

GENERAL ORDER

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DUTIES OF SUPERIOR OFFICERS Commissioned Officers**1.06.01 PURPOSE**

This order ~~outlines~~ establishes the policy and general duties and responsibilities of superior and ~~commanding officers~~ of Commissioned Officers, holding the rank of Lieutenant or higher, who serve a critical role in ensuring the Department is meeting its mission, vision, and goals by managing the day-to-day operations of the Department and ensuring procedural justice and bias-free community policing principles are promoted and supported.

I. 1.06.02 POLICY

Commissioned officers shall be fully aware and understand their duties to actively direct and control the work of those they command. Commissioned officers shall be held to a higher standard and ensure effective supervision of police operations and activities in their specific district, bureau, section, or unit.

1.06.03 COMMISSIONED OFFICERS**A. SUPERIOR OFFICERS: General Duties** ~~All superior officers shall:~~

1. ~~Conduct: – Set an example of~~ leadership, efficiency, sobriety, discretion, industry and promptness. ~~Not use abusive language or act arbitrarily in dealing with subordinates.~~, attention to duty, dedication, and professionalism in the presence of members and professional staff of the department and members of the public.
2. ~~Supervision: – Guide and instruct~~ Train, mentor, and lead subordinates in the performance of their duties. ~~and require strict compliance with the policies and procedures of the Department and the orders of superiors. Promptly report in writing any misconduct by subordinates and forward the report to their superiors.~~
 - a. Require all members and professional staff to comply with policies and procedures and take appropriate action when violations occur.
 - b. Report in writing any misconduct by subordinates via memorandum to the Commanding Officer of the unit before routing to Internal Affairs.
 - c. Treat subordinate officers with courtesy and respect.
3. ~~CONTAGIOUS DISEASES. See Infectious Disease Control Manual, DM-04,~~ Working knowledge of relevant policies and procedures, including:

- a. Proper and timely investigations of misconduct (*DO 2.04, Complaints Against Officers, and DO 2.05, Citizen Complaints Against Non-Sworn Members*).
- b. Proper supervision and documentation relating to use of force by subordinates (*DO 5.01, Use of Force*).
- c. Evaluate and respond appropriately to member conduct identified by the Early Intervention System (EIS) (*DO 3.19, Early Intervention System*).
- d. Ensure principles of bias-free community policing and procedural justice are applied, promoted, and supported. (*DO 1.08, Community Policing*).

~~4. INVESTIGATION OF MISCONDUCT (also see DO 2.04, Citizen Complaints Against Officers and DO 2.05, Citizen Complaints Against Non-Sworn Members). This section provides a format for investigating misconduct brought to the attention of superiors by other than a citizen's complaint.~~

- ~~a. When a superior officer becomes aware of possible misconduct by any member of his/her unit, the superior shall immediately notify the 1 senior ranking officer on duty at the unit. The senior ranking officer shall:~~
 - ~~(1) Remain personally responsible for the conduct of the matter until relieved of responsibility.~~
 - ~~(2) Conduct an administrative investigation in addition to any investigation that may be made by the Management Control Division or the Office of Citizen Complaints. (See DO 2.08, Peace Officers' Rights)~~
 - ~~(3) Prepare an initial investigative report on memorandum (SFPD 68) addressed to his/her commanding officer before reporting off duty. The report shall contain information that can be reasonably obtained e.g., full identification of witnesses, summary of statements from witnesses, preliminary findings, and recommendations where appropriate.~~
 - ~~(4) If it is necessary to relieve a member as unfit for duty (e.g., misconduct constituting criminal activity) contact the commanding officer at any time day or night. The commanding officer shall assume responsibility for the investigation, assure that proper investigative steps are being taken, and respond to the unit if necessary.~~
- ~~b. When a superior officer becomes aware of possible misconduct by any member assigned to another unit, he/she shall:~~
 - ~~(1) Immediately notify the senior ranking officer on duty at the member's unit. If the unit is closed, the commanding officer of the unit shall be notified at any time day or night.~~
 - ~~(2) The senior ranking officer or commanding officer (as appropriate) shall be responsible for performing the steps outlined in Section a. above.~~

