

## **Duties of Commissioned Officers**

### **1.06.01 PURPOSE**

This order establishes the policy and general duties of Commissioned Officers, holding the rank of Lieutenant or higher, who serve a critical role in ensuring the Department is meeting its mission, vision, and goals by managing the day-to-day operations of the Department and ensuring procedural justice and bias-free community policing principles are promoted and supported.

### **1.06.02 POLICY**

Commissioned Officers shall be fully aware and understand their duties to actively direct and control the work of those they command. Commissioned Officers shall be held to a higher standard and ensure effective supervision of police operations and activities in their specific district, bureau, section, or unit.

### **1.06.03 COMMISSIONED OFFICERS**

#### **A. General Duties**

1. Conduct – Set an example of leadership, efficiency, attention to duty, dedication, and professionalism in the presence of members and professional staff of the department and members of the public.
2. Supervision – Train, mentor, and lead subordinates in the performance of their duties.
  - a. Require all members and professional staff to comply with policies and procedures and take appropriate action when violations occur.
  - b. Report in writing any misconduct by subordinates via memorandum to the Commanding Officer of the unit before routing to Internal Affairs.
  - c. Treat subordinate officers with courtesy and respect.
3. Working knowledge of relevant policies and procedures, including:
  - a. Proper and timely investigations of misconduct (DGO 2.04, *Complaints Against Officers*, and DGO 2.05, *Citizen Complaints Against Non-Sworn Members*).
  - b. Proper supervision and documentation relating to use of force by subordinates (DGO 5.01, *Use of Force Policy and Proper Control of a Person*).
  - c. Evaluate and respond appropriately to member conduct identified by the Early Intervention System (EIS) (DGO 3.19, *Early Intervention System*).
  - d. Ensure principles of bias-free community policing and procedural justice are applied, promoted, and supported. (DGO 1.08, *Community Policing*).

- B. Lieutenant** – Lieutenants command and direct the activities of a unit at the direction of a Captain. Lieutenants are responsible for the general duties listed in 1.06.03(A) as well as:
1. Operations – Direct and coordinate field and administrative operations, incidents, and events; analyze and formulate plans and priorities.
  2. Station Activity – Manage, administer, and document station activities.
  3. Investigation – Conduct, coordinate, and evaluate investigative operations.
  4. Training – Train and evaluate personnel.

## **1.06.04 COMMANDING OFFICERS**

- A. General Duties** – Commanding Officers are responsible for the general duties listed in 1.06.03(A) and for:
1. Personnel Management – Lead and manage a division of officers and employees and ensure department policies are carried out efficiently and effectively.
    - a. Ensure members and professional staff are appropriately attired and adhere to department grooming standards while on duty (DGO 10.01, Uniform and Equipment Classes and DGO 11.08, Grooming Standards).
    - b. Ensure department equipment is accounted for, inspected, and in good working order (10.02 Equipment and DGO 10.11, Body Worn Cameras).
  2. Assumption of Command – As outlined in DM-19, *Command Transition Guide*.
  3. Staffing – Oversee the implementation of vacation and watch sign-ups, comply with mandatory staffing, and follow written directives regarding discretionary time off.
  4. Records Maintenance – Ensure records are accurate and up to date in accordance with department policies.
  5. Relieve members and professional staff of equipment and identification as appropriate (SFPD Forms 549A & 549B).
    - a. Disciplinary/Unfit-for-Duty – Collect their department-issued star, handgun, police identification card and other Department property.
    - b. Employment separation – Collect their department-issued equipment as required.
    - c. Death of a member – Obtain Department-issued equipment from the family of the deceased and forward it as required.
  6. In the event of a member's death, make a report through the chain of command to the Chief of Police detailing the available facts.
- B. Field Operations Captain** – Captains manage specific stations, Divisions or Units within the Department. A Captain directs work and evaluates their team's performance. As a Commanding Officer they are also responsible for:
1. Operations – Supervise field and administrative operations.

2. Inspections – As appropriate, make routine inspections of district operations, facilities, and/or personnel.
3. Critical Incidents – Respond to critical incidents when notified and take command of operations when necessary (DGO 8.01, *Major and Critical Incident Evaluation and Notification*).
4. Investigations – Initiate and make investigations when necessary; require written reports from members when necessary.
5. Night/Weekend Captain – In addition to the duties of Captain, the Night and Weekend Captains shall follow the duties outlined in the most current Field Operations Bureau Order.

## **1.06.05 COMMAND STAFF**

- A. Commander** – Commanders oversee the daily activities of a Bureau at the direction of the Deputy Chief. They are also responsible for:
  1. Deployments – Commanders consult with the Deputy Chief of Field Operations Bureau and district Captains to deploy officers based on the needs for police services and conduct continuing analyses of the needs for police service.
  2. Staffing – Analyze anticipated watch schedules and, when necessary, reassign officers to meet staffing requirements.
  3. Supervising Captain(s).
  4. Special Events – Reassign officers to provide for policing of special events, subject to the approval of the Deputy Chief of Field Operations.
  5. Inspections – Conduct routine inspections to ensure compliance with Department policies and procedures.
- B. Deputy Chief** – Deputy Chief(s) are responsible for the overall command of department Bureaus.
- C. Assistant Chief** – The Assistant Chief is second-in-command of the Department and oversees the Department's operations bureaus as assigned by the Chief of Police.
- D. Chief of Police** – The Chief of Police is the highest-ranking member of Command Staff and sets the mission, vision, and goals of the Department. Pursuant to the San Francisco Charter, the Chief of Police is responsible for the administration and management of day-to-day operations and retains the authority to restructure the Department, including creating temporary specialized unit assignments in response to the needs of the community or the Department.