

## Shift Supervisors

### 418.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a Shift Supervisor and, as needed, an acting Shift Supervisor for each shift.

### 418.2 POLICY

Each shift will be directed by a Shift Supervisor capable of making decisions and managing in a manner consistent with the mission of the Forest Heights Police Department. To accomplish this, a Sergeant shall be designated as the Shift Supervisor for each shift.

### 418.3 DESIGNATION AS ACTING SHIFT SUPERVISOR

With prior authorization from the Patrol Operations Commander, generally when a Sergeant is unavailable for duty as Shift Supervisor, a qualified lower-ranking member shall be designated as acting Shift Supervisor in accordance with the terms of applicable memorandums of understanding or collective bargaining agreements.

### 418.4 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor shall have overall responsibility and accountability for the operation of this department on an assigned shift. Duties may include, but are not limited to:

- (a) Ensuring at least one uniformed patrol supervisor is deployed during each shift, in addition to the Shift Supervisor.
- (b) Ensuring sufficient members are on-duty to accomplish the mission of the Forest Heights Police Department.
- (c) Providing command-level oversight of major crime scenes, tactical situations or disasters.
- (d) Establishing service level priorities.
- (e) Providing job-related training and guidance to subordinates.
- (f) Acquiring outside resources or providing assistance to other agencies, when applicable.
- (g) Handling service inquiries or complaints from the public.
- (h) Acting as the Public Information Officer when appropriate.
- (i) Managing risk exposure.
- (j) Ensuring the security of all department facilities.
- (k) Ensuring the proper equipment and vehicles are available for member use.
- (l) Representing the Department at community functions.

# Forest Heights Police Department

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- (m) Serving as a temporary Commander when so designated.