



## CRYSTAL POLICE DEPARTMENT

1.6

TITLE: OFFICER IN CHARGE  
NUMBER: 1.6  
DATE: July 29, 2014  
NO. PAGES: 2

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### **POLICY**

It is the policy of the Crystal Police Department that an individual be present and available at all times to oversee the proper operation of the department. In the absence of a Police Sergeant or Lieutenant, a Police Officer will be assigned to perform all of the operational duties of a Shift Commander with the exception of relieving an employee of duty.

If during the course of a shift, the Officer in Charge determines that an employee must be relieved of duty, they shall immediately contact a Police Lieutenant or the Deputy Chief of Police for direction.

### **RESPONSIBILITIES**

The Officer in Charge (OIC) is responsible for the proper operation of the police department during their shift. These duties include, but are not limited to the following:

- The direction and supervision of on duty personnel
- To act as a liaison with other agencies and the communications center.
- To oversee the operation of the detention facility.
- To monitor and take action on incoming teletypes, faxes and other outside communication.
- To assign overtime for sick calls; holdover or call in personnel to insure adequate personnel for the operation of the shift and the shift that follows.

- To brief the person relieving the OIC on all matters pertaining to ongoing operations.

## **SELECTION**

The OIC is based on seniority. Whoever is the most senior person on a shift is the OIC for that shift if a Sergeant or higher rank is not on duty.

Probationary officers are not eligible for OIC assignment.