

SPECIAL ORDER



DISTRICT OF COLUMBIA

Title Patrol Sergeants General Duties and Responsibilities
Number SO-10-04
Effective Date May 3, 2010
Related to: General Order 101.9 (Duties and Responsibilities of Sworn Officials)

I. Background	Page 1	IV. Duties and Responsibilities: Check-Off Sergeants	Page 6
II. Duties and Responsibilities: Patrol Sergeants	Page 1	V. Duties and Responsibilities: Field Sergeants	Page 7
III. Duties and Responsibilities: Roll Call Sergeants	Page 4	VI. Cross References	Page 7

I. BACKGROUND

Patrol Sergeants perform first-line supervisory and professional law enforcement duties. As first-line supervisors, Patrol Sergeants must ensure that the patrol tasks during a given tour of duty are completed effectively, lawfully, and in accordance with Metropolitan Police Department (MPD) directives. Patrol Sergeants accomplish this mission through planning, direction, coordination, communication, and performance management.

The purpose of this order is to clarify the major patrol duties and responsibilities of Sergeants assigned to patrol duties, including, but not limited to, those Sergeants assigned to the Patrol Services and School Security Bureau (PSSSB), Sergeants temporarily detailed to patrol functions, and Sergeants working during the Patrol Support Team Initiative. This listing of duties and responsibilities is not all-inclusive. Patrol Sergeants shall continue to be governed by, and comply with, all written directives of the MPD related to their assignment.

II. DUTIES AND RESPONSIBILITIES: ALL PATROL SERGEANTS

Patrol Sergeants shall:

- A. Provide appropriate supervision and guidance to all assigned members working the tour of duty to which the Sergeant is assigned regardless of the PSA (Police Service Area) assignment of the Sergeant and the PSA assignments of the members (i.e., Patrol Sergeants are not PSA-specific supervisors).
- B. Check their MPD e-mail in-boxes, at minimum, at the beginning of the tour and no later than one (1) hour prior to check-off, for information concerning personnel

issues, events, and details and for items such as District Commander directives (e.g., deployment to handle crime issues).

- C. Possess at all times a listing of the deployment for the current tour of duty and have this information readily available for reference.

NOTE: This information is especially critical when a major incident occurs requiring a significant re-deployment of members.

- D. Monitor the radio at all times while on duty in order to ensure patrol units are properly responding to and handling assignments.
1. Notify a superior official and voice over the radio to the Office of Unified Communications (OUC) when unable to monitor the radio and advise the dispatcher the reason, your location and projected duration.
 2. Repeat this process once radio communications are re-established.
- E. Ensure compliance with GO-SPT-302.09 (Use and Operation of Mobile Data Computers) (i.e., MDCs), including, but not limited to, **all** on-duty members are logged in and are familiar with the procedures for operating and logging off the MDC.
- F. Ensure MDCs that are not operable are reported promptly to the Watch Commander, and a notification is made to the MPD Office of the Chief Technology Officer.
- G. Conduct supervisory patrol (e.g., ride in on assignments) unless performing other assignments (e.g., reviewing reports).
- H. Monitor field assignments to ensure members are properly marking their arrival on scenes and clearing calls for service in a timely manner. Challenge members to return to service when needed.
- I. Ensure members assigned to patrol (e.g., foot, car, bicycle, motorcycle, scooter, Segway) handle assignments in their assigned areas.
- J. Handle vehicular pursuits in accordance with GO-OPS-301.03 (Vehicular Pursuits).
- K. Respond to all assaults involving a gun or serious injury, robberies, and other serious incidents (e.g., missing persons, injured prisoner/officer (whether an Assault on a Police Officer (APO) or other circumstances), domestic violence incidents, fires) requiring the presence of a supervisor or as determined by the Watch Commander to assess the circumstances and take the appropriate actions (e.g., establish command post, authorize APO charges) and ensure all proper reports [e.g., PD Form 251 (Incident-Based Event Reports), PD Form 252 (Supplement Form), and PD Form 313 (Arrestee's Injury/Illness Report)] are submitted.

- L. Respond to all scenes where a member(s) is alleging the charge of Assault on a Police Officer (APO), ascertain the circumstances, determine if the elements of the offense exist, and either approve the APO classification or direct the member to charge a different offense when appropriate. Notify the Watch Commander of the determination and classification.
- M. Respond to D.C. Superior Court when directed to present charges of APO on other members.
 - 1. Sergeants shall ensure they are properly briefed and able to articulate and substantiate the charge prior to responding to court.
 - 2. Sergeants shall ensure the affected member is available telephonically, if possible, for consultation.
 - 3. Sergeants shall inform the affected member and the Watch Commander of the outcome of this process.

