



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE:	CHAPTER: 4 - Field Operations	PAGE: 1 of 10	NUMBER: 4.05.02
SUBJECT:	DUTIES OF COMMAND AND SUPERIOR OFFICERS		
CHIEF:			

This GPO has been revised in its entirety.

PURPOSE: To define and clarify the duties and responsibilities of command and superior officers within the Cleveland Division of Police.

POLICY: It is the policy of the Cleveland Division of Police that all sworn members who serve in a supervisory capacity are **expected to possess comprehensive knowledge** of the areas of responsibility assigned to their rank. Command and superior officers shall be fully aware and completely understand their duties to actively direct and control the work of those they command. **Command and superior officers shall be held to a higher standard and must ensure effective supervision,** and ensure effective supervision of police operations and activities within their span of control.

DEFINITIONS:

Command Officer - a superior officer appointed as Chief, Deputy Chief, Commander, or Traffic Commissioner.

Officer-in-Charge (OIC) - a superior officer with overall responsibility for a unit, section, or district facility designated by the Chief of Police. This role can be transferred to another individual if necessary.

Platoon Commander - A superior officer assigned responsibility for overseeing officers within a designated patrol sector.

Sector Supervisor - a superior officer who is in charge of officers assigned to a sector.

Superior Officer - any officer who has attained the rank of captain, lieutenant, or sergeant.

PROCEDURES:

I. Command Officer Responsibilities

A. Command Officers shall:

1. Carry out orders and implement policies of the Division and the Chief of Police.
2. Provide for the welfare of their personnel, and advise the Chief of recommended commendations or corrective actions.
3. **Participate in active community engagement programs authorized by the Chief of Police and provide regular status reports.**
4. Regularly inspect their personnel, facilities, vehicles, and equipment.

PAGE: 2 of 10	SUBJECT: DUTIES OF COMMAND AND SUPERIOR OFFICERS	NUMBER: 4.05.02
------------------	---	--------------------

5. Cause orderly processing and timely distribution of reports ensuring they are accurate and complete.
 6. Maintain files and records to control and administer their command.
 7. Complete a Daily Duty Assignment (DDA) for each of their administrative units indicating: personnel in their command, when and where each worked, those absent, and the reason for the absence.
 8. Maintain a written and/or electronic inventory of assigned property and equipment.
 9. Control the custody of assigned property, arms, ammunition, and equipment.
 10. Restrict their personnel's overtime to the minimum hours required to perform official duties essential to meet Division needs.
 11. Conduct investigations that require the assistance of an outside agency or another city department's assistance and reciprocate with their personnel's cooperation as required.
 12. Report to and notify the appropriate Deputy Chief and the Chief as required.
- B. Command Officers shall maintain the following records:
1. Property Books.
 2. Subpoena Logbook.
 3. Timekeeping Records.
 4. Equipment Books.
- C. District Commanders shall:
1. Assign lieutenants and sergeants to each of the patrol shifts.
 2. Ensure minimum supervisory staffing is maintained on each platoon, including:
 - a. Two sector supervisors.
 - b. One station **OIC**.
- D. Command Officers shall personally respond and cause the implementation of necessary police actions contained in Section II. H wherein they will assume the role of Incident Commander until otherwise relieved or delegated.
- E. If a major incident requires the response of more than one command officer:

PAGE: 3 of 10	SUBJECT: DUTIES OF COMMAND AND SUPERIOR OFFICERS	NUMBER: 4.05.02
------------------	---	--------------------

1. The district commander responsible for resolving the incident shall assume the role of Incident Commander.
2. Situations that require the Chief to designate a superior officer as Incident Commander or situations that require SWAT intervention shall be governed by an Incident Action Plan and General Police Orders that direct SWAT (Refer to GPO 4.02.01 Special Weapons and Tactics Unit).

