

	PARADISE VALLEY POLICE GENERAL ORDER Supervisory Responsibilities	Order Number
		Date
		11.7
		10-31-19

11.7 *Supervisory Responsibilities*

- A. All *supervisors*, including command level *supervisors*, are responsible for the proper performance of their *employees* under a variety of conditions and circumstances and for all activities of employees under their immediate control. In situations involving personnel from different functions who are engaged in a single operation, the most senior highest-ranking officer present will be in charge, or will designate and clearly announce the person who is to be the command officer for that operation.
- B. *Supervisors will:*
1. supervise subordinates to ensure efficient, effective and correct performance of duties.
 2. assume command of any situation that logically requires assumption of command.
 3. submit written *reports* of exceptional *employee* conduct
 4. ensure that required *reports* are completed accurately and completely and submitted on time.
 5. report to the appropriate *supervisor* or superior any neglect of duty or misconduct by an *employee*.
 6. comply with G.O. #26.1.14 regarding reports of inappropriate conduct of any type by subordinates.
- C. *Supervisors may:*
1. Place any lower ranking *employee* on administrative leave when necessary or appropriate and immediately submit a written *report* of both the action taken and the factual basis for that action.
 2. Issue *orders* that deviate from written *orders* during an *emergency*, reporting those *orders* to the *supervisor's* superior as soon as reasonable.



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3. Delegate duties as appropriate.

- D. Patrol *supervisors will* be available while *on duty* to immediately respond and take tactical control of emergencies occurring during their *shift*, whether or not the emergencies occur within their primary area of responsibility.
- E. The first *supervisor* to arrive at the scene of an *emergency will* take charge and issue the commands and *orders* necessary to bring the situation under control or containment. The *supervisor shall* remain in charge until and unless relieved by a superior or *supervisor* of a specialty unit that is assuming command of the incident.

