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
Watch Commanders

(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