



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: APRIL 7, 2021	CHAPTER: 4 - Field Operations	PAGE: 1 of 7	NUMBER: 4.05.02
SUBJECT: DUTIES OF COMMAND AND SUPERIOR OFFICERS			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To establish Cleveland Division of Police command and superior officer duties.

POLICY: *It is the policy of the Cleveland Division of Police* that command and superior officers shall be fully aware and completely understand their duties to actively direct and control the work of those they command. Command and superior officers shall *be held to a higher standard*, ensure effective supervision of police operations and activities in their specific district, bureau, section or unit.

DEFINITIONS:

Command Officer - a superior officer appointed as Chief, Deputy Chief, Commander, or Traffic Commissioner.

Officer-in-Charge (OIC) - a superior officer with overall responsibility for a unit, section, or district facility designated by the Chief of Police or a command officer.

Sector Supervisor - a superior officer who is in charge of officers assigned to a sector.

Superior Officer - any officer who has attained the rank of captain, lieutenant, or sergeant.

PROCEDURES:

- I. Command Officer Responsibilities
 - A. Carry out orders and implement policies of the *Division and the Chief of Police*.
 - B. Provide for the welfare of their personnel, and advise the Chief of recommended commendations or *corrective actions*.
 - C. Participate in an active *community engagement program and provide regular status reports to the Chief*.
 - D. Regularly inspect their personnel, facilities, vehicles, and equipment.
 - E. Cause orderly processing and timely distribution of reports ensuring they are accurate and complete.
 - F. Maintain files and records to control and administer their command.

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- G. Complete a Daily Duty Assignment (*DDA*) for each of their administrative units indicating: personnel in their command, when and where each worked, those absent, and the reason for the absence.
 - H. Maintain the following records:
 - 1. Electronic books of the Manual of Rules and Regulations, General Police Orders, and Divisional Notices.
 - 2. Property Books.
 - 3. Subpoena Logbook.
 - 4. Timekeeping Records.
 - 5. Equipment Books.
 - I. Maintain a written *and/or electronic* inventory of assigned property and equipment.
 - J. Control the custody of assigned property, arms, ammunition, and equipment.
 - K. Restrict their personnel's overtime to the minimum hours required to perform official duties essential to meet Division needs.
 - L. Conduct investigations that require the assistance of an outside agency or another city department's assistance and reciprocate with their personnel's cooperation as required.
- II. Command Officer/Traffic Commissioner Responsibilities for Major Incidents
- A. *Report to and notify* the appropriate Deputy Chief and the Chief as required.
 - B. Personally respond and cause the implementation of necessary police actions in matters that include, but are not limited to:
 - 1. *Officer-involved deadly force incidents within their area or involving members under their command.*
 - 2. Civil disturbances.
 - 3. Critical incidents or major crimes of public importance, including street and school disorders of significant proportions.
 - 4. Incidents that affect prominent persons or a large number of people.
 - 5. Critical on-duty or off-duty police personnel incidents involving death, serious injury, or the integrity, reputation, or image of the Division or its members.
 - C. If a major incident requires the response of more than one command officer:

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1. The district commander responsible for resolving the incident shall assume the role of Incident Commander.
2. Situations that require the Chief to designate a superior officer as Incident Commander or situations that require SWAT intervention shall be governed by an Incident Action Plan and General Police Orders that direct SWAT (*Refer to SWAT GPO*).

III. Superior Officer Responsibilities

- A. Conduct necessary business within their assignments.
- B. Resolve occurrences in their assigned areas.
- C. Remain within their assigned area except for reasons of police necessity.
- D. Complete a Daily Report (Form C of C 71-5) at the end of each tour of duty documenting start and end times and containing a brief synopsis of their actions during their tour.
- E. Limit overtime to the minimum hours required to perform official duties essential to meet Division needs.
- F. Maximize time spent in field supervisory activities when responsible for line supervision.
 1. Promptly respond to the Communications Control Section (CCS) assignments and respond to those incidents that require their attention without being assigned.
 2. *Monitor calls where three or more patrol cars are dispatched and respond appropriately.* When conditions stabilize, the sector supervisor shall advise CCS which cars shall remain and which shall be returned to service.
- G. *Monitor and ensure compliance with officer lunch break regulations.*
- H. In an emergency or major incident, the district or bureau's highest-ranking superior officer responsible for resolution is the Incident Commander and remains so until relieved by a higher ranking officer within their chain of command.
- I. Superior officers engaged in line supervision shall examine duty reports *and/or Mobile Computer-Aided Dispatch (MCAD) entries* for irregularities in responding to radio assignments or returning disposition responses to CCS.

IV. OIC Responsibilities - District Stations

- A. *Patrol section OICs shall work the duty hours assigned per GPO 4.04.01 Patrol Section Responsibilities.*
- B. Maintain order, discipline, and conditions at the district station under their control.

