

Shift Supervisors

445.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with departmental policies, procedures, practices, functions and objectives. To accomplish this goal, a Sergeant heads each watch.

445.2 DESIGNATION AS ACTING SHIFT SUPERVISOR

When a Sergeant is unavailable for duty as Shift Sergeant, in most instances, a Corporal or qualified senior officer shall be designated as the shift supervisor. This policy does not preclude designating a less senior officer as an acting supervisor when operational needs require or training permits.

445.3 OPERATIONS

This is not designed to be an all inclusive list; however, supervisors are responsible for:

- (a) Assigning beats, reports, complaints, and routine details (calls for service, house checks, etc.)
- (b) Assuring department equipment is properly used and maintained
- (c) Assuring calls, details and complaints are handled in a timely and complete manner.
- (d) Immediately reporting to the Operations Division Commander any problem or incident which affects the operation or reputation of the department:
 - (a) Major felony crimes and arrests.
 - (b) Citizen complaints.
 - (c) Personnel involved in or injured by accident or other means while on or off duty.
 - (d) Department equipment damaged or inoperable which affects the immediate operation of the department.
 - (e) Press inquiries / releases.
 - (f) Any other problems or incidents affecting the smooth, safe operation of the department.

Supervisors are responsible for reporting in writing to the Operations Division Commander all discipline problems.

- (a) Acting supervisors are not responsible for taking disciplinary action except in an emergency when the immediate operation of the department is necessary.
 - (a) In emergency situations the acting supervisor will take necessary action and immediately notify the Operations Division Commander.

Supervisors are responsible for the approval and routing of reports.

Red Bluff Police Department

Red Bluff PD Policy Manual

Shift Supervisors

- (a) A Corporal, in the absence of a sergeant, is responsible for approval and routing of reports.
- (b) Acting supervisors are not responsible for the approval or routing of reports

Orders or direction from an acting supervisor will carry the same weight as that of any other supervisor.