



# Colorado Springs Police Department

## General Order

### 861 Staff Duty Officer Responsibilities

#### Section 800 – Training and Development

Effective Date: 5/6/2024

Supersedes Date: 12/14/2020

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## **.01 Purpose**

The purpose of this directive is to indicate the duties and responsibilities of the Staff Duty Officer (SDO).

## **.02 Cross Reference**

[GO 150-02 Principles of Command](#)

[GO 1841 Staff and Personnel Notifications](#)

[DL-825-26 Duty Lieutenant Responsibilities](#)

## **.03 Discussion**

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## **.04 Policy**

The SDO is the direct representative of the Chief of Police during the assigned duty period and is responsible to the Chief to ensure that emergencies and unusual occurrences are appropriately handled within the policies and authority limits of the department.

## **.05 Definitions**

*Functional Jurisdiction:* The chain of command responsible for responding to the incident, due to the type of event or its geographic location.

## **.10 Assignment**

All sworn commanders and deputy chiefs of the department will be assigned to serve as the department's SDO. The roster will be prepared annually by the Office of the Chief of Police. Changes to the roster can be coordinated between staff members; however, a memo and/or e-mail of changes must be sent to the Public Safety Communications Center (PSCC) and to the Office of the Chief of Police.

## **.12 Duty Period**

Duty periods will begin at 5:00 p.m. on Friday and end at 5:00p.m. the following Friday. In addition, the SDO will function as the on-call staff officer for any needs or activation of the Emergency Coordination Center (ECC).

## **.14 Availability**

Staff members will be on-call at all times during their duty periods and will carry a cell phone or keep the PSCC informed of their location.

The SDO should monitor the police radio at all times while in a police vehicle.

The SDO will be available for briefings on and when necessary, to respond to any significant incident that occurs during their duty period (e.g., officer-involved shootings, serious officer-involved traffic crashes, major/civil disturbances, and critical/unusual occurrences, etc.). Such notifications will be conducted in accordance with [DL-825-26 Duty Lieutenant Responsibilities](#).

## **.20 Role and Responsibilities**

The SDO will function as the chief's staff designee, and they have the authority to oversee and intercede in significant incidents, as deemed necessary. The SDO will coordinate with command staff having functional jurisdiction over the affected divisions in a timely manner as appropriate. However, the SDO position is intended to benefit the members with functional jurisdiction by being removed from operational decisions, thereby maintaining a broader perspective, with emphasis upon any issues concerning training, liability, and procedures. The SDO is responsible for briefing the chief of police on call notifications during the duty period as appropriate.

The SDO will be available to the duty lieutenant, to provide or trigger appropriate resources in the interim between initial notification of the SDO and the arrival of the staff member with functional jurisdiction.

It is the responsibility of the members having functional jurisdiction to ensure events are handled in accordance with policies, procedures, laws, and directives.

### **.30 Assumption of Command**

Regardless of the rank, seniority, or duty assignments of the incident commander/responding personnel at the scene, the SDO is authorized to assume command of any incident in the name of the chief of police whenever there is a serious violation of law, policy, or judgment that the SDO reasonably believes creates a significant liability for the department. In such cases, the SDO shall directly inform the incident commander/responding personnel they are assuming command.

Assumption of command under this provision should occur very rarely and must be documented in an email/memo to the chief of police as soon as practical.