



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: <b>APRIL 7, 2021</b>	CHAPTER: <b>4 - Field Operations</b>	PAGE: <b>1 of 3</b>	NUMBER: <b>4.05.01</b>
SUBJECT: <b>PATROL SUPERVISION</b>			
CHIEF: <b><i>Calvin D. Williams, Chief</i></b>			

*Substantive changes are italicized*

**PURPOSE:** To establish the responsibilities of supervisors assigned to the Patrol Section.

**POLICY:** *It is the policy of the Cleveland Division of Police* to provide supervision in the Patrol Section for the safety of patrol officers and to ensure the proper response to calls for service.

**DEFINITIONS:**

**Platoon Commander** - *in the Patrol Section, the lieutenant or the highest-ranking superior officer on a platoon when no lieutenant is working.*

**PROCEDURES:**

I. District Commander Responsibilities

- A. Assign lieutenants and sergeants to each of the patrol shifts: first, second, and third platoons.
- B. *Ensure* minimum supervisory staffing is maintained on each platoon, including:
  - 1. Two sector supervisors.
  - 2. One station Officer-in-Charge (OIC).

II. Platoon Commander Responsibilities

- A. Assign a sergeant as the OIC *for the district station.*
- B. Assign sergeants as sector supervisors.
  - 1. *Each sector supervisor shall assume responsibilities for their geographical area and personnel assigned.*
  - 2. *When a sector supervisor is unavailable to respond due to investigations or other duties, the other sergeant shall respond.*

III. Officer-in-Charge Responsibilities

- A. *Ensure minimum staffing requirements are met for the car plan.*

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1. Zone cars (ZC) shall be staffed before special response (SR) cars are placed into service in the car plan.
2. If there are personnel beyond those required for the car plan, the OIC may decide to add either ZCs or SR cars.
3. *Mandate personnel to work overtime to meet the minimum staffing requirements per General Police Order 4.04.06 Mandating Overtime.*

B. *Review and approve scheduling.*

1. *Grant or deny requests for compensatory time off based upon the current collective bargaining agreement.*
2. *Notify members scheduled for training.*

C. *Receive, review and log subpoenas.*

1. *Review court-related overtime and approve, deny or return for correction.*
2. *Notify members of subpoenas.*

D. *Ensure inventory and exchange of required equipment, including:*

1. *Ammunition Boxes.*
2. *Body-Worn Cameras*
3. *Medical Trauma Kits.*
4. *Naloxone Kits.*
5. *Shotguns and Patrol Rifles.*

E. *Accept property entered into district evidence and forward to the Property Unit or the Cuyahoga County Regional Forensic Science Laboratory (CCRFSL) within three business days.*

F. *Monitor the personnel assigned to the station, the handling of walk-in complaints, and review incidents reports submitted.*

G. *Complete Wearable Camera Review per GPO 4.06.04 Wearable Camera System.*

IV. Patrol Supervisor Responsibilities

A. Monitor police radio and *the Mobile Computer-Aided Dispatch (MCAD) system* giving particular attention to dispatched assignments.

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- B. Ensure that officers notify the Communications Control Section (CCS) of arrival times, completion times, and dispositions for each assignment *and/or enter the information into MCAD.*
- C. *Closely monitor the status of patrol officers on assignments.*
  - 1. *Ensure proper crime or incident reporting.*
  - 2. *Review incident reports submitted.*
  - 3. *Request or approve requests for other units to respond to a scene (e.g., Crime Scene and Record Unit, Accident Investigation Unit, etc.).*
- D. Respond to the locations of assignments as necessary *and complete required investigations.*
- E. *When notified or upon becoming aware of any event or circumstance that will cause an unusual delay in the completing an assignment (e.g., flagged down for assistance en route to an assignment, awaiting the arrival of specialized units, lengthy investigations, etc.), assist in assigning additional units or in determining the next course of action.*
- F. Ensure that two SR cars are dispatched when a ZC is not available, and information indicates a danger to the officer.
- G. *Monitor and ensure compliance with officer lunch break regulations.*
- H. **Have final authority for the dispatch of cars assigned to patrol.**
  - 1. In the event of an immediate dispatch priority assignment for a ZC with either no ZC available or only one SR car available, the dispatcher shall contact the sector supervisor for instruction.
  - 2. *The sector supervisor may respond to the priority assignment with the SR car or break units off assignments as needed.*

**THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.**