

University of Chicago Police Department

GENERAL ORDER

| | | |
|--|---|---------------------------------|
| Effective Date: February 19, 2019 | | Number: GO 501 |
| Subject: Shift Supervisor's Duties and Responsibilities | | |
| References: | | |
| Reevaluation Date: Annually | | No. Pages: 6 |
| Amends: 22 SEPT 2015 Version (O.D.P. 06 June 2012) | | Rescinds: |
| Approved By: Kenton W. Rainey, Chief of Police | Signature: Original signed document on file in Accreditation Office. | |

501.1 PURPOSE

The purpose of this policy is to outline the duties and responsibilities of Shift Supervisors assigned to the Field Services Bureau.

501.2 DEFINITION

Shift Supervisor: Captain or Sergeant within the Patrol Division.

501.3 POLICY

Shift Supervisors shall have the following primary objectives:

- A. Provide a command presence in the absence of Commanders, Deputy Chiefs, and the Chief of Police.
- B. Ensure that all University and Department policies and procedures are followed and make any immediate modifications in processes as deemed appropriate.
- C. Remain vigilant in identifying challenges that affect UCPD, the campus and the community served.

501.4 DUTIES AND RESPONSIBILITIES

- A. Shift Supervisors shall have the following responsibilities:
 - 1. Promote the Department's mission, strategies and goals in a professional demeanor with Department staff and community stakeholders.
 - 2. Represent the Department in a positive, professional and proficient manner at all times.

3. Analyze problems and situations to determine appropriate strategies and consider long-term strategy when making short-term, critical decisions or taking immediate action to accomplish the Department's mission.
4. Gather and evaluate information and make sound decisions to achieve the Department's mission within the parameters of University policy and UCPD General Orders and directives.
5. Identify emerging problems and resolve them swiftly and effectively to prevent escalation as well as soliciting input from others, as needed, to assist with the decision making process in an effort to support creative solutions to resolve issues.
6. Provide the Department's executive level personnel with an analytical perspective on efficiencies and effective Department processes.
7. Provide field supervision to subordinate personnel and assess field coverage.
8. Monitor radio frequencies during their respective tours of duty and follow established protocols for immediate contact with UCPD Emergency Communication Center (ECC) personnel during their hours of duty.
9. Monitor UCPD ECC radio transmissions to ensure subordinates maintain protocol and professionalism.
10. Provide oversight, direction, and guidance to the UCPD ECC personnel in the absence of the ECC Supervisor and contact the Commander in charge of the ECC when appropriate.
11. Maintain a professional demeanor in emergency and crisis situations while taking charge of critical incidents in a calm, precise, and confident manner utilizing effective communication and leadership skills.

B. Shift Supervisors shall have the following daily responsibilities:

1. Submit to the UCPD ECC work schedules for their respective personnel which includes last minute changes as reported by personnel, and maintain a shift worksheet for each tour of duty.
2. Notify the ECC via the UCPD police radio of the start and end of their respective tour of duty.
3. While on duty, respond as appropriate to the following:

- a. Serious injury or death of a person on University of Chicago (UC) property with the exception of incidents at the University of Chicago Medicine (UCM);
 - b. Injury or death of a UCPD employee, or serious injury or death of a UC student, faculty or staff member (including suicide or attempted suicide);
 - c. Discharge of a firearm on UC property;
 - d. Discharge of a firearm or other use of force by UCPD employee;
 - e. Injury or death of any person as a result of an incident involving UCPD;
 - f. Any situations requiring an Incident Command System (ICS) response;
 - g. Motor vehicle pursuits;
 - h. When other federal, state, or municipal law enforcement agency request assistance from UCPD;
 - i. Violent crimes such as Criminal Sexual Assaults, Robberies or incidents that may result in a notification to command staff per GO 511;
 - j. Potential hostage or SWAT incidents, within the extended patrol jurisdiction, that may involve UC staff, faculty, and/or students;
 - k. Any other calls for services requiring additional resources from the UCPD or other law enforcement agencies;
 - l. When any specialized CPD unit (i.e., SWAT, Negotiators, Gang Investigations, etc.) or other non-UCPD law enforcement agencies are called to respond to incidents occurring on UC property or involving staff, faculty, or students; and/or
 - m. Any other calls for services where the resulting effects of the call indicate that there is a potential for a critical multi-agency response to violence or serious property damage.
- 4. Ensure personnel maintain the crime scene and safeguard any evidence until it can be recovered by an evidence technician when a crime has occurred and the possibility of evidence exists.
 - 5. Ensure officers assigned to bona fide incidents conduct thorough preliminary investigations and memorialize the facts with an incident report.
 - 6. Provide telephone and email notifications to command staff per GO 511.

