



## CRYSTAL POLICE DEPARTMENT

TITLE:                   SHIFT COMMANDER  
NUMBER:                1.5  
DATE:                   July 29, 2014  
NO. PAGES:             3

---

**POLICY**

The Shift Commander is a Police Sergeant or Officer in Charge. When a Police Lieutenant is on duty, the Police Sergeant or Officer in Charge will continue to assume the responsibility of Shift Commander unless relieved of that responsibility by a Lieutenant.

The Shift Commander will be required to see that all complaints and requests for service anywhere in the city are promptly taken and properly investigated and that appropriate action is taken. Complaints about subordinates shall be reported to the Chief of Police through the chain of command.

Subject to the orders of the Chief of Police, the Shift Commander has direct control and supervision over all officers and employees assigned to his/her command. He/she is responsible to and will report to a Police Lieutenant through the chain of command. The Shift Commander is responsible for the functions and activities of the shift and the efficiency and effectiveness of the shift officers.

The Shift Commander shall have the power to relieve an officer for a shift unless the Shift Commander is an Officer in Charge. A written report of the incident must be submitted to the Chief of Police before the Shift Commander goes off duty. If the Shift Commander is a Police Officer and it is necessary to relieve an officer from duty, he/she shall immediately notify a Police Lieutenant. The Police Lieutenant, after reviewing the incident, shall determine if relief from duty is necessary and, if so, relieve that officer from duty.

## RESPONSIBILITIES

The Shift Commander shall:

- Be responsible for conducting roll-call and other forms of in-service training.
- Be responsible for approving overtime before the officer requesting overtime can work the overtime. He/she shall signify “approved” or “denied” on the request, with the reasons if the request is denied.
- Critically observe procedures affecting the operation of his/her command and recommend changes for improvement.
- Report to a Police Lieutenant all cases of special faithfulness to duty or exceptional intelligence, skill, or bravery in performance of duty on the part of his/her subordinates.
- Submit written reports through the chain of command concerning incompetency, misconduct, laxity, neglect of duty, or violations of rules or regulations by subordinates.
- Constructively evaluate all employees serving a probationary period and shall report in writing to a Police Lieutenant such probationers who appear unfit for police service or who are particularly well-suited.
- Maintain awareness of all special and general orders made by the Police Administration for detailing or stationing the members of the shift. It will be the duty of the Shift Commander to see that the orders are executed. In an emergency, the Shift Commander may make temporary changes in the assignment of the officers and shall report any changes to a Police Lieutenant.
- Assign directed patrols as needed.
- Lead by example.
- Be responsible for responding to calls for service and shall assist when necessary.
- Personally respond to any emergency or occurrences of a serious or unusual nature unless presence at the police department would be of a greater value.
- Receive from the previous Shift Commander and pass on to the relief Shift Commander any information of special details, assignments, and other information which might be necessary.
- Require officers of the shift to make prompt and thorough initial investigations of crimes.
- Be responsible to see that a thorough investigation of all personal injury accidents is completed.
- Be responsible for requesting additional assistance as needed. (Crime Lab, Traffic Crash Reconstruction, SWAT, etc.)
- Make an investigation of all instances where officers have failed to acknowledge radio calls given or fail to respond to any radio request.
- Make inspections of all Police Officers, Community Service Officers, Volunteers and other employees on the shift at the commencement of each shift or as soon thereafter as possible.

- In the event of a major disaster, homicide, attempted homicide, suspicious death, or other serious incident, be responsible for proper notifications to the Chief of Police, Deputy Chief, and Lieutenants, requests for investigators or requests for assistance from outside agencies.
- Assist officers noting abnormal conditions of the streets, sidewalks, street lights, obstructions, and other instances of nuisances or neglect in facilitating notification of the proper department or agency to correct such problem.
- Be responsible for the proper and accurate keeping of records and accounts.
- Be responsible and accountable for all property and money received during the shift. He/she shall be accountable for all property and money received in his/her official capacity.
- Have the responsibility to make arrangements for the barricading, plowing, or sanding of streets as indicated by weather and dangerous conditions.
- Be responsible for the investigation of all traffic complaints and all traffic problems arising in the city and shall take such action that is necessary to improve the conditions causing the complaints.
- Be responsible for the proper care and use of all automobiles and other equipment used by police employees. In the event that damage is done to any equipment, he/she shall require the employee to make a written report. If the employee is injured, the Shift Commander shall make a written report in reference to the injury and the damage to city property. If the employee is injured and is unable to make the reports, the Shift Commander shall make the injury report and the damage to city property report.
- Perform other duties as may be required or assigned.