



| | |
|--|---|
| Town of Truro Police Department Policy and Procedures | <i>Number:</i> <p style="text-align: center;">1-3</p> |
| | <i>Classification:</i> <p style="text-align: center;">Organization</p> |
| <i>Subject:</i> <p style="text-align: center;">Patrol Officer as “Officer in Charge”</p> | <i>Reference:</i> |
| | <i>Expiration:</i> <p style="text-align: center;">Upon Revision</p> |
| <i>By Authority of:</i> <i>Date:</i> <p style="text-align: center;">Kyle Takakjian, Chief of Police January 26, 2016</p> | <i>Rescinds:</i> |

CALEA/ Mass Standards:

I. PURPOSE

The purpose of this order is to establish guidelines for the Officer in Charge (OIC) Program to provide Command coverage in the absence of a sergeant.

II. POLICY

It is the policy of the Truro Police Department to assure supervisory coverage of patrol operations at all times and to assure that officers assigned to the role of OIC, in a sergeant’s absence, receive appropriate training prior to assuming the role of Officer in Charge.

III. PROCEDURES

A. Qualifications

1. At least two (2) years of full time service as a sworn officer with the Truro Police Department. The Chief of Police may substitute years served as a full-time Police Officer with another Massachusetts Police Department to meet this requirement.

2. A recommendation by the Police Department Command Staff that the officer be allowed to participate in the program. If there is any question raised about the officer's qualifications to participate in the program, the Chief of Police will make the final determination of an officer's eligibility.

3. A working knowledge and demonstrated proficiency in the use of Department Rules, Regulations and Procedures, Local Bylaws and General Laws of the Commonwealth.
4. OIC's will be assigned by a Sergeant or above, in advance of the shift to be worked. Once assigned, the assignment can only be changed by a sergeant or above.
5. The OIC assignment is voluntary and will be offered to the most senior OIC- qualified officer on the shift.
6. Officers may be excluded from OIC duties due to performance or disciplinary problems or other circumstances as designated by the Chief of Police.

B. Training

1. Any officer meeting the qualifications listed in Section A may draft a memorandum to the officer's supervisor. If the supervisor determines the officer has met the qualifications stated in section A above and is ready to be trained as an OIC, the supervisor will forward a memo to the Lieutenant requesting that the officer receive OIC training or the reasons why the officer should not be trained as an OIC.
2. If the Lieutenant determines that the officer meets the qualifications, the Lieutenant will direct the officer's supervisor to provide training consistent with this directive. Barring issues of availability, the training will be conducted within 90 days of the request.
3. The Lieutenant will maintain an "OIC Training/Orientation" form that will include, at a minimum, the following items:
 - a. Roll Call, scheduling and staffing
 - b. Citizen complaints
 - c. Cruiser accidents
 - d. Command and Specialized Call-Outs / Notifications
 - e. Juvenile notification/lockup issues
 - f. Motor vehicle pursuits
 - g. Observation of the shift
 - h. Ordering officers to work
 - i. OUI arrests, booking and bail issues
 - j. OUI arrests transported to a medical facility
 - k. Lock-up Procedures, prisoner watch/injury reporting
 - l. Mutual Aid Requests
 - m. Supervisor's role
 - n. Unattended deaths

4. At the conclusion of the training period the supervisor will complete the "OIC Training/Orientation" form and forward same to the Lieutenant for review. Once approved by the Lieutenant/Executive Officer, an interview will be scheduled with the Chief of Police who will make the final authorization.
5. The OIC Training Checklist form will be retained in the officer's training file.
6. The Lieutenant will maintain an updated list of qualified OIC's on the Schedule Board.

C. Responsibilities

1. OIC's are responsible for those duties normally conducted by the sergeant which include but are not limited to:
 - a. Distribute and coordinate daily work assignments;
 - b. Conduct uniform and equipment inspections;
 - c. Disseminate police related information;
 - d. Conduct daily roll calls including informing shift personnel regarding departmental activities and policies;
 - f. Review officers' reports prior to conclusion of the shift and provide direction or recommend changes as appropriate;
 - g. Make appropriate notifications for unusual or serious events, per Department policy;
 - h. Review arrest reports for completeness and ensure court paperwork is submitted and ready;
 - i. Respond to calls for service, where appropriate, to provide coordination, direction and control;
 - j. Insure proper radio communications procedures are adhered to by police personnel;
 - k. Assure that officers adhere to assigned work hours and provide an effective and professional response to calls for service.
2. OIC's are encouraged to call the Lieutenant/Executive Officer if they encounter a problem and are not sure how to proceed with a particular issue.

IV. SUMMARY

The above stated policy and procedure is meant to provide general guidelines to Truro Police employees concerning shift supervision by a patrol officer (OIC). Particular facts or circumstances may require an officer to take actions not necessarily outlined in this directive.

This policy and procedure is for Truro Police use only and is not meant to enlarge an employee's criminal or civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an administrative proceeding.