II. Superior Officer Responsibilities

A. Superior Officers shall:

1. Conduct necessary business within their assignments.
2. Resolve incidents and calls for service in their assigned areas.
3. Remain within their assigned area except for reasons of police necessity.
4. Complete the applicable Daily Report (Form C of C 71-5) at the end of each tour of duty documenting start and end times and containing a brief synopsis of their actions during their tour.
5. Limit overtime to the minimum hours required to perform official duties essential to meet Division needs.
6. Maximize time spent in field supervisory activities when responsible for line supervision.
7. Review and submit reports, orders, and required records, ensuring they are not removed without permission.
8. Permit no boisterous, profane language, offensive conduct, loitering, or lounging in or around the unit, district station or garage.
9. Consult dispatch personnel before assigning duties to Patrol Section vehicles, except in an emergency, after which the dispatcher shall immediately be notified.
10. Not permit any person to solicit in or upon the premises they control unless that person has written permission from the Chief.
11. Monitor and ensure compliance with officer lunch break regulations.
12. Permit access to files and records under their control to authorized personnel.
13. Wear only those uniform items and equipment designated by the Chief of Police. It is the policy of the Division to ensure that all uniformed members present a neat, clean, professional appearance on duty. Superior officers shall address non-compliance concerning equipment, grooming and uniform standards in a way that is reasonable and proportionate.

PAGE: 4 of 10	SUBJECT: DUTIES OF COMMAND AND SUPERIOR OFFICERS	NUMBER: 4.05.02
------------------	---	--------------------

14. Hold members accountable under their command, including recommending corrective action, reinstruction or retraining as outlined in GPO 1.07.05 Internal Complaints of Misconduct.
 15. Complete Camera Systems reviews per GPO 4.06.16 Wearable and In-Car Cameras – Supervisory Reviews and Investigations.
- B. In an emergency or major incident, the district or bureau's highest-ranking superior officer responsible for resolution is the Incident Commander and remains so until relieved by a higher-ranking officer within their chain of command.
 - C. Superior officers engaged in line supervision shall examine duty reports and/or Mobile Computer-Aided Dispatch (MCAD) entries for irregularities in responding to radio assignments or returning disposition responses to CCS.
 - D. All complaints, regardless of the perceived severity, shall be accepted, investigated, and documented by either the Division or the Office of Professional Standards (OPS) pursuant to GPO 1.07.04 Public Complaints of Misconduct.
 - E. Superior Officers conducting roll call shall ensure that zone car members are prepared to answer radio assignments within 20 minutes of the start of their tour of duty. An acceptable exception is roll call training.
 - F. **OIC's** of units shall assign cases to members under their command for investigation and follow-up. **OIC's** shall be responsible to ensure members are progressing with their assignments and completing the cases in a timely manner as outlined in the bureau or unit manuals.
 - G. **OIC's** may be subject to other supervisory duties as their Commander may designate.
 - H. Superior Officers shall personally respond and cause the implementation of necessary police actions in matters that include, but are not limited to:
 1. Officer-involved deadly force incidents within their area or involving members under their command.
 2. Civil disturbances.
 3. Critical incidents or major crimes, including street and school disorders of significant proportions.
 4. Incidents that affect prominent persons or a large number of people.
 5. Critical on-duty or off-duty police personnel incidents involving death, serious injury, or the integrity, reputation, or image of the Division or its members.

III. Field Command Duties and Responsibilities

- A. When two superior officers of equal rank are present at an incident, the superior officer with jurisdiction and/or responsibility for resolving the incident shall assume command.

PAGE: 5 of 10	SUBJECT: DUTIES OF COMMAND AND SUPERIOR OFFICERS	NUMBER: 4.05.02
------------------	---	--------------------

- B. If more than two superior officers act together, each officer shall report to the on-scene command officer. The commanding officer shall be responsible for police activity and report the incident status to higher-ranking officers who arrive.

IV. Captain Responsibilities

A. Captains shall:

1. Provide oversight and management of all patrol platoons and units under their command, including scheduling, staffing, training, performance goals, and patrol resources deployment.
2. Collaborate and provide leadership to other superior officers in their district, bureau or unit to reduce crime, attend community meetings and in district event planning.
3. Attend community meetings and participate in community initiatives as directed or as outlined in GPO 3.2.12 Neighborhood Meetings.
3. Oversee procedural operations, provide leadership and manage members in their district, bureau or unit, including ensuring effective and efficient use of personnel.
4. Attend CDPStat and Compstat meetings in coordination with the Data Collection and Analysis Coordinator and Crime Analyst. This includes reviewing and analyzing statistical data; identifying trends; implementing responses and overseeing operations to address crime concerns.
5. Attend Force Review Board meetings when required.
6. Perform any other duties as assigned by the Chief of Police or designee.
7. Personally respond and cause the implementation of necessary police actions contained in Section II. H.
8. Perform the required duties contained in the Watch Commander Manual.

