

## **CHAPTER 3 GENERAL POSITIONS OF ASSIGNMENTS**

### **301 DIVISION COMMANDER**

A Division Commander is the superior officer and direct head of the division to which he is assigned and is responsible to his immediate superior for the efficient performance and operation of all bureaus, units members, and employees assigned to that division.

#### **301.1 Rank**

A Division Commander in a line operation, shall hold the rank of captain and shall demand the authority and respect associated with the respective rank and the position. A Division Commander, in a non-line operation, shall hold the rank of Captain or Lieutenant, depending on the ability of available and qualified officers, as determined by the Chief.

#### **301.2 Authority**

Subject to the approval of the Chief of Police, these rules and regulations, and city and state laws, a Division Commander shall have operational control of his division and may establish such minor regulations and procedures as deemed necessary for the satisfactory control and efficient operation of the division, and the discipline of the members and employees of his immediate command or supervision.

#### **301.3 Duties and Responsibilities**

301.3.1 A Division Commander at all times, shall make plans and decisions for the efficient operation of the division, provide for the training and supervision of the members and employees of the division, administer discipline, promote good morale, and ensure that the mission of his division is properly carried out.

301.3.2 A Division Commander shall be responsible for the punctual reporting for duty of all personnel in the division and their performance while on duty, and shall cause to be kept a record on each member and employee including absences, overtime, court time, call back time, days off, vacation, leaves of absence, sick leave or suspension, and other information relative to the performances of a member or employee. A division commander shall cause to be kept and be responsible for maintains all records reports and accounts pertaining to the operation and execution of all activities of the division under his command.

301.3.3 A Division Commander shall inspect or cause to be inspected all equipment, supplies and facilities assigned to his command, and shall be responsible for the proper care, use and repair of same.

301.3.4 A Division Commander shall be responsible for the training and supervision of his subordinates through example, precept, admonition, correction, formal, and informal instructions, seminars, meetings, conferences, written or oral directives, or any other means suitable to good personnel management.

301.3.5 A Division Commander shall investigate any complaint made against any member or employee within his division, any violations of departmental regulations or any conditions that might disrupt the operational efficiency or discipline of the division. The results of the investigation when deemed warranted, shall be reported to the Chief.

301.3.6 A Division Commander shall cause to be secured all departmental property from the possession of any member or employee who resigns, is terminated or suspended, or leaves for an extended period (more than two weeks).

301.3.7 A Division Commander shall, when issuing orders or handling any action initiated by a subordinate, utilize the chain of command and delegate authority when appropriate. He shall ensure that all orders are carefully read and explained to the members and employees within his division, including anyone who may not have been on duty at the time such orders were issued.

301.3.8 A Division Commander shall ensure that the policy of the department and his division is maintained.

301.3.9 A Division Commander shall strictly enforce all department rules, regulations, city ordinances, and state laws coming within police jurisdiction.

301.3.10 A Division Commander shall cause to be investigated every case where an officer in his command is injured and shall promptly submit a report to the Chief.

301.3.11 Subject to the approval of the Chief of Police, a division commander may make such transfers or assignments within his division as may be deemed necessary for the efficient operation of the division.

301.3.12 A Division Commander will report daily to the Chief of Police any important or pending matter as may be relevant to the operation of the division or the department.

## **302 BUREAU COMMANDER**

A Bureau Commander shall be an officer who is the direct head of the bureau to which he is assigned and he shall be responsible to his division or section commander for the efficient performance and operation of those units and members and employees assigned to that bureau. In the event that the Chief determines the bureau does not warrant a bureau commander, the duties and responsibilities of the bureau commander may be assigned to the division or section commander.

### 302.1 Rank

A Bureau Commander shall hold the rank of Lieutenant, or Sergeant and shall demand the authority and respect associated with the respective rank and position.

### 302.2 Authority

Subject to the approval of his division or section commander, a bureau commander shall have operational control of his bureau and the units, and the members and employees assigned to his bureau. He may establish such procedures deemed necessary for the satisfactory control and operation of the bureau.

### 302.3 Duties and Responsibilities

302.3.1 A Bureau Commander shall display personal and supervisory qualities that promote efficiency, discipline and good morale in his subordinates.

302.3.2 A Bureau Commander shall conduct inspections at suitable intervals to determine that all assignments are performed as ordered, that departmental resources are made available and utilized for the accomplishment of the assignment, and that satisfactory results are achieved.

302.3.3 A Bureau Commander shall report any departmental deficiencies, lack of cooperation among bureaus, units or members and employees, and violations or neglect of duty to his division or section commander.

302.3.4 A Bureau Commander shall report to his division or section commander any complaint lodged against any member or employee by another person.

302.3.5 A Bureau Commander shall ensure that all subordinates within his bureau comply to all departmental rules and regulations, obey orders, and properly execute their assignment and job functions.

302.3.6 A Bureau Commander shall utilize the chain of command in all cases involving departmental communication, issuance of orders, and other matters relative to the operation of his bureau.

302.3.7 A Bureau Commander shall cause to be reviewed all reports submitted by officers under his command for accuracy, completeness, and conformity with department requirements.

302.3.8 A Bureau Commander shall supply monthly reports for the Records Bureau indicating all activities, violations, and arrests to the division or section commander.

302.3.9 Subject to the approval of the division or section commander, a bureau commander shall make all assignments of officers and shall supervise the handling of those assignments.

302.3.10 A Bureau Commander shall be responsible for the proper care, use and repair of all equipment, supplies -and facilities assigned to the bureau.

### **303 UNIT SUPERVISOR**

The Unit Supervisor shall be a civilian employee or an officer who is the director of the unit to which he is assigned and he shall be responsible to his division or section commander for the efficient performance of the civilian employees and officers assigned to his unit. In the event that the Chief determines the unit does not warrant a Unit Supervisor, the duties and responsibilities of the Unit Supervisor may be assigned to the division or section commander.

#### **303.1 Rank**

The unit Supervisor may be a civilian and hold no police rank or an officer, regardless of rank, who is so qualified in the specialized field as determined by the chief.

#### **303.2 Authority**

Subject to the approval of his division or section commander, the Unit Supervisor shall have operational control of his unit and the civilian employees and officers assigned to his unit. He may establish such procedures deemed necessary for the satisfactory control and operation of the unit.

#### **303.3 Duties and Responsibilities**

303.3.1 Unit Supervisor shall display personal and supervisory qualities that promote efficiency, discipline and good morale in his-subordinates.

303.3.2 A Unit Supervisor shall report any departmental deficiencies, lack of cooperation among members and employees, and improper performance to his division or section commander.'

303.3.3 A Unit Supervisor shall be responsible for the proper care, use, and repair of all equipment, supplies-and facilities assigned to his unit.

303.3.4 A Unit Supervisor shall utilize the chain of command and delegate authority whenever appropriate.

303.3.5 A Unit Supervisor shall ensure that all civilian employees and-officers within his unit comply to all applicable departmental rules and regulations, obey orders, and properly execute their assignments and job functions.