7. Ensure that the Investigations Division is notified of all incidents requiring follow-up investigation.
8. Ensure that staffing levels meet operational needs.
9. Complete a Supervisor's Activity Log, which documents reason and approving authority for overtime utilized during their shift upon the end of their tour of duty.
10. Coordinate the reassignment of resources among PSA North, South, East and Central to ensure maximum benefit to the communities served, as necessary for operational needs.
11. Complete a Shift Activity Report to ensure all reportable incidents are documented appropriately upon completion of their respective tour of duty.
12. Complete additional reports as directed by the Chief of Police and/or their designee.
13. Review reporting forms for accuracy and clarity ensuring all inaccuracies are documented and returned to the officer for corrections.
14. Provide a summary of tour of duty activities noting any critical incidents, personnel status, or general observations regarding crime patterns and/or trends that would assist the UCPD command staff. This email will include pertinent information as appropriate for follow-up measures and will be sent to:
 - a. Chief of Police;
 - b. Deputy Chiefs; and
 - c. Commanders, and the ECC Manager.
15. Serve as Incident Commander at major occurrences requiring an ICS response, unless a higher-ranking individual assumes Incident Command responsibilities.
16. Respond to the scene of all domestic incidents to ensure that appropriate processing and reporting of incidents has occurred.
17. Ensure subordinates are trained to secure a crime scene and supervise an incident that requires an ICS response in the absence of a Shift Supervisor or until their arrival.
18. Ensure appropriate information regarding special events on campus or within the UCPD jurisdiction is provided to personnel and command staff.

19. Provide supervisory oversight at any special event where media coverage is expected or a crowd exceeding 150 persons will be present and monitors events in coordination with the Officer-in-Charge (OIC) of any such event.
20. Monitor and mentor subordinates and provide performance improvement counseling in accordance with the UCPD GO entitled "Performance Management."
21. Monitor and mentor the Field Training Officers (FTOs) for work performance and report FTO deficiencies to the Commander responsible for the Field Training Program.
22. Monitor and participate in counseling sessions between FTOs and Probationary Police Officer (PPOs) when appropriate.
23. Analyze crime statistics in an effort to identify crime trends and patterns and provide information for subordinates to address emerging crime patterns or chronic crime problems.
24. Ensure proper documentation and reporting of UCPD worker's compensation claims are completed in accordance with University and Department policy.
25. Respond to the scene of all vehicle crashes and use of force incidents involving UCPD personnel to ensure that proper reporting and follow-up are completed.
26. Monitor assignments of contract security personnel and communicate with Account Manager and/or the on-duty supervisor, when appropriate.
27. Monitor deployment of resources to ensure that all sworn personnel are being utilized appropriately.
28. Provide follow-up and feedback on any policy or procedural shortcomings found during shift.
29. Conduct an internal review of policies and procedures, when appropriate.
30. Conduct Roll Call training regarding Department policy or procedural changes as well as law and/or officer safety updates as directed by the Field Services Deputy Chief.
31. Conduct periodic training sessions on topics developed by the Squad Captain, or as assigned by the Training Unit.
32. Conduct training sessions and crime prevention presentations for University student organizations, faculty, and/or staff.

33. Maintain regular contact with student groups, neighborhood organizations, and visitors to campus for the purpose of planning events and providing assistance with investigations, as directed by the Field Services Commanders.
34. Monitor presentations and meetings by subordinate personnel during shift, which are related to UCPD business.
35. May perform routine audits of operational processes and procedures.
36. Perform periodic personnel inspections of uniform and equipment to ensure:
 - a. professional uniform appearance;
 - b. compliance with Department directives; and
 - c. shift personnel files are maintained and up to date.
37. Ensure that subordinates conduct daily vehicle inspections at the beginning and end of their tour of duty for contraband, damage to, and proper operation of Department vehicles.
38. Assume command responsibilities during special events on campus, visiting dignitary details, and delegate staff positions as directed by the Deputy Chief of Field Services Bureau, when appropriate.
39. Perform other tasks as directed by the Chief of Police and/or their designee.