1.4 RULES OF CONDUCT FOR DEPARTMENT SUPERVISORS

SUBJECT: Rules of Conduct for Department Supervisors

1.4.1 PURPOSE

This policy sets forth the standards of conduct and rules for Department supervisors.

1.4.2 POLICY

Supervisors at all levels shall conduct themselves in accordance with the Department’s general standards of conduct and all other applicable policies and directives. In addition, all supervisors shall model appropriate behavior and decision-making for their personnel and help their subordinates understand the values, standards and procedural rules of the Department. Supervisors shall address, document, and report up their chain of command all observed or suspected misconduct by employees.

1.4.3 SUPERVISOR RESPONSIBILITY

A. Command Responsibilities

1. The fundamental reason the Command classification exists is to supervise the activities of a function on an assigned shift, or within a bureau, unit, team or office of the Department or to perform staff and administrative functions. Supervision is exercised over sergeants, officers, and civilian supervisors and employees. Additionally, in the absence of the Deputy Chief of Police a Commander shall take charge as Incident Commander on the scene of civil disturbances, and other major emergencies and events. Also, Commanders shall check work performed under their command by reviewing, inspecting, and observing results as well as by evaluating submitted reports.

2. Commanders shall:

   a. Be accountable for every aspect of his or her command;
   b. Review and monitor the actions of subordinate employees to prevent or mitigate violations of federal, state, and local law
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during interactions with citizens, employees, arrested subjects, and the general public;

c. Empower employees to reach their professional goals by following the “lead from the ground up” theory;

d. Show interest in employees and their welfare, which may extend beyond morale problems and their effect upon an individual's performance. Command interest includes a concern for the personal problems, desires, and interests of employees and positive assistance in resolving those problems or in achieving their goals;

e. Coordinate and direct assigned personnel to allocate resources;

f. Perform the full range of administrative functions;

g. Ensure that all orders generated by or at his or her direction are lawful and consistent with policy, and are carried out;

h. Supervise sworn and non-sworn police staff;

i. Notify officers going on-duty to pay attention to special police problems during their shift;

j. Review and analyze work and crime statistics and plans to ensure efficient allocation of police staffing, maximum utilization of resources, and the highest possible productivity;

k. Prepare and supervise the preparation of necessary records and reports relating to activities;

l. Participate in various community activities and make presentations to groups;

m. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service;

n. Attend command meetings and other functions as determined by the Chief of Police;

o. Ensure that any employee whose fitness for duty is questionable due to alcohol or drugs is not assigned to duty or allowed to remain on-duty; and

p. Perform other duties as assigned.

B. Sergeant Responsibilities

The fundamental reason this classification exists is to serve as first-line supervisor for patrol, investigations, other field services and other Bureaus of the Department in order to preserve public peace, to protect life, property and the rights of the public, and to enforce statutory law and municipal ordinances.

1. Sergeants when acting as a supervisor shall:
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a. Review and verify the accuracy of all necessary documents and electronic documents regarding payroll for employees under their command;
b. Develop, implement, monitor and adjust employee work schedules to meet normal and emergency requirements;
c. Conduct roll calls and field training;
d. Communicate important or necessary information (pass-down) to the next shift and inform Commanders of significant incidents in a timely manner;
e. Review, approve, and correct reports when necessary. Ensure that reports are complete and represent the incident in an accurate and thorough manner;
f. Review, approve, and monitor subordinate employees’ Body Worn Camera (BWC) video in a timely manner for incidents outlined under current policy for Body Worn Cameras;
g. Investigate and report alleged incidents of misconduct or violations of policy to their chain of command and recommend disciplinary action, when appropriate;
h. Supervise activities to ensure that the employees working under their direction perform their assigned duties and take corrective action as required;
i. Manage crime scenes and other emergencies and make proper notifications;
j. Monitor the activities of FTOs;
k. Supervise, direct, and evaluate assigned staff on shift, processing employee concerns and problems, directing work, counseling, disciplining, and completing performance appraisals;
l. Provide leadership, motivation and guidance to officers;
m. Respond to officers’ complaints or problems;
n. Assist with career planning strategies;
o. Develop work schedules, work assignments, and riding assignments;
p. Monitor the status of work activities, consult with assigned staff, assist with problem situations, and provide or coordinate technical expertise, when applicable;
q. Interpret, explain, and ensure compliance with all applicable codes, laws, rules/regulations and adherence to established safety procedures;
r. Monitor work environment and use of safety equipment to ensure the safety of employees and other individuals;
s. Initiate any actions necessary to correct deviations from or violations of policy or statute;
t. Coordinate shift activities and exchange of pertinent information with other shifts, departments, jurisdictions, or outside agencies;
u. Perform administrative functions;
v. Generate required reports in a timely manner;
w. Review various reports generated by staff within assigned shift/unit;
x. Review/approve leave and overtime;
y. Prepare employee performance evaluations and probationary releases;
z. Assist with general law enforcement functions as needed;
aa. Monitor radio traffic and give instructions over the police radio;
bb. Maintain a high visibility in the community;
c. Ensure inspections of police vehicles, uniforms, weapons, and equipment are completed and documentation of such is submitted to the appropriate chain of command;
dd. Coordinate the assignment of vehicles or equipment to officers and follow-up on any non-compliance of maintenance and/or repair work of vehicles and equipment; and
e. Perform other duties as assigned.

C. Non-Sworn Supervisor Responsibilities

a. Review and verify the accuracy of all necessary documents and electronic documents regarding payroll for employees under their command;
b. Develop, implement, monitor and adjust employee work schedules to meet normal and emergency requirements;
c. Communicate important or necessary information (pass-down) to the next shift and inform Commanders of significant incidents in a timely manner;
d. Review, approve, and correct reports when necessary;
e. Investigate and report alleged incidents of misconduct or violations of policy to their chain of command;
f. Supervise activities to ensure that the employees working under their direction perform their assigned duties and take corrective action as required;
g. Provide leadership, motivation and guidance to employees;
h. Respond to employee complaints or problems;
i. Assist with career planning strategies;
j. Monitor work environment and use of safety equipment to ensure the safety of employees and other individuals;
k. Coordinate the exchange of pertinent information with other shifts, departments, jurisdictions, or outside agencies;
l. Generate required reports in a timely manner;
m. Prepare employee performance evaluations and probationary releases;
n. Participate in the hiring process for vacant non-sworn positions;
o. Participate in the review and writing of any unit specific policies or manuals;
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p. Perform other duties as assigned.

1.4.4 SUPERVISOR ACCOUNTABILITY

A. Reporting misconduct

1. Supervisors shall promptly address, document, and report all employee misconduct through their chain of command. For purposes of this rule, “misconduct” is defined in the appendix.

2. Any incident where there may be a question as to the Department’s liability, incidents which may constitute sufficient and just cause for immediate suspension or termination under the City Personnel Code or incidents that may result in a heightened community interest must be reported through the chain of command to the Chief of Police or designee without delay. <11.4.5>

B. Failure to report

Supervisors who fail to document and report misconduct may be subject to disciplinary action of the same type and level or greater as the employee would receive for the misconduct that the supervisor failed to document and report.