

Shift Supervisors

418.1 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.

418.2 SHIFT SUPERVISOR RESPONSIBILITIES

1. Sergeants are the first line supervisors for officers and as such have the responsibility for the orderly and efficient operation. This includes proper morale and discipline and the enforcement of all department policies. Shift Supervisors responsibilities include but are not limited to the following:

- a. Shall direct and supervise all assigned subordinate personnel.
- b. Shall be present at the scene of major incidents or unusual occurrences, and to assume command and direct the activities of the officers at such scene until relieved by a higher authority.
- c. Shall handle calls for service when appropriate.
- d. Assist with general safety, security and cleanliness within areas utilized by the patrol division.
- e. Ensure that all reports filed on his/her Watch are read and approved to meet standards by a supervisor.
- f. Bear the ultimate responsibility for the welfare of all arrested persons (and their property) in custody of the Urbana Police Department.
- g. Cooperate and maintain good interdepartmental relations with other area law enforcement agencies.
- h. Be responsible for the efficient and timely provision of police service to the public and, insofar as possible, meeting the goals of prevention and detection of crime and the apprehension of offenders.
- i. Take primary responsibility for the welfare of juveniles with whom the Department comes into contact.
- j. Required to conduct inquiries into the majority of minor complaints against subordinates.
- k. Other duties as assigned.