as required.

3.4. PERMITS AND LICENSES

- a. Investigate permit and license applications. Ensure that establishments operating under permits or licenses are supervised regularly and that current records are maintained.
- b. ~~Identify~~ Direct a designee to identify and investigate district establishments suspected of being in violation of the law and report the results in writing.
- c. Keep a record of halls and similar places. When an event is to be held, ascertain the type of event and, if staffing allows, ensure that officers visit the premises during the event.

5. CRITICAL INCIDENTS. Monitor the District for critical incidents. In the case of a major incident that requires a Captain on scene, respond and assume command.

4.6. COMMAND STAFF NOTIFICATIONS. Ensure timely notification to Command Staff personnel of serious crimes or notable and media worthy events.

5.7. SCHEDULING. Delegate and oversee the task of scheduling to the Platoon Commander. Review and approve each finalized watch schedule.

6.8. SPECIALIZED ASSISTANCE. Request specialized assistance through the Division Commander when necessary ~~to deal with vice conditions or other conditions requiring specialized assistance.~~

7.9. FILES AND RECORDS

- a. Assign a clerk to maintain records and to perform other duties as needed.
- b. Maintain a current file of establishments in the district, containing the address, telephone number, type of business, hours, owner, and address and telephone number of the person to be notified in an emergency.
- c. Ensure that a current record is maintained of assigned members' residence addresses and phone numbers. ~~When a member is transferred, ensure that the record is forwarded.~~

8.10. BUILDING AND FACILITIES. See DGO 3.03, Facilities Management.

B. DUTIES OF THE CAPTAIN'S CLERK

1. Maintain files, records and reports as required.
2. Perform duties as assigned by the district captain.

C. DUTIES OF THE LIEUTENANT

1. UNIFORM ATTIRE

- ~~a.~~ a. Be in uniform while on-duty.
- ~~b.~~ b. Conduct uniform inspections to ensure personnel are in compliance with department uniform and grooming standards policy.

2. OPERATIONS

- a. During the absence of the District Captain, be responsible for the efficient operation of the station and the performance and discipline of its members.
- b. Inspect the District at varying hours and coordinate police response to address immediate issues. If necessary, assign a patrol Sergeant to address any pressing concerns. Keep the station advised as to your whereabouts, and stay in radio contact.
- c. Monitor district activities through radio, computer queries, notifications and observations to determine whether staffing adjustments are needed, calls are backing up or if supervisory intervention is necessary.
- d. After major incidents, conduct a debrief with station personnel to discuss performance and develop more effective ways of handling incidents.
- e. Serve as Event Commander for district operations and events as directed by the Captain.
- f. Summarize occurrences during the watch in the district for the next shift supervisor's information, such as major incidents, information on wanted individuals thought to be in the district, EPOs to be served, etc.
- e.g. Update and submit Captain's Morning Report on a daily basis.

3. SCHEDULING – STAFFING DETAILS

- a. ~~Lieutenants are responsible~~Responsible for assigning ~~their~~ personnel to staff the district station sectors and beats, coordinating vacation schedules, training mandates, scheduled time off, overtime and other issues that impact staffing.
- ~~b. To ensure~~Maintain adequate staffing, ~~platoon commanders shall maintain, at minimum, 80% staffing levels for all watches.~~
- ~~c. In accordance with the MOU, complete staffing details issued by FOB in a timely manner. When detail is made for another~~to ensure sufficient police services can be provided, district, provide members' names and star numbers. Forward squad sheet as soon as possible. Notify members of detail as soon as possible.
- ~~d. Training and administrative details shall be completed only as staffing allows.~~

- ~~e.b. wide.~~ When a member requests discretionary time off, assess staffing levels before granting time off. ~~Reference, reference~~ department notice regarding “non-discretionary” affected dates. If non-discretionary days are included in a vacation request, forward vacation request, copy of vacation sign-up and member’s memorandum to appropriate Bureau Chief for approval.
- ~~f. When detailing or granting time off, Lieutenants are responsible for making the appropriate notations on the scheduling sheets, scheduling calendars and HRMS.~~
- ~~c. Complete staffing details issued by FOB in a timely manner.~~

4. FILES AND RECORDS

- a. Review memorandums, approve and submit for Commanding Officer’s review.
- b. Review compensation cards for accuracy and HRMS entry.
- c. Ensure records are kept and maintained in the business office.
- d. Examine records, correct discrepancies, and certify completeness by signing them.
- e. Ensure juvenile logs and use of force logs are complete.
- ~~f. Monitor PIP and performance appraisals completed by supervisors for accuracy, policy conformance and required information.~~
- ~~g. Prepare commendations or review those prepared by sergeants to recognize exceptional performance of subordinates.~~

5. SICK AND DISABILITY CERTIFICATES

- a. Receive sick calls for members assigned to their watch and document sick status in department records/systems.
- b. When in receipt of medical notes from members, ensure they are forwarded to Medical Liaison, ~~when appropriate, through the Commanding Officer’s secretary.~~

6. CRITICAL INCIDENTS

- a. Respond to incidents that are likely to become critical incidents as defined by DGO 8.01 and assume command. Coordinate with personnel of other command posts and/or with other agencies to optimize management of the incident.