NOTE: Presentation of APO charges should be made by an on-duty official.

- N. Assist the Watch Commander at the scene of serious incidents to ensure that all personnel have specific tasks.

NOTE: All unnecessary units shall be returned to service as soon as possible.

- O. Respond to medical facilities/hospitals where members are guarding prisoners to ensure compliance with GO 502.07 (Medical Treatment of Prisoners), including that the prisoner is properly secured and fingerprinted, and that the Watch Commander is kept informed of any deficiencies.
- P. Ensure transport vehicles are available for service and promptly assist members with arrests awaiting transports.
- Q. Ensure, with the assistance of OUC members (i.e., "dispatchers"), that patrol-related issues (e.g., transports, interpreter service requests, pending runs) are handled.
- R. Use the Records Management System (RMS) and Traffic Crash Application in order to review reports [e.g., PD Forms 251, PD Forms 10 (Traffic Crash Reports)] to ensure that pending submitted reports are accurate and complete and that the proper notifications have been made and documented as required. This review should be conducted, at minimum, at the beginning of each tour of duty and prior to check-off and periodically throughout the tour of duty in accordance with SO-08-02 (Duties and Responsibilities for Reviewing PD Forms 251, 252, and PD Form 10s for Accuracy, Completeness and CCN

Reconciliation). Ensure **all** reports for the tour are accounted for. Notify the Watch Commander if **all** reports are not accounted for.

- S. Ensure all members who are in a district station or other police facility are on official business.
- T. When members report for duty after having been granted leave at the beginning of the tour of duty or due to a pre-approved modified shift change, personally inspect the members to ensure the members are properly attired and equipped for duty.
- U. Ensure all ADWs, robberies, burglaries, crimes of violence (including shootings), and gun recoveries are reported to the Watch Commander and the Command Information Center (CIC) prior to the end of the current tour of duty.
- V. Complete a PD Form 775 (Daily Vehicle Inspection and Activity Report) for the vehicle used on the tour of duty.
- W. Complete a PD Form 775A (Weekly Vehicle Inspection Report) for the vehicles under the sergeant's responsibility as directed by the Commanding Officer.
- X. Relieve the patrol units **only**:
 - 1. After the next shift's roll call is complete;
 - 2. A recent query reveals there are five (5) or less pending runs, none of which are a priority; **and**
 - 3. No major incidents are occurring.

NOTE: The Watch Commander **must** be contacted if **any** of the above criteria is not satisfied, and only the Watch Commander may sanction relief.

- Y. Comply with all MPD directives related to serving as a Patrol Sergeant including, but not limited to, those regarding conduct, administrative investigations (e.g., traffic crashes involving MPD vehicles, injured members, loss of MPD property, non-compliance with court procedures, use of force).

III. DUTIES AND RESPONSIBILITIES: ROLL CALL SERGEANTS

Roll Call Sergeants shall:

- A. Report for duty one (1) hour prior to roll call, advising the Watch Commander of their arrival, ascertain pertinent information which occurred on the previous shift (e.g., major incidents, guard details), and should a detail from the previous tour need relief, ensure relief is provided in a timely manner.

- B. Check the RMS and Traffic Crash Report Application Systems prior to roll call in order to ascertain if any member working the upcoming tour of duty has any outstanding report(s).
1. Submitted reports shall be referred to on-duty Patrol Sergeants for review and Approval/Return.
 2. Members to whom reports have been returned shall be directed in roll call to correct and/or complete the report, when feasible, **prior** to taking their assignments.
 3. The roll call package submitted to the Watch Commander shall include documentation concerning the number of outstanding reports for the tour of duty, the names of the members with outstanding reports, and when the members with outstanding reports were so notified.
- C. Check the various books (e.g. leave, sick, expected tardiness) required to prepare roll call.
- D. Ensure all members assigned to the tour of duty are listed on the appropriate roll call sheet and their specific assignments are clearly indicated.
- NOTE: Members shall be listed on the roll call sheet for the PSA to which assigned for the tour of duty.
- E. Prepare to conduct roll call by reviewing the appropriate background information including e-mails, PD Form 93 (24-Hour Crime Report), CIC Report, teletypes, BOLOs, crime plans and crime analysis information, intelligence information, and roll call training materials.
- F. Ensure all uncertified probationary officers are assigned with a certified Field Training Officer (FTO). In cases where a certified FTO is not available, notify the Watch Commander and be guided by his/her directive.
- G. Ensure members are provided in roll call the information required to take their assignments including, as appropriate, handouts, crime trend and pattern information/date, temperature board items, CANS Notices, and reminders (e.g., check e-mail in-boxes; Hypothermia Alert).
- H. Ensure that all roll call training is documented in compliance with MPD directives.
- I. Assist all on duty sergeants who are attending roll call with inspecting the members to ensure the members are properly attired and equipped prior to taking their assignments.
- J. Distribute equipment (e.g., radiation pagers, shotguns, AR-15s) to members qualified and certified to operate specialized equipment to include the deployment of License Plate Reader equipped vehicles.

