

## Watch Commanders

### 420.1 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 Commander will oversee each watch.

### 420.2 DESIGNATION AS ACTING WATCH COMMANDER

When a Commander is unavailable for duty as Watch Commander, in most instances the senior qualified sergeant shall be designated as acting Watch Commander. This policy does not preclude designating a less senior sergeant as an acting Watch Commander when operational needs require or training permits.

### 420.3 WATCH COMMANDER RESPONSIBILITIES

#### 420.3.1 ADMINISTRATIVE RESPONSIBILITIES

- (a) Functional supervision of all watch personnel
- (b) Administrative reporting concerning issues affecting the efficiency and performance of the Bureau/Department
- (c) Maintain Watch Commanders' Reference Manual and appropriate documents to a current level
- (d) Oversee administrative reporting and all recommendations for discipline and recognition involving shift personnel.
- (e) Notify appropriate chain of command personnel regarding significant events
- (f) Interface with District Commanders and Managers on Department issues
- (g) Functional management of the Communications Center and Telephonic Reporting Unit
- (h) Liaison with Detention Facility supervision to ensure orderly operation and interaction
- (i) Advise in matters of legal interpretation, arrest, search and seizure
- (j) Facilitate roll call training and oversee roll call
- (k) Supervise the Station Supervisor
- (l) Act as Press Information Officer in the absence of media relation's personnel
- (m) Oversee scheduling, non-regular time off usage and overtime expenditures
- (n) Evaluate and prepare performance evaluations of subordinates
- (o) Review and complete the Managers's comments on officer evaluations
- (p) Interview, evaluate and assist persons making complaints

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- (q) Monitor and track field use of force actions and administrative investigations to ensure proper documentation
- (r) Review and approve supervisor's Blue Team entries
- (s) Other responsibilities as observed or assigned.

#### 420.3.2 OPERATIONAL RESPONSIBILITIES

- (a) Tactical Commander of Field Operations
- (b) Coordinate first response to major incidents and natural disasters
- (c) Coordinate mutual-aid situations and ensure adherence to the Incident Command System
- (d) Debrief and critique major incidents as soon as possible with shift personnel for training and clarification purposes
- (e) Arrange for special unit call-out and re-call plan, when appropriate
- (f) Command a working knowledge of SWAT, crisis negotiation, canine, air support, officer involved shooting team and peer support policies to allow for informed decisions on deployment
- (g) Maintain building and parking security through regular and thorough inspections
- (h) Perform inspectional role by spending time in the field
- (i) Coordinate with district sergeants to provide uniform supervision of all field personnel
- (j) ensure timely and proper handling of prisoners and witnesses brought to the station
- (k) Maintain adherence to statutory guidelines in dealing with juvenile detention
- (l) Oversee after hours range operation and compliance with required weapons qualifications
- (m) Liaison with phone company personnel for traces, unlisted numbers and emergency services