- b. Make appropriate notifications to the District Station Commanding officer and ensure written communications are made in a timely manner. When appropriate, notify Night/Weekend Captain.
7. COMMAND STAFF NOTIFICATIONS. At the direction of the District Commanding Officer and/or Command Staff, ensure timely written notification of Command Staff personnel regarding serious crimes/incidents, notable and/or media worthy events. Complete and submit written notifications to the District Station Commanding Officer.
8. ROLL CALL
- a. Conduct Roll calls and ensure officers are properly uniformed and equipped. Provide daily assignments, read any directives, bulletins, teletypes or other pertinent information.
 - b. Report members of the previous watch-off duty. If any irregularities are noted, take proper action.
 - c. When a member fails to report on or off duty without valid reason, investigate the situation. Submit a written report to the District Captain showing the findings and action taken.
 - d. Notify the ~~Field Operations Bureau of the~~Department Operations Center ~~during non-business hours~~ when a member cannot be located within one hour.
9. INCIDENT REPORT, USE OF FORCE AND CRIMINAL CHARGE(S) REVIEW
- ~~a. When feasible, review Review and approve ~~felony arrest and reportable use of force police~~ reports.~~
 - ~~b.a. Review and~~ criminal charges for accuracy.
 - ~~e.b. For reportable use~~Review Use of forceForce incidents ~~(as required (see DGO 5.01), review the use of force evaluation for completeness and review the associated report..)~~
10. DEPARTMENT PROPERTY. When department property is damaged or lost, ensure that an investigation is made and a written report, complete with supporting documents, is submitted to the District Captain. ~~Ensure appropriate forms are completed (Damage to Department Property / Damage to Department Vehicle) and submitted with the report.~~
11. SUBPOENA/NOTICES TO APPEAR
- a. Serve members with court subpoenas.
 - b. Serve members with all other order to appear notices (City Attorney, DPA, IA) in a timely manner.

12. EMERGENCY PROTECTIVE ORDERS. When an EPO is granted and not served, assign member(s) from the oncoming shift to attempt service. Upon completion of service, ensure members author a supplemental incident report documenting service.

13. PIP ASSIGNMENTS

- a. Assign officers to PIP groups.
- b. Ensure PIP evaluations are completed monthly for probationary officers and -bi-yearly for permanent officers.

14. COMMENDATIONS. Prepare and/or assign commendations and complimentary reports for members when appropriate.

D. DUTIES OF THE STATION KEEPER

1. BUSINESS OFFICE

~~a-c.~~ Subject to the direction of the lieutenant, supervise the station business office and the member assigned to station duty.

~~b-d.~~ Not permit anyone to enter the office of a superior officer or any business office in the station except on police business or on orders of supervisors.

~~e-c.~~ Keep the station records in a neat, clean and business-like manner and not allow them to be inspected by unauthorized persons.

2. CRITICAL INCIDENTS AND NOTIFICATIONS. See DGO 8.01, Critical Incident Notification.

3. SICK CERTIFICATES. If a sick certificate of a member is brought to the station when the lieutenant is away, receive it as prescribed for the lieutenant.

4. BOOKINGS AND PRISONERS. See DGO 4.01, Booking of Prisoners.

5. TRANSPORTATION OF PRISONERS. Ensure prisoners are transported to the County Jail for booking ~~as per the Sheriff's transportation schedule.~~

6. STATION BAIL. See DGO 4.02, Accepting Bail.

7. PROPERTY FOR IDENTIFICATION. See DGO 6.15, Property Processing.

8. EQUIPMENT. Account for all PIC radios, vehicles and other issued equipment. See DGO 10.04, PIC Radios & DGO 10.02, Equipment.

E. STATION DUTY. A Member assigned to station duty shall:

1. Answer the telephone promptly and courteously.

2. Prepare reports and provide information to the public.
3. Perform other duties as directed by a superior.
4. Monitor the police radio and provide requested information and support to field units.

5. Members shall not refer a person to another station to make an initial report.

F. DUTIES of AUTOMOTIVE SERVICE WORKER

1. Operate a variety of automotive servicing equipment and hand tools such as tow trucks, service trucks/pushers and forklifts; wrenches, hammers, and screwdrivers, in order to ensure that department vehicles are maintained and repaired.
2. Performs regular maintenance on vehicles by conducting regular and preventative checks such as visual safety checks of vehicles as required; inspecting the fluid levels of differential; checking brakes; and checking, changing and replenishing fluids, filters and cooling systems in order to ensure that vehicles are operational.

References:

1.08 Community Policing

5.01 Use of Force

8.09 Media Relations Policy