B. Lieutenant – Lieutenants command and direct the activities of a unit, at the direction of a Captain. Lieutenants are responsible for the general duties listed in 1.06.03(A) as well as:

1. Operations – Direct and coordinate field and administrative operations, incidents, and events; analyze and formulate plans and priorities.
2. Station Activity – Manage, administer, and document station activities.
3. Investigation – Conduct, coordinate, and evaluate investigative operations.
4. Training – Train and evaluate personnel.

~~B. 1.06.04 COMMANDING OFFICERS. All commanding officers shall:~~

A. General Duties – Commanding Officers are responsible for the general duties listed in 1.06.03(A) and for:

1. Personnel Management - Lead and manage a division of officers and employees and ensure department policies are carried out efficiently and effectively.
 - a. Ensure members and professional staff are appropriately attired and adhere to department grooming standards while on duty (DGO 10.01, Uniform and Equipment Classes and DGO 11.08, Grooming Standards).
 - b. Ensure department equipment is accounted for, inspected, and in good working order (10.02 Equipment and DGO 10.11, Body Worn Cameras).

~~1. 2. Assumption of Command. Within one week of assuming command, make an inspection of personnel to ensure they are equipped as required and conform to grooming standards. – As outlined in DM-19, *Command Transition Guide*.~~

~~2. FACILITIES AND EQUIPMENT. Be responsible for the general condition, cleanliness and order of facilities under their command and not permit any property to be improperly used, loaned or removed for private purposes. Also see DGO 3.03, Facilities Management.~~

3. Staffing - VACATIONS. **Oversee the implementation of Arrange-vacation periods for members of the command and watch sign-ups, comply with mandatory staffing, and follow written directives regarding discretionary time off.**

4. Records INSPECTION. **Maintenance – Make continuous inspections of all Ensure records under their command are accurate and up to date in accordance with department policies.**

~~5. PERSONNEL DATA. Keep a record of the residence address and telephone number of each member of their command, including patrol special officers, and forward copies to the Operations Center and the Personnel Division. When a member of the command is transferred to a unit, forward all his/her personnel data and records to that unit (see DGO 3.06, Residence Certification and PIP, A *Supervisor's Guide* DM-06.).~~

~~6. ATTIRE. Be appropriately attired while attending any official meeting.~~

7.5. RETURN OF DEPARTMENT PROPERTY **Relieve members and professional staff of equipment and identification as appropriate (SFPD Forms 549A & 549B).**

- a. ~~Disciplinary/Unfit-for-Duty – When members of their command are suspended from duty pending the filing and hearing of charges, or are found unfit for duty, relieve them of their~~ **Collect their** department-issued star, handgun, police identification and other Department property, ~~except their uniform.~~
 - b. ~~Employment separation – When members resign, are dismissed or retire, have them return their~~ **Collect their** department-issued property **equipment as required.** ~~to the Property Control Section.~~
 - c. ~~Upon the Death of a member,– Obtain department-issued equipment from the family of the deceased and forward it to the Property Control Section as required.~~
8. ~~6. DEATH OF A MEMBER.~~ In the event of a member's death, make a report **through the chain of command** to the Chief of Police detailing the available facts. ~~Whenever the death resulted from violence, unlawful means or other than natural causes, make a personal investigation of the incident and prepare a full report to the Chief of Police. Include whether the deceased was on or off duty or performing any public service at the time.~~
- B. **Field Operations Captain** – Captains manage specific stations, Divisions or Units within the Department. A Captain directs work and evaluates their team's performance. As a Commanding Officer they are also responsible for:
1. Operations – Supervise field and administrative operations.
 2. Inspections – As appropriate, make routine inspections of district operations, facilities, and/or personnel.
 3. Critical Incidents – Respond to critical incidents when notified and take command of operations when necessary (DGO 8.01, *Critical Incident Notification and Event Management*).
 4. Investigations – Initiate and make investigations when necessary; require written reports from members when necessary.
 5. *Night/Weekend Captain* – In addition to the duties of Captain, the Night and Weekend Captains shall follow the duties outlined in the most current Field Operations Bureau Order.