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- C. Accept complaints made at the district station.
 - 1. Complaints requiring further action but not immediate dispatch shall be recorded and forwarded. If a complaint requires more attention, promptly telephone the district or unit involved.
 - 2. Patrol Section vehicles shall not handle complaints at the station if they do not require outside investigation.
 - D. Permit access to files and records under their control to authorized personnel.
 - E. Review and *submit* reports, orders, and required records, ensuring they are not removed without permission.
 - F. Permit no boisterous, profane language, offensive conduct, loitering, or lounging in or around the district station or garage.
 - G. Consult *dispatch personnel* before assigning duties to Patrol Section vehicles, except in an emergency, after which the dispatcher shall immediately be notified.
 - H. Not permit any person to solicit in or upon the premises they control unless that person has written permission from the Chief.
- V. OIC Responsibilities - Units
- A. Be subject to the unit and/or bureau operation manuals, all supervisory duties as the assigned by the Chief of Police, in addition to rules which govern the OIC of a district station.
 - B. Perform command officer duties within the limits of their assignment, and report to their commanding officer, keeping them apprised of pertinent matters and exercising command on their behalf.
 - C. Officers in charge of units within the Division of Police may be subject to other supervisory duties as the Chief of Police may designate.
- VI. Field Command Duties and Responsibilities
- A. When two superior officers of equal rank are present at an incident, the superior officer with jurisdiction and/or responsibility for resolving the incident shall assume command.
 - B. If more than two superior officers act together, each officer shall report to the on-scene command officer. The commanding officer shall be responsible for police activity and report the incident status to higher-ranking officers who arrive.
- VII. Captain Responsibilities
- A. District Captains

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1. *Patrol Captains shall:*
 - a. *Provide oversight and management of all patrol platoons, including scheduling, staffing, training, performance goals, and patrol resources deployment.*
 - b. *Attend community meetings.*
 - c. *Collaborate with the Executive Assistant (Support Captain) to reduce crime and in district event planning.*
 - d. *Ensure effective and efficient use of personnel.*
 - e. *Perform any other duties as assigned by the Chief of Police or designee.*
 2. *Support Captains/Executive Assistants shall:*
 - a. *Provide oversight and management of all district support units.*
 - b. *Provide leadership on community initiatives and attend community meetings.*
 - c. *Collaborate with the Patrol Captain to reduce crime and in special event planning.*
 - d. *Ensure effective and efficient use of personnel.*
 - e. *Perform any other duties as assigned by the Chief of Police or designee.*
- B. *Unit/Section Captains shall perform tasks assigned by their command officer including, but not limited to:*
1. *Reviewing and analyzing crime conditions, hazards, and potential problems.*
 2. *Overseeing procedural operations.*
 3. *Evaluating personnel performance and, when needed, initiating remedial action.*

VIII. Lieutenant Responsibilities

- A. *Lieutenants assigned to patrol act as the district platoon commander and coordinate platoon scheduling, staffing, training, performance goals, and deployment of patrol resources; ensure sector supervisors are completing their duties efficiently and effectively.*
- B. *Review subordinates' daily reports, evaluate their skills and performance, assign duties, and use resources to their best advantage.*
- C. *Regularly review, inspect, and analyze conditions and initiate action as appropriate.*

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- D. Provide guidance to sector supervisors to determine the nature of an incident or crime and the course of the investigation or police action.
- E. Investigate or cause investigation for complaints against those in their command, assaults on police officers, on-duty injuries, and the use of firearms by officers.

IX. Sergeant Responsibilities

- A. Act promptly to remedy situations that require attention.
- B. Review subordinate reports for completeness and conformity to regulations.
- C. Observe their personnel's activities and capabilities and determine if police duties are correctly performed.
- D. As a sector supervisor, be the final field authority to determine the nature of the incident or crime, the incidents or crimes listed in the *incident report*, and the course of the investigation or police action.

X. *District Patrol Section Supervisor Staffing*

- A. *Commanders shall ensure there is an adequate number of supervisors to staff all the supervisory positions within the Patrol Section of their district.*
- B. *The OIC of the district station and the district sectors shall be staffed by sergeants.*
- C. *In the absence of a sufficient number of sergeants to staff all the Patrol Section supervisory positions, off-duty supervisors may be requested to work their day off. The order in which the opportunity to work is as follows:*
 - 1. *Sergeant on the affected platoon.*
 - 2. *Lieutenant on the affected platoon.*
 - 3. *Sergeant next in the rotation from the other platoons of the same district.*
 - 4. *Lieutenant next in the rotation from the other platoons (if senior to the lieutenant working the affected shift, the senior lieutenant shall not be the Platoon Commander but shall staff the open supervisory post).*
 - 5. *Sergeant from the Support Section.*
 - 6. *Lieutenant from the Support Section (if senior to the lieutenant working the affected shift, the senior lieutenant shall not be the Platoon Commander but shall staff the open supervisory post).*
 - 7. *Captains.*
 - 8. *Supervisors from outside the district.*

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- D. *Lieutenants shall be the platoon commander but shall never adopt a dual role as a platoon commander and sector supervisor or OIC.*
- E. *District commanders shall have final authority over the number and manner in which Patrol Section supervisory positions are filled.*

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