

## **PATROL SUPERVISOR**

### **A. SUMMARY**

A Patrol Supervisor shall be responsible for the supervision of all Police Officers on their shift and shall be directly responsible to the Officer-in-Charge of the shift. Supervision shall also include any other department officers working on their shift.

### **B. GENERAL DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of a Patrol Supervisor to:

1. Acquaint themselves with the duties of all members under their command and supervise Patrol Officers in the execution of their duties. To this end make frequent responses to routine calls to ensure that all officers are properly carrying out their responsibilities.
2. Ensure that all officers under their supervision are properly instructed and guided in the performance of their duties, and take special care to see that they are informed of and are thoroughly familiar with departmental policies and procedures in all types of situations.
3. Investigate whenever an officer is absent from his or her post, fails to report for duty, neglects any of their duties, or displays mental or physical incompetence. Promptly report the findings of said investigation to the Officer-in-Charge of the shift.
4. Investigate and submit a report regarding any officers who is injured while on duty. Report to be specific and detailed in nature.
5. Supervise roll call and perform the following functions:
  - a. Inspect the officers to see that they are properly uniformed and equipped and that all weapons are inspected per departmental procedure.
  - b. Report to the Officer-in-Charge when any Patrol Officer is unfit for duty;
  - c. Pass on to the officers under their supervision all warrants, court orders, subpoenas, official papers, etc., that are to be delivered or served during the tour of duty. Ensure that they are properly delivered or served or returned back to the commanding officer prior to the end of their tour;

- d. Ensure that all matters announced at roll call are thoroughly understood by the officers.
- 6. Periodically, as the Chief or Officer-in-Charge of the shift may require, review and evaluate the overall performance of officers under his or her command. Make a report to the Division Commander through the Officer-in-Charge of the shift, on the results of these evaluations.
- 7. Ensure proper processing of all complaints by citizens.
- 8. Be knowledgeable in crime scene management.
- 9. Examine for approval or disapproval all reports or records submitted. If approved, initial the report or record in the proper place. If disapproved, order the officer to correct the deficiencies and resubmit the report or record.
- 10. Actively participate in the identification and recommendation of those officers who would benefit by means of placement in the departments "Early Intervention System".
- 11. Conduct periodic staff inspections and report in writing to the Commanding Officer the results of these inspections and any violations of the rules and regulations or police and procedures of the department that they observe for corrections or disciplinary action.
- 12. Perform other duties as assigned by the Chief of Police.