V. Lieutenant Responsibilities

A. Lieutenants shall:

1. Act as the platoon commander, unit **OIC** and/or district watch commander, coordinate platoon or unit scheduling, staffing, training, performance goals, and deployment of patrol or unit resources and ensure supervisors are completing their duties efficiently and effectively.
2. Review all members under their command reports, evaluate their skills and performance, assign duties, and use resources to their best advantage.

PAGE: 6 of 10	SUBJECT: DUTIES OF COMMAND AND SUPERIOR OFFICERS	NUMBER: 4.05.02
------------------	---	--------------------

3. Regularly review, inspect, and analyze members under their command in areas of:
 - a. Bias-Free policing
 - b. Customer Service
 - c. Professionalism
 - d. Quality of Work (e.g., reports, complaints, accolades)
 - e. Appearance
 - f. Attendance
4. Provide guidance to sector supervisors to determine the nature of an incident or crime and the course of the investigation or police action.
5. Investigate or cause investigation for complaints against those in their command, assaults on police officers, on-duty injuries, and the use of firearms by officers.
6. Personally respond and cause the implementation of necessary police actions contained in Section II. H.

B. Platoon Commanders shall:

1. Assign a sergeant as the **OIC** for the district station.
2. Assign sergeants as sector supervisors.
 - a. Each sector supervisor shall assume responsibilities for their geographical area and personnel assigned.
 - b. When a sector supervisor is unavailable to respond due to investigations or other duties, the other sector supervisor shall respond.

VI. Sergeant Responsibilities

A. Sergeants shall:

1. Review members under their command reports, evaluate their skills and performance, assign duties, and use resources to their best advantage.
2. Be the final field authority to determine the nature of the incident or crime, the incidents or crimes listed in the incident report, and the course of the investigation or police action.
3. Regularly review, inspect, and analyze members under their command in areas of:
 - a. Bias-Free policing

PAGE: 7 of 10	SUBJECT: DUTIES OF COMMAND AND SUPERIOR OFFICERS	NUMBER: 4.05.02
------------------	---	--------------------

- b. Customer Service
 - c. Professionalism
 - d. Quality of Work (e.g., reports, complaints, accolades)
 - e. Appearance
 - f. Attendance
- 4. Investigate or cause investigation for complaints against those in their command, vehicle pursuits, uses of force, assaults on police officers, on-duty injuries, and the use of firearms by officers.
- 5. Initiate corrective action as appropriate.
- B. **OIC** Responsibilities.
 - 1. Ensure minimum staffing requirements are met for the car plan.
 - 2. Review and approve scheduling.
 - a. Grant or deny requests for compensatory time off based upon the current collective bargaining agreement.
 - b. Notify members scheduled for training.
 - 3. Receive, review, and log subpoenas.
 - a. Review court-related overtime and approve, deny or return for correction.
 - b. Notify members of subpoenas.
 - 4. Ensure inventory and exchange of required equipment, including:
 - a. Ammunition Boxes.
 - b. Body-Worn Cameras.
 - c. Medical First Aid Equipment (e.g., Medial Trauma Kits, Tourniquets, Naloxone Kits).
 - d. Shotguns and Patrol Rifles.
 - e. Personal Protective Equipment (PPE).
 - f. District Cellular Phones/District Emergency Backup Phones.
 - g. Grenadier Equipment

PAGE: 8 of 10	SUBJECT: DUTIES OF COMMAND AND SUPERIOR OFFICERS	NUMBER: 4.05.02
------------------	---	--------------------

