



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



120.03 RESPONSIBILITIES OF RANK 06-05-17

PURPOSE

The purpose of this order is to explain the responsibilities associated with rank authority.

POLICY

It shall be the policy of the Sacramento Police Department to appoint and provide individuals in command positions the authority to accomplish the mission of the Department.

PROCEDURE

A. GENERAL

1. The Department shall be organized with the assignment of responsibility and accountability through the rank structure.
2. To the degree senior officers are responsible for the performance of junior officers, senior officers shall be granted commensurate authority to discharge supervisory responsibility.
3. Supervision shall begin with the Chief of Police (COP). The primary burden of training and supervision of less experienced officers shall be on the senior officers.
4. When assuming command, the senior officer already in charge at an emergency or engaged in a police purpose shall give as complete a briefing as time and circumstances permit to the oncoming command officer.
5. Supervisory employees shall
 - a. Comply with the law, the Department's ethical guidelines, and the Department's Value Statement.
 - b. Strive to accomplish goals and objectives and the mission of the Department.
 - c. Take affirmative action to solicit input from staff in decision making when possible and to articulate to their staff what is expected of them.
 - d. Take assertive action when necessary, provide leadership and guidance, and set the standard for others to follow.

B. CHIEF OF POLICE

1. As authorized by the City Charter and appointed as the chief executive officer of the Department by the City Manager, the COP has authority in all matters of policy, administration, and operation affecting the Department.
2. The COP shall
 - a. Pursue City goals and objectives and the mission of the Police Department, and exercise leadership over the department in their pursuit.
 - b. Have the power and authority to discipline members of the Department for not complying with the rules, procedures, and lawful orders issued by higher authorities, except that dismissal of an employee requires City Manager approval.
 - c. Subject to the approval of the City Manager, have the authority to adopt rules and procedures for the administration of the Department.
3. Department General Orders shall not be canceled, amended, or issued without the approval of the COP or, during the COP's absence, the individual designated by the COP as Acting Chief of Police.

C. DEPUTY CHIEF OF POLICE

1. Deputy Chiefs are appointed by the City Manager to provide administrative and executive assistance to the COP. Each Deputy Chief is responsible for the planning, direction, leadership, and control of an Office.



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2. Members appointed to the rank of Deputy Chief of Police are assigned to command an Office of the Department, but may be assigned additional duties by the COP.
3. A Deputy Chief of Police, subject to approval of the COP, shall have the authority to adopt rules, policies, and procedures for the administration of the Office to which they are assigned.

D. CAPTAINS/DIVISION MANAGERS

1. Appointed by the City Manager, Captains/Division Managers are responsible for their assigned commands. Within policy guidelines and legal constraints, Captains/Division Managers have the authority to coordinate and direct assigned personnel and other allocated resources in achieving organizational objectives. In so doing, they must perform the full range of administrative functions, relying upon policy, direction, training, leadership, and personal initiative to guide them in achieving the highest level of performance possible.
2. Subject to direction from a higher authority, Captains/Division Managers have direct control over all members and employees within their commands. In addition to the general and individual responsibilities of all employees, they are responsible for the following:
 - a. The direction and control of personnel under their command to assure the proper performance of duties and adherence to established rules, policies, and procedures.
 - b. Providing for continuation of command during an absence of higher authority.
 - c. The development and maintenance of esprit de corps and loyalty to the Department.
 - d. The maintenance of discipline and morale within the command and the investigation of personnel complaints not assigned elsewhere.
 - e. The promotion of harmony and cooperation with other units of the Department.
 - f. Initiation of proper action in cases not regularly assigned to the command when a delay to inform the proper unit might result in a failure to perform a duty.
 - g. Proper organization and assignment of duties within a unit to assure proper performance of Departmental functions and those of the command.
 - h. Preparation of required correspondence and reports, and maintenance of records relating to the activities of the command. Assurance that information is communicated up and down the chain of command as required.
 - i. Assurance that work stations, equipment, supplies, and material assigned to the command are correctly used and maintained.
 - j. The assurance that acts of heroism and outstanding performance receive proper recognition.

E. LIEUTENANTS/SECTION ADMINISTRATORS

Lieutenants/Section Administrators exercise authority and leadership over sections and watches and are subject to orders of a higher authority. In addition to the general and individual responsibilities of all employees, they are specifically responsible for the following:

1. The general good order of the watch/section, to include proper conduct, welfare, training, and efficiency.
2. The development and maintenance of esprit de corps and loyalty to the Department.
3. The maintenance of discipline and morale within the command and the investigation of personnel complaints not assigned elsewhere.
4. The establishment of objectives and setting an example for others to follow by maintaining a high ethical standard.
5. The maintenance of all records as required by higher authority.
6. Inquiring into personnel complaints against members and employees of the Department.

F. SERGEANTS/SUPERVISORY PERSONNEL

Sergeants/supervisory personnel shall generally be members appointed in charge of one (1) or more employees. In addition to the general and individual responsibilities of all employees, each is specifically responsible for the following:



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1. Closely monitor the activities of subordinates, making corrections where necessary and commanding where appropriate.
2. Supervise with firmness, deliberation, and impartiality. The supervisor shall take immediate action when
 - a. Any subordinate violates any Departmental general, office, divisional, or special order.
 - b. A complaint is lodged against an employee.
 - c. An employee performs above and beyond the call of duty.
3. Provision of leadership, to include leading others to the fulfillment of common goals and objectives, on-the-job training as needed for efficient operation, and coordination of effort when more than one employee is involved.
4. The exercise of direct command in a manner that assures the good order, conduct, discipline, and efficiency of subordinates. Exercise of command may extend to subordinates outside the usual sphere of supervision if the objective or integrity of the Department so requires, or if no other provision is made for temporarily unsupervised personnel.
5. Enforcement of Department rules to ensure compliance with Department policies and procedures.
6. Inspection of activities, personnel, and equipment under their supervision and initiation of suitable action in the event of a failure, error, violation, misconduct, or neglect of duty by a subordinate.
7. Having a working knowledge of the duties and responsibilities of subordinates. They shall observe contacts made with the public, outside agencies, and other employees, and be available for assistance or instruction. Field supervisors shall respond to calls of serious emergencies, felonies in progress, and others unless actively engaged in a police incident. They shall observe the conduct of the assigned personnel and take active charge when necessary.