- K. Notify the Watch Commander immediately of any member who failed to report for the tour of duty and does not have approved leave, training, or other verified reason for the failure to report.
1. The Roll Call Sergeant shall attempt to contact members who have failed to report to verify their status.
 2. If it is determined that a member is not authorized to be absent, an AWOL investigation shall be initiated at the direction of the Watch Commander (i.e., IS numbers shall be obtained).
- L. Ensure that all members are entered into TACIS, including members who are on sick leave, annual leave, day off, limited duty, and non-contact duty status and who are AWOL.
- NOTE: Officials should not enter their own time into TACIS.
- M. Ensure that the PSS Book entries for each member's starting time are accurate and consistent with roll call and TACIS.
- N. Ensure that the roll call rooms are left neat and orderly for use by others.
- O. Complete and deliver copies of all roll calls and the related information to the Watch Commander no later than thirty (30) minutes following the completion of the final roll call, ensuring that the other officials assigned to the tour of duty are given a copy of the roll call sheets.
- P. Once all the duties and responsibilities of the Roll Call Sergeant outlined in Part III of this order are accomplished, assume the duties and responsibilities of the Field Sergeant as outlined in Part V of this order and Patrol Sergeant as outlined in Part II of this order for the duration of the tour unless directed otherwise.

IV. DUTIES AND RESPONSIBILITIES: CHECK-OFF SERGEANTS

Check-Off Sergeants shall:

- A. Report to work one (1) hour following roll call, or as otherwise directed by the District Commander, advising the Watch Commander of their arrival.
- B. Be responsible for conducting all check-offs for the tour of duty (e.g., early check-off, late check-off, and Full Stride check-off, as applicable).
- C. Verify that all members working the tour have been accounted for and checked off properly in TACIS and consistent with the PSS Book.
- D. Ensure that **ALL** police reports are reconciled, returned for correction, or approved in the RMS system in accordance with SO-08-02 (Duties and

Responsibilities for Reviewing PD Forms 251, 252, and PD Form 10s for Accuracy, Completeness and CCN Reconciliation).

- E. Ensure that paper copies of submitted reports [e.g., PD Forms 76 (Stop or Contact Reports); NOIs; PD Forms 775, PD Forms 346 (Activity Sheets)] are compiled and submitted to the appropriate personnel or location.
- F. Ensure that the on-coming Watch Commander is notified of all members who are held over and the reason(s) for the decision(s).
- G. Brief the on-coming Roll Call Sergeant and Watch Commander on staffing (e.g., details that must be relieved, leave that was approved for on-coming members), significant incidents that occurred in the prior tour of duty, and other circumstances that would facilitate an efficient tour of duty transition.
- H. When not actively engaged in the duties and responsibilities of the Check Off Sergeant outlined in Part IV of this order, assume the duties and responsibilities of the Field Sergeant as outlined in Part V of this order and Patrol Sergeant as outlined in Part II of this order for the duration of the tour unless directed otherwise.

V. DUTIES AND RESPONSIBILITIES: FIELD SERGEANTS

Patrol Sergeants, other than Roll Call and Check-Off Sergeants, in addition to the duties and responsibilities listed in Part II above, for their assigned tour of duty, shall:

- A. Attend roll call and assist the Roll Call Sergeant as appropriate (e.g., in conducting inspections and disseminating equipment).
- B. Ensure that following roll call, members respond to relieve vehicles, and details from the prior tour of duty are relieved as expeditiously as possible.
- C. Ensure members are inspecting their vehicles properly, and that the proper notifications concerning any required repairs are made.
- D. Remain responsible for field supervision while the designated Check-Off Sergeant is conducting check off.
- E. Assist the Check-Off Sergeant in accounting for personnel and reports.
- F. Be relieved only after all members working the tour of duty have been properly accounted for by the Check-Off Sergeant.

VI. CROSS REFERENCES

- A GO-OPS-301.03 (Vehicular Pursuits)

- B. GO-SPT-302.09 (Use and Operation of Mobile Data Computers)
- C. GO-PCA- 502.07 (Medical Treatment and Hospitalization of Prisoners)
- D. SO-08-02 (Duties and Responsibilities for Reviewing PD Forms 251, 252, and PD Form 10s for Accuracy, Completeness and CCN Reconciliation)



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