5. Accept property entered into district evidence and forward to the Property Unit or the Cuyahoga County Regional Forensic Science Laboratory (CCRFSL) within three business days.
 6. Monitor the personnel assigned to the station, the handling of walk-in complaints, and review incidents reports submitted.
 7. Zone cars (ZC) shall be staffed before special response (SR) cars are placed into service in the car plan.
 8. If there are personnel beyond those required for the car plan, the OIC may decide to add either ZCs or SR cars.
 9. Mandate personnel to work overtime to meet the minimum staffing requirements per General Police Order 4.04.06 Mandating Overtime.
 10. Maintain the overall security of the District/Unit premises.
- G. Patrol Supervisor Responsibilities
1. Monitor police radio and the Mobile Computer-Aided Dispatch (MCAD) system giving particular attention to dispatched assignments.
 2. In addition to Section II H. above, respond to calls for service, at minimum in the following situations:
 - a. Where there are reportable uses of force or firearms discharges as outlined in GPO 2.01.06 Use of Force – Supervisory Reviews and Investigations.
 - b. At the scene of pursuits that are not terminated.
 - c. Where there are reported officer injuries.
 - d. At the scene of any fresh felony arrests.
 2. Ensure that officers notify the CCS of arrival times, completion times, and dispositions for each assignment and/or enter the information into MCAD.
 3. Closely monitor the status of patrol officers on assignments.
 4. Request or approve requests for other units to respond to a scene (e.g., Crime Scene and Record Unit, Accident Investigation Unit, etc.).
 5. When notified or upon becoming aware of any event or circumstance that will cause an unusual delay in the completing an assignment (e.g., flagged down for assistance en route to an assignment, awaiting the arrival of specialized units, lengthy investigations, etc.), assist in assigning additional units or in determining the next course of action.

PAGE: 9 of 10	SUBJECT: DUTIES OF COMMAND AND SUPERIOR OFFICERS	NUMBER: 4.05.02
------------------	---	--------------------

6. Ensure that two special response (SR) cars are dispatched when a two man zone car (ZC) is not available, and information indicates a danger to the officer.
7. Have final authority for the dispatch of cars assigned to patrol.
 - a. In the event of an immediate dispatch priority assignment for a ZC with either no ZC available or only one SR car available, the dispatcher shall contact the sector supervisor for instruction.
 - b. The sector supervisor may respond to the priority assignment with the SR car or break units off assignments as needed.

VII. District Patrol Section Supervisor Staffing

- A. Commanders shall ensure there is an adequate number of supervisors to staff all the supervisory positions within the Patrol Section of their district as outlined in GPO 4.04.06 Mandating Overtime.
- B. The **OIC** of the district station and the district sectors shall be staffed by sergeants.
 1. In the absence of a sufficient number of sergeants to staff all the Patrol Section supervisory positions, off-duty supervisors may be requested to work their day off. The order in which the opportunity to work is as follows:
 - a. Sergeant on the affected platoon.
 - b. Lieutenant on the affected platoon.
 - c. Sergeant next in the rotation from the other platoons of the same district.
 - d. Lieutenant next in the rotation from the other platoons (if senior to the lieutenant working the affected shift, the senior lieutenant shall not be the Platoon Commander but shall staff the open supervisory post).
 - e. Sergeant from the Support Section.
 - f. Lieutenant from the Support Section (if senior to the lieutenant working the affected shift, the senior lieutenant shall not be the Platoon Commander but shall staff the open supervisory post).
 - g. Captains.
 - h. Supervisors from outside the district.
 2. Lieutenants that fill a vacancy for the role of Sergeant shall ensure that all Sergeant duties for that shift are completed.
- C. District commanders shall have final authority over the number and manner in which Patrol Section supervisory positions are filled.

PAGE: 10 of 10	SUBJECT: DUTIES OF COMMAND AND SUPERIOR OFFICERS	NUMBER: 4.05.02
-------------------	---	--------------------

This General Police Order supersedes all previous directives or policies on this subject and shall remain in effect until rescinded or replaced.

PAGE: 11 of 10	SUBJECT: DUTIES OF COMMAND AND SUPERIOR OFFICERS	NUMBER: 4.05.02
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DAD/BPC
Policy Unit
Revised xx/xx/23; Replaced 04/17/21