

Operational Responsibilities

300.1 PURPOSE AND SCOPE

Communications within the Irvine Police Department shall generally flow throughout the chain of command for the sake of consistency and uniformity. Sergeants and other supervisory personnel shall keep command staff informed of significant events related to department operations.

300.2 POLICY

Supervisory personnel are expected to reinforce the concept of the "Chain of Command" with subordinate personnel. There are occasions when subordinates (at any level) will seek out supervisors for a favorable response or opinion. Supervisors are expected to direct the employee to his or her immediate supervisor or approach that supervisor on behalf of the employee.

300.3 WATCH COMMANDER

The "watch commander" is generally responsible for overall department patrol operations. The watch commander will typically be one of the on-duty Operations Lieutenant(s) or command staff member, but may be delegated to an on-duty patrol sergeant if an Operations Lieutenant is unavailable or not assigned. Personnel serving a watch commander assignment shall be responsible for:

- (a) General supervision of active police operations and facility operations
- (b) Security of the Civic Center Complex
- (c) Approval of all arrest reports submitted during the shift
- (d) Receiving and processing of citizen complaints
- (e) Affecting the Command Notification Protocol
- (f) Oversight of the custody facility
- (g) Coordination and management of major field incidents

300.4 POLICE OPERATIONS COMMANDER

The Police Operations Commander shall:

- (a) Provide full-time attention to crime and quality of life issues in the assigned geographic areas.
- (b) Identify crime trends and sprees, and coordinating the appropriate resources to effectively address these issues.
- (c) Attend community events and meetings as a representative of the Police Department.
- (d) Work in conjunction with the other division commanders and the Assistant Chief to ensure consistent application of policies and procedures that transcend the geographic areas.
- (e) Provide direct supervision of Operations Lieutenants.

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- (f) Communicate with the Assistant Chief regarding significant events.
- (g) Handle personnel complaints as appropriate and in accordance with department policy.
- (h) In the absence of an Operations Lieutenant, serve as the on-duty Command Duty Officer. In this capacity:
 - 1. Be available to on-duty supervisors for guidance and support
 - 2. Answer the watch commander's line when able
 - 3. Monitor field activity and make proper notifications regarding significant events
 - 4. Serve as incident commander for significant field operations

300.5 LIEUTENANT

Lieutenants have a vital role in the daily management and oversight of all department operations. Personnel assigned to these positions:

- (a) Report to the appropriate Division Commander, but may take direction from the other Division Commanders, on issues related to their specific areas of responsibility.
- (b) Exercise functional responsibility for the overall public safety operation during their shift, unless relieved by a Division Commander, the Assistant Chief or Chief of Police. In addition, each will have responsibilities for specific division operations functions.
- (c) Will, in conjunction with the Division Commanders and/or Assistant Chief, develop selective enforcement and task-force approaches to key problem areas.
- (d) Are responsible for the management of specific field services shifts as assigned, although the lieutenant's shifts may not correspond to a standard patrol shift. Operations Lieutenants work schedules that are coordinated to maximize the management of the patrol shifts during the 24/7 operation.
- (e) Serve as the watch commander during their shift. When unavailable for a period of time, the lieutenant will delegate the watch commander responsibility to the patrol sergeants. Once notified by the lieutenant, the shift sergeants will share this responsibility until relieved by the lieutenant or other command level officer.
- (f) Will closely monitor the performance of field sergeants during their shift. They will ensure the sergeants provide quality briefings, training and conduct periodic uniform and equipment inspections.
- (g) Will work in the field and maintain familiarity with changes in the city's topography and population demographics.
- (h) Will review and provide input in supervisory matters of the sergeants on their shifts and their subordinates. In the event a sergeant issues a supervisor's observation of a positive or negative nature to a subordinate, the Operations Lieutenant who was on-duty at the time of the related incident will review the supervisor's observation. The lieutenant will make relevant notations on the document, citing agreement or disagreement with the content, and then forward the document to the Division

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Commander of the affected employee (see related procedure – Verbal Counseling & Supervisors' Observations).

- (i) Will review and approve reports. They will continually monitor field activities, calls for service and pending calls. Each has the responsibility to ensure that sergeants adequately review written police reports and that reports are written when necessary.
- (j) In addition to the general responsibilities above, each of the Operations Lieutenants shall have specific responsibilities as assigned.
- (k) Participate in patrol briefings when available.
- (l) Serve as a department liaison to other municipal departments within the City, community organizations and events, and outside government organizations.

300.6 FIELD SUPERVISOR (SERGEANT)

Field supervisors are expected to provide direct first line supervision of all field personnel by shift and/or Area. Field sergeants are accountable to their assigned Operations Lieutenants and to on-duty command staff members.

Sergeants should provide daily training for their personnel both during briefing and in the field. Sergeants will periodically include police officers in training by assigning topics for officers to research and present. Regular inspections of personnel, equipment, and vehicles shall also be performed.

Briefing training is generally conducted at the beginning of the officer's assigned shift. Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will facilitate the briefing session; however officers may facilitate all or part of the session for training purposes with supervisor approval.

