



Commanding Officer Duties

.01 Policy

Department policy is to delegate authority and responsibility for operations to a commanding officer for the efficient and effective management and operation of a division or unit.

.02 Terms

Commanding Officer: An officer with the rank of lieutenant or above who has been delegated the authority and responsibility by the Chief of Police to direct all activities of a division or unit of the department.

.03 Governing Legislation and Reference

Governing Legislation: N/A

Forms: N/A

.04 Procedure

A commanding officer will promptly obey and support all directives and policies established by the Chief of Police.

Commanding officers are to promote harmony among personnel of their commands and will be responsible for the training, welfare, discipline, and morale of all personnel within their command.

Responsibility

Commanding officers will maintain the efficiency and effectiveness of the various units within their command by coordinating functions and activities. This includes responsibility for the planning; direction and control of command; and, the efficiency of operations in accordance with department policy and procedures.

Conducts inspections of all personnel, equipment, and installations assigned to their command; assumes responsibility for the efficiency for such personnel and equipment.

Distributes and communicates all department orders to subordinates. If necessary, explains such orders so they are fully understood by all subordinates.

Ensures the cooperation and coordination of command with all other divisions and units of the department. Commanding officers are expected to assume personal command of any serious emergency situation, major catastrophe or major crime scene.

Keeps the Chief of Police informed of all pertinent information and/or matters of special interest via verbal or written communications. This is to include incidents that may involve agency liability or those of heightened community interest.

Duties

The prompt service of all official notices, summonses or subpoenas which may be sent by proper authority.

Properly preparing, transmitting and preserving all official records, reports, forms, and correspondence originating within or forwarded to their command.

Ensuring the punctuality of personnel and maintaining records of attendance, overtime, regular days off, vacation time, leaves of absence, sick days, or suspensions.

Preparing and maintaining records, reports, and required fiscal accounts pertaining to the operation and activities of command.

Violations of Department Policy and Relief of Duty

Commanding Officers may initiate or conduct an administrative investigation with the approval of the Chief of Police into a complaint or report of employee misconduct or violations of department or Town of Bladensburg policy/procedures in accordance with established department directives and procedures.

Commanding Officers may relieve from duty, any subordinate personnel of the department in accordance with established department directives and procedures.

Ensuring the proper preparation and presentation of cases and punctual attendance in court by personnel under his or her command.

Commanding Officer Duties

Assigning specific duties to personnel within the command and prescribing standard operating procedures for the command with the approval of the Chief of Police.

HISTORY: Adopted January 1, 2014

This General Order supersedes all other orders and memoranda in conflict therewith.

Authority:

A handwritten signature in black ink, appearing to read "Charles L. Owens". The signature is written in a cursive style with large, looping letters.

Charles L. Owens
Chief of Police