San Francisco Police Department

1.07

GENERAL ORDER

07/20/94

1.06.05 DUTIES OF COMMAND OFFICERS / FIELD OPERATIONS BUREAU STAFF

The purpose of this order is to delineate the responsibilities of command personnel assigned to the Field Operations Bureau.

I. POLICY

- A. ~~DEPUTY CHIEF/FIELD OPERATIONS BUREAU.~~ The Deputy Chief of the Field Operations Bureau shall be responsible for the overall command of patrol operations.

~~B~~A. Commander. – Commander(s) shall: ~~oversee the daily activities of a Bureau at the direction of the Deputy Chief. They are also responsible for:~~

1. Deployments: – ~~Commanders~~ **Consult** with the Deputy Chief of Field Operations Bureau and district Captains, ~~and to~~ **deploy** officers based on the needs for police services. ~~He/she shall~~ **and** conduct continuing analyses of the needs for police service.
2. Staffing: – ~~Analyze~~ **Analyze** anticipated watch schedules and, when necessary, reassign officers to meet staffing requirements.
3. ~~CAD. Evaluate CAD reports to assure that officers are being dispatched in accordance with geographic guidelines.~~
4. ~~3. NIGHT~~ **Supervising** Captains. Supervise night captain(s).
5. ~~Special Events: – Subject to the approval of the Deputy Chief of the Field Operations Bureau, r~~ **Reassign** officers to provide for policing of special events, *subject to the approval of the Deputy Chief of Field Operations.*
6. ~~Inspections: – Conduct routine inspections to assure compliance with Department policies and procedures.~~
7. ~~DIRECTIVES. Send a copy of all directives issued to the Deputy Chief of Field Operations Bureau.~~

B. Deputy Chief – Deputy Chief(s) are responsible for the overall command of **department Bureaus.**

C. NIGHT CAPTAIN. The Night Captain(s) shall:

Assistant Chief – The Assistant Chief is second-in-command of the Department and oversees the Department's operations bureaus as assigned by the Chief of Police.

1. ~~RADIO CONTACT. Maintain radio contact with Communications while on duty.~~
2. ~~FIELD OPERATIONS. Supervise field operations.~~
3. ~~POLICIES AND PROCEDURES. Require compliance with Department policies and procedures.~~
4. ~~INSPECTIONS. Patrol police districts and make routine inspections of district operations, facilities and personnel.~~
5. ~~AUTHORITY. Have the authority to require any district captain to return to his/her district when circumstances require it.~~
6. ~~CRITICAL INCIDENTS. Respond to critical incidents when notified and take command of operations when necessary (see DGO 8.01, Critical Incident Notification and Event Management Manual, SFPD).~~

- ~~7. — REDEPLOYMENTS. Have the authority to redeploy personnel from one unit or district to another when required. Write a report to the Deputy Chief of Field Operations explaining the necessity for the redeployment.~~
- ~~8. — INVESTIGATIONS. Initiate and make investigations when necessary and may require written reports from any member.~~
- ~~9. — DAILY LOG. Submit to the Deputy Chief of Field Operations a daily log of his/her activities, including stations visited, important incidents, redeployments, command directions and responses.~~
- ~~10. PUBLIC MEETINGS. Attend public meeting, seminars, etc. when required~~

D. Chief of Police – The Chief of Police is the highest-ranking member of Command Staff and sets the mission, vision, and goals of the Department. Pursuant to the San Francisco Charter, the Chief of Police is responsible for the administration and management of day-to-day operations and retains the authority to restructure the Department, including creating temporary specialized unit assignments in response to the needs of the community or the Department.