



## Policy 207

Subject	
<b>SELECTION AND IDENTIFICATION OF THE OFFICER-IN-CHARGE</b>	
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<b>4 August 2016</b>	<b>1 of 5</b>

*By Order of the Police Commissioner*

### **POLICY**

To provide sworn personnel opportunities for professional development and advancement, and to attain skills in the art of supervision, it is the policy of the Baltimore Police Department (BPD) to prepare subordinates to assume the roles of Officer-In-Charge (OIC) and Sergeant-In-Charge (SIC).

### **PURPOSE**

The purpose of this policy is to set forth procedures governing the selection and identification of the OIC/SIC.

### **REQUIRED ACTION**

#### **Supervisor**

1. First-line supervisors are mandated to develop subordinates to assume the role of OIC/SIC. The following concepts shall be considered by immediate supervisors in this process:
  - 1.1. The transition from subordinate to supervisor is not automatic.
  - 1.2. The fact a subordinate performs satisfactorily at his/her present assignment is not necessarily an indication of the member's capacity to perform satisfactorily as an OIC/SIC. A subordinate may need to further develop the attributes essential to be an effective supervisor.
  - 1.3. Attempt to develop supervisory attributes in all of your subordinates by modeling desired attributes and behaviors.
  - 1.4. When a subordinate has demonstrated the ability to assume greater supervisory responsibilities, the first-line supervisor shall:
    - 1.4.1. Give that subordinate the opportunity to perform as an OIC/SIC.
    - 1.4.2. Explain the duties and responsibilities of an OIC/SIC.
    - 1.4.3. Encourage the subordinate to seek your advice.

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- 1.4.4. Monitor the subordinate's performance as OIC/SIC regularly and provide assistance where needed.
- 1.4.5. Record the amount of time a subordinate has performed duties as an OIC/SIC for consideration in the subordinate's Performance Evaluation.

**Sergeant/Lieutenant**

- 1. Supervisors shall comply with the following guidelines when selecting personnel under their command to be assigned as an OIC/SIC.
    - 1.1. The opportunity to work in an OIC/SIC capacity shall be open to all qualified members. Qualified members shall possess the following:
      - 1.1.1. Leadership qualities.
      - 1.1.2. Ability to organize his/her work and competently complete assignments.
      - 1.1.3. Demonstrated sufficient job knowledge.
      - 1.1.4. A desire to perform the function of OIC/SIC.
    - 1.2. OIC/SIC assignments may and should be rotated among personnel when practical, to include but not be limited to those persons on active promotional lists.
    - 1.3. Supervisors shall requisition OIC/SIC designation bands in keeping with existing departmental procedures.
  - 2. When possible, the first-line supervisor shall rotate OIC/SIC assignments among the most capable members to avoid developing one indispensable subordinate.
  - 3. When performing in the capacity of an OIC/SIC, personnel shall wear an insignia of designation. A set of two-inch cloth bands shall be worn to identify an OIC/SIC. One band shall be worn centered on each epaulet on the outermost garment of the uniform of the day.
    - 3.1. The sergeant's blue and white three chevron pins attached to the orange cloth bands shall be worn by an officer to identify he/she is assigned to function as a sergeant. (See Appendix A.)
    - 3.2. The lieutenant's single silver bar collar pins attached to the gold cloth bands shall be worn by a sergeant to identify he/she is assigned to function as a lieutenant. (See Appendix B.)
- NOTE:** Personnel while wearing the insignia and functioning as an OIC/SIC shall have such authority and responsibility as is normally exercised by such designated rank.
- 4. The Property Section shall maintain a sufficient stock level of OIC/SIC designation bands to insure availability for replenishment purposes.

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**APPENDICES**

- A. Identification of the Assigned Rank of Sergeant
- B. Identification of the Assigned Rank of Lieutenant

**RECISION**

Remove and destroy/recycle Policy 207, Selection and Identification of the Officer-In-Charge, dated 2 December 1977.

**COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

**APPENDIX A**

Identification of the Assigned Rank of OIC



**APPENDIX B**

Identification of the Assigned Rank of SIC

