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## Shift Supervisors

### 445.1 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 Sergeant heads each watch.

### 445.2 DESIGNATION AS ACTING SHIFT SUPERVISOR

When a Sergeant is unavailable for duty as Shift Sergeant, in most instances, a Corporal or qualified senior officer shall be designated as the shift supervisor. This policy does not preclude designating a less senior officer as an acting supervisor when operational needs require or training permits.

### 445.3 OPERATIONS

This is not designed to be an all inclusive list; however, supervisors are responsible for:

- (a) Assigning beats, reports, complaints, and routine details (calls for service, house checks, etc.)
- (b) Assuring department equipment is properly used and maintained
- (c) Assuring calls, details and complaints are handled in a timely and complete manner.
- (d) Immediately reporting to the Operations Division Commander any problem or incident which affects the operation or reputation of the department:
  - (a) Major felony crimes and arrests.
  - (b) Citizen complaints.
  - (c) Personnel involved in or injured by accident or other means while on or off duty.
  - (d) Department equipment damaged or inoperable which affects the immediate operation of the department.
  - (e) Press inquiries / releases.
  - (f) Any other problems or incidents affecting the smooth, safe operation of the department.

Supervisors are responsible for reporting in writing to the Operations Division Commander all discipline problems.

- (a) Acting supervisors are not responsible for taking disciplinary action except in an emergency when the immediate operation of the department is necessary.
  - (a) In emergency situations the acting supervisor will take necessary action and immediately notify the Operations Division Commander.

Supervisors are responsible for the approval and routing of reports.

# Red Bluff Police Department

Red Bluff PD Policy Manual

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- (a) A Corporal, in the absence of a sergeant, is responsible for approval and routing of reports.
- (b) Acting supervisors are not responsible for the approval or routing of reports

Orders or direction from an acting supervisor will carry the same weight as that of any other supervisor.