



SUPERVISORY MANAGEMENT

General Order Number: 40.1

Effective Date: February 9, 2017

POLICY:

1. Assignment of Supervisors in the Department will be done in a manner that will ensure a reasonable span of control at all times. Because of the nature of the Department's organization, some Supervisors have responsibility for more than a single unit or functional area.
2. It is the desired goal of the Department that under normal circumstances, first-line Supervisors should not have more than eight (8) sectors or twelve (12) employees, or various combinations thereof, reporting directly to them. Exceptions may be made in emergency situations or when geographical conditions or the nature of the work requires specialized situations or units (i.e. tactical operations or investigations) where the ratio may be greater. Supervisory personnel are accountable for the activities of employees under their immediate control.
3. It is the policy of the Brookline Police Department that sufficient Supervisors will be on duty to provide assistance and guidance to Officers in the performance of their duties, as well as to maintain proper supervision and control over Department activities.
4. When a reasonable span of control cannot be maintained due to unforeseen circumstances, Commanding Officers, with the approval of the Division Deputy Superintendent, may require sufficient Supervisors to work overtime to reduce the span of control to a reasonable number.
5. It is the policy of the Department that all Supervisors will immediately report all violations of law committed by Officers under their command or control through the chain of command. Furthermore, all Supervisors will immediately report, through the chain of command, violations of Department policies, rules, or procedures committed by Officers under their command or control that require further disciplinary action. Failure to do so, in either case, will be considered neglect of duty. The report will include a recommendation concerning any further action or disposition.

6. DUTIES AND RESPONSIBILITIES OF ALL SUPERVISORS: Supervisors will:

- A.** Ensure that all subordinates perform their duties in a professional, efficient and effective manner, and act in compliance with all Department policies, rules and procedures;
- B.** Investigate and report, with recommendations, any incident concerning an Officer under his/her command who is injured while on duty; or any damage to, or loss of, Department property; and
- C.** Provide, as necessary and appropriate, assistance and direction to the Officers he/she supervises, including, when appropriate, referral to the Town's EAP.

7. RELIEF FROM DUTY – RIGHTS OF COMMANDERS:

The Commanding Officer of any shift or Division within the organization of the Brookline Police Department may relieve, with pay, any officer or employee under his/her command for the balance of the assigned shift only if said Commanding Officer has determined that the officer or employee is unfit or unable to perform or carry out his/her assigned duties or responsibilities. This action may or may not occur as a result of a need for disciplinary investigation or action.

Examples of relieving for non-disciplinary reasons would be as follows:

- A.** If the officer or employee is suffering from an illness and appears too sick to work effectively or safely.
 - B.** If the officer or employee reports to work injured, is injured during the performance of duties and a physician advises that he/she be relieved, or is injured on duty and refuses to acknowledge the apparent danger the injury may place himself/herself in if remaining on duty.
 - C.** The officer's or employee's mental state as the result of an unusual or traumatic situation presents a danger that duties and responsibilities may not be performed safely and properly.
- 8.** Commanders may also relieve any officer or employee from duty, with pay, for the balance of the assigned shift only, for any infraction or violation of the Rules, Regulations, Policies, Procedures, or Orders of the Department which would be conducive to holding the Department up to public ridicule or scorn, or would jeopardize the Department's mission to effectively provide police services to the community. Specific examples, but may not be limited to, the following;

- A.** Reporting to duty while under the influence of alcohol or controlled substances.
 - B.** Insubordination.
 - C.** Committing a criminal offense while on or off duty.
 - D.** Improper use or operation of Department vehicles or equipment.
 - E.** Falsifying a statement or record.
 - F.** Abusing, stealing, damaging, destroying, or defacing property or equipment of the Department or others.
- 9.** Any Commanding Officer who relieves an officer or employee from duty for disciplinary reasons shall immediately file a written Special Report to the Chief of Police containing all the details of the matter. Further investigation into the matter will be conducted in accordance with the procedures outlined previously in this directive.
- 10.** Any Commanding Officer who relieves an officer or employee from duty for non-disciplinary reasons, except sickness on duty, shall file a complete written Special Report on the details to his/her immediate superior, with copies going to the Chief of Police.