Briefing should accomplish, at a minimum, the following basic tasks:

- (a) Brief officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations.
- (b) Notify officers of changes in schedules and assignments.
- (c) Notify personnel of changes in department policy.
- (d) Review recent incidents for training purposes.
- (e) Provide training on a variety of subjects, including department policy.

The supervisor conducting briefing is responsible for preparation of the materials necessary for a constructive and dynamic briefing. Supervisors may delegate this responsibility to a subordinate officer in his or her absence or for training purposes.

Field sergeants are expected to provide direct field supervision. Field Sergeants should not remain at the police facility longer than necessary to complete a task or assignment. They are expected to follow-up on calls, monitor the performance of field personnel, and provide remedial training in a timely fashion when appropriate.

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Sergeants are expected to provide written documentation regarding both positive and negative employee performance when appropriate. Each sergeant is responsible for the thoroughness, accuracy, and objectivity of each personnel evaluation and supervisor's observation that he/she generates.

Sergeants shall submit all written supervisor's observations to the employee's lieutenant (depending on the employee's assignment) for evaluation and review. A completed copy of any supervisor's observation shall also be forwarded to the Division Commander.

Sergeants shall not, through expression or implication, emphasize a minimum productivity standard or "quota" of arrests, citations, or other like enforcement activities. Sergeants should ensure that each employee's performance reflects a balance between enforcement and service consistent with the agency's mission, vision and values.

Sergeants are expected to mirror the philosophies of the administration and to serve as a conduit between management and line personnel. In that context, sergeants are expected to provide constructive input regarding department operations to command staff, using the chain of command.

Sergeants shall be proficient in each of the assignments identified below. These supervisory tasks will be distributed evenly among all sergeants on each shift. In addition to these assignments, field sergeants are also responsible to:

- (a) Perform periodic inspections
- (b) Provide accurate and timely training
- (c) Develop in-service training
- (d) Approve officers' reports in the field and/or station
- (e) Survey the police vehicle fleet for cleanliness and serviceability
- (f) Purge outdated material on briefing boards
- (g) Handle shift scheduling and requests for time off
- (h) Maintain the appearance of the briefing, report writing, and locker rooms
- (i) Assess each arrest situation for adherence to codified law, department philosophy and agency procedures
- (j) Supervise field operations, tactical response to critical incidents, and any outside agency assist
- (k) Ensure proper command staff notifications are made, consistent with the Major Incident Notification policy
- (l) Make periodic safety and security checks of the civic center complex

Assignment	Description
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Scheduling Sergeant	Each shift will assign a primary scheduling sergeant. Where shifts overlap, it will be imperative that the scheduling sergeant crosscheck each shift to ensure minimum coverage is met. Further, the scheduling sergeant will monitor the vacation and personal leave accruals of all officers on his/her shift to ensure that they do not exceed department guidelines. Each scheduling sergeant shall also serve as the shift's buyback coordinator. (See 3/12 Patrol Shift Buyback Procedure)
Timecards	Each sergeant shall be responsible for the proper and timely completion of his/her personnel's timecards.
Performance Evaluations	Sergeants are responsible for providing an accurate, constructive performance assessment for each employee they supervise. Sergeants are assigned the responsibility of preparing, presenting and submitting employee performance evaluations as needed. The sergeant/assessor shall solicit input from other department supervisors and command staff. Other supervisors with relevant knowledge or information about an employee's performance shall relay that information to the sergeant/assessor.
Supervisor's Written Observations	Positive and negative attributes of each officer should be documented through the use of the supervisor's written observations.

300.7 ACTING FIELD SUPERVISOR

Field Training Officers will occasionally be called upon to assume a leadership role in field operations in the event a field supervisor is not available. The selection of an acting field supervisor will be made at the shift sergeant's discretion and will be made in consideration of the employee's experience level and leadership abilities. If an acting field supervisor is employed, the following protocol is in effect:

- (a) The acting supervisor will be designated a Sam radio call sign (Sam 40 through Sam 49 are reserved for acting field supervisors). The shift sergeant will determine the appropriate call sign.
- (b) The shift sergeant is responsible for ensuring that communications personnel and field personnel are aware of the reassignment and that the acting supervisor is reflected as a Sam unit in the CAD system.
- (c) The acting field supervisor will not be responsible for a beat assignment nor will he or she be responsible for routine service calls. Further, the acting supervisor will have the authority and responsibilities of a field supervisor for the duration of the assignment.

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300.8 SPECIALTY ASSIGNMENT AND NON-SWORN SUPERVISOR

Supervisors, both sworn and non-sworn, working in specialty assignments or station-based units shall ensure employees are compliant with the provisions of this policy manual. Further, it is the responsibility of these supervisors to ensure their employees' performance is, at all times, consistent with the Department's mission, vision, and values.

300.9 POLICE OFFICER

Each police officer is directly responsible to the field supervisor in his or her area and on his/her shift. Officers are expected to perform their duties with consideration given to local, state, and federal laws, department policies and, at all times, consistent with the department's mission, vision, and values. Officers will be evaluated based upon the overall quality of their work product.