

**DUTIES OF STATION PERSONNEL**

This order outlines the duties and responsibilities of the district captain, the captain's clerk, the watch lieutenant, the station keeper, the station duty officer, and the officer assigned to the patrol wagon.

**I. POLICY**

**A. DUTIES OF THE DISTRICT CAPTAIN**

**1. OPERATIONS AND INSPECTIONS**

- a. Be responsible for the efficient operation of the station and the performance and discipline of its members.**
- b. Remain within the district during the tour of duty as necessary.**
- c. Frequently inspect the district at various times to keep informed of conditions and to determine if members are efficiently performing their duties.**

**2. CONFERENCES AND COMMUNITY MEETINGS**

- a. After assuming command, meet with lieutenants and sergeants to discuss district problems.**
- b. Attend community meetings as required, or send a representative.**
- c. Attend conferences as required.**

**3. PERMITS AND LICENSES**

- a. Investigate permit and license applications. Ensure that establishments operating under permits or licenses are supervised regularly and that current records are maintained.**
- b. Identify and investigate district establishments suspected of being in violation of the law and report the results in writing.**

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- c. **Keep a record of halls and similar places. When an event is to be held, ascertain the type of event and, if staffing allows, ensure that officers visit the premises during the event.**
4. **SCHEDULING. Schedule personnel to provide for optimum handling of police business in the district.**
5. **SPECIALIZED ASSISTANCE. Request specialized assistance through the Division Commander when necessary to deal with vice conditions or other conditions requiring specialized assistance.**
6. **FILES AND RECORDS**
  - a. **Assign a clerk to maintain records and to perform other duties as needed.**
  - b. **Maintain a current file of establishments in the district, containing the address, telephone number, type of business, hours, owner, and address and telephone number of the person to be notified in an emergency.**
  - c. **Ensure that a current record is maintained of assigned members' residence addresses and phone numbers. When a member is transferred, ensure that the record is forwarded.**
7. **DETAILS. When a detail is made to another district, have the names and star numbers of the members detailed transmitted to that district as soon as possible.**
8. **EQUIPMENT. See DGO 10.05, Weapons and Protective Equipment Inspection.**
9. **BUILDING AND FACILITIES. See DGO 3.03, Facilities Management.**

#### **B. DUTIES OF THE CAPTAIN'S CLERK**

1. **Maintain files, records and reports as required.**
2. **Perform duties as assigned by the district captain.**

**C. DUTIES OF THE LIEUTENANT**

- 1. UNIFORM ATTIRE. Be in uniform while on duty.**
- 2. OPERATIONS**
  - a. During the absence of the District Captain, be responsible for the efficient operation of the station and the performance and discipline of its members.**
  - b. Inspect the district at varying hours, keep the station advised as to your whereabouts, and stay in radio contact.**
- 3. FILES AND RECORDS**
  - a. Ensure records are kept and maintained in the business office.**
  - b. Examine records, correct discrepancies, and certify completeness by signing them.**
- 4. SICK AND DISABILITY CERTIFICATES. Receive sick and disability certificates. Time stamp the certificate or enter the time and date of receipt. Sign and enter your title on the certificate and forward it to the Personnel Division with the next transfer of orders. In the event the certificate is issued for a member of another command, time stamp it or enter the date and time of receipt, notify the member's unit if it is open, and forward the certificate to the member's unit with the next transfer of orders.**
- 5. CRITICAL INCIDENTS. See DGO 8.01, Critical Incident Notification.**
- 6. SCHEDULING. Provide for adequate staffing commensurate with the demands for police service.**
- 7. ROLL CALL**
  - a. Conduct roll calls and ensure officers are properly uniformed and equipped. Before sending them on patrol, give them their assignments and read any directives, bulletins, teletypes, or other pertinent information.**

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- b. Report members of the previous watch off duty. If any irregularities are noted, take proper action.
  - c. When a member fails to report on or off duty without valid reason, immediately investigate the situation. Submit a written report to the District Captain showing the findings and actions taken.
  - d. Notify the Field Operations Bureau or the Operations Center during non-business hours when a member cannot be located within one hour.
8. **CRIMINAL CHARGES.** Ensure that criminal charges are appropriately placed on prisoners and that reports are properly prepared.
9. **DEPARTMENT PROPERTY.** When Department property is damaged or lost, ensure that an investigation is made and a written report is submitted to the District Captain.
10. **REPORTS.** Review, approve and initial all reports.
11. **WARRANTS AND SUBPOENAS.** When an arrest warrant, subpoena or citation is delivered, ensure that it is served promptly and is properly returned. If unable to serve, inform the oncoming Lieutenant.

#### **D. DUTIES OF THE STATION KEEPER**

##### **1. BUSINESS OFFICE**

- a. Subject to the direction of the lieutenant, supervise the station business office and the member assigned to station duty.
- b. Not permit anyone to enter the office of a superior officer or any business office in the station except on police business or on orders of supervisors.

##### **2. RECORDS, BULLETINS, TELETYPES**

- a. Keep the station records in a neat, clean and business-like manner and not allow them to be inspected by unauthorized persons.

- b. Receive orders, bulletins and teletype messages, and immediately bring them to the attention of the lieutenant.
  - c. Carefully examine bulletins and other communications listing missing persons or wanted subjects and check them against the names and descriptions of prisoners held at the station.
3. **CRITICAL INCIDENTS AND NOTIFICATIONS.** See DGO 8.01, Critical Incident Notification.
  4. **SICK CERTIFICATES.** If a sick certificate of a member is brought to the station when the lieutenant is away, receive it as prescribed for the lieutenant.
  5. **BOOKINGS AND PRISONERS.** See DGO 4.01, Booking of Prisoners.
  6. **COUNTER REPORTS.** When a person appears at the station to report a police matter, ensure that a proper report is made.
  7. **STATION BAIL .** See DGO 4.02, Accepting Bail.
  8. **PROPERTY FOR IDENTIFICATION.** See DGO 6.15, Property Processing.
  9. **EQUIPMENT.** Account for all PIC radios, vehicles and other issued equipment (see DGO 10.04, PIC Radios & DGO 10.02, Equipment).
  10. **DETAILS/ASSIGNMENTS.** Immediately notify Communications Division when officers are assigned duties other than by the Communications Division.
- E. STATION DUTY.** A member assigned to station duty shall:
1. Answer the telephone promptly and courteously.
  2. Prepare reports and provide information to the public.
  3. Perform other duties as directed by a superior.
  4. Monitor the police radio and provide requested information and support to field units.

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**F. PATROL WAGON DUTY. An officer assigned to the Patrol Wagon shall:**

- 1. Make transfers to the County Jail as assigned by the Station Keeper.**
  - 2. Respond to requests for a wagon.**
  - 3. Perform routine patrol when not transporting prisoners.**
  - 4. Perform other duties as directed by superiors.**
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