

**GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**

I. PURPOSE

The purpose of this general order is to clarify and outline the basic responsibilities of shift supervisors and the authority given them to meet their responsibilities. Under most circumstances, the shift supervisor will be a member of the patrol division holding the rank of sergeant or lieutenant. The duties and responsibilities contained in this general order shall apply to those persons acting in the capacity of a shift supervisor.

II. SHIFT SUPERVISOR AUTHORITY

- A. The shift supervisor shall exert line command over employees of a subordinate rank and civilian employees assigned to the shift.
- B. Line command shall be defined as the exercise of authority delegated by the Director to his immediate subordinates and by them to their subordinates down the chain of command to the lowest level. It provides that supervision necessary to carry out the immediate objectives of the department and the enforcement of departmental rules regulation, and policy.
- C. Line command further allows the shift supervisors, in the absence of departmental policy, procedure, and regulations, discretion in decision making and authority to see that the directives of their decision are carried out.
- D. Line command shall be superseded by the order of any superior officer of the department.
- E. Line command shall be exerted over the following employees assigned to a supervisor's shift:
 - 1. All officers of the rank of detective not working under the supervision or assignment of a Detective Division command officer.
 - 2. All officers of the rank of patrol officer.
 - 3. All parking enforcement personnel.
 - 4. All student employees.
- F. Shift supervisors have the right and obligation to take disciplinary action against those employees who are under their line command. The shift supervisor has the authority to suspend from duty any employee under his or her line of command until the next working day. The appropriate division commander shall be immediately notified. The appropriate written documentation shall be made in all such cases.

III. SHIFT SUPERVISOR RESPONSIBILITIES

- A. *Shift Briefing:* It shall be the duty of the shift supervisor to conduct briefing at the beginning of each tour of duty. The shift supervisor shall make the appropriate work assignments, inspect equipment and personnel for appearance, and see that the necessary work materials are available for all employees.

- B. *Coordination of Personnel:* It shall be the duty of the shift supervisor to coordinate the efforts of all personnel at the scene of major incidents until such time he/she is relieved of that responsibility by a superior officer.
- C. *Reports-Review and Preparation:* It shall be the responsibility of the shift supervisor to review all reports prepared by shift personnel for clarity and accuracy. Any report not meeting departmental standards, or standards of expectation set by the shift supervisor, shall be returned to the employee for corrections.
- D. *Special work assignments:* Shift supervisors are subject to special work assignments which may be given by a higher-ranking supervisor.
- E. *Minimum shift strength requirements:* The shift supervisor has the responsibility for maintaining minimum shift strength requirements for patrol personnel.

IV. OFFICER IN CHARGE (O.I.C.) RESPONSIBILITIES

- A. In some instances, a command officer may not be assigned to work as a shift supervisor. When this occurs, the shift supervisor going off duty may assign an on-coming patrol officer the responsibility of acting O.I.C. for the shift. Any officer may decline the assignment as O.I.C. An acting O.I.C. shall have line command over parking enforcement officers and student employees.
- B. Line command does not permit the O.I.C. to take disciplinary action against a department employee. If a disciplinary issue arises, the O.I.C. shall immediately contact the Chief or Deputy Chief.
- C. It shall be the responsibility of the O.I.C. to coordinate personnel at the scene of a major incident until he/she is relieved of that responsibility by a superior officer. In complex cases, the O.I.C. should contact a detective for assistance.
- D. When the O.I.C. discovers the next shift falls below minimum shift strength, the O.I.C. shall contact the Administrative Operations Lieutenant, Deputy Chief or Chief to assist in filling the vacancy.

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Scott Merlo
Director of Public Safety