

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 07/30/01	RULES AND REGULATIONS	Revised Date: 05/29/18
Chief of Police: 	Section 3: Duties of Supervisors	

Subject to direction from the chief of police and in accordance with the organizational chart of the Elgin Police Department, a supervisor has direct control over department personnel. All supervisors will:

- 3.1 Exercise authority without bias or prejudice. *(Formerly 3.1.7)*
- 3.2 Cultivate and uphold loyalty, discipline, morale, and esprit de corps. *(Formerly 3.1.2)*
- 3.3 Promote harmony and cooperation with all personnel within the department. *(Formerly 3.1.3)*
- 3.4 While on duty, be available at all times via electronic communication devices. In cases where electronic communication is not feasible, notice shall be left at the department where the supervisor may be reached if necessary. *(Formerly 3.2.11)*
- 3.5 Personally respond to incidents of a serious, high profile, controversial or complex nature, unless their presence elsewhere in the city would be of greater value under the circumstances, in which case they shall assign a competent officer to take command at the scene or emergency. *(Formerly 3.2.19 & 3.2.20)*
- 3.6 Report all serious crimes or unusual occurrences to appropriate personnel, as required. *(Formerly 3.2.18)*
- 3.7 Prepare required correspondence, reports, and records relating to the activities of their area of responsibility. Ensure information is communicated through the chain of command. *(Formerly 3.1.5)*
- 3.8 Responsible for the conduct, discipline, direction, and control of personnel under his/her command to ensure the proper performance of duties and compliance to the established written directives. *(Formerly 3.1.1, 3.2.24 & 3.2.36)*
- 3.9 Be held accountable for acts or omissions occurring during their tour of duty. *(Formerly 3.2.8)*
- 3.10 Exercise direct control over personnel outside their usual command in situations where the police purpose or the reputation of the department is jeopardized. After such an instance, the supervisor shall notify the employee's direct supervisor. *(Formerly 3.2.6)*
- 3.11 Ensure in their absence, their area of responsibility is commanded by a competent subordinate. Employees serving as the acting supervisor are vested with all authority and responsibility of that supervisor. However, except in an extreme emergency, the employee shall not interfere with or countermand previous orders of the absent supervisor. *(Formerly 3.2.7, 3.2.13 & 3.2.14)*
- 3.12 Brief his/her relief on any unusual activities or important information before going off duty each day. *(Formerly 3.2.43)*
- 3.13 Promote strengths and correct weaknesses in personnel through training, counseling, and constructive criticism. *(Formerly 3.2.42)*
- 3.14 Recognize the accomplishments and exemplary work product or actions of an employee. *(Formerly 3.2.34)*
- 3.15 Report in writing, through the chain of command, infractions of written directives or written/verbal orders and procedures in accordance with department and city policy. *(Formerly 3.2.25)*

- 3.16 Immediately relieve from duty personnel who commit serious or flagrant violations of department written directives. The relieving supervisor shall order the relieved employee to report to the department at a specific time and place on the next business day. *(Formerly 3.2.26)*
- 3.17 Ensure employee compliance to the city's anti-harassment and non-discrimination policy, which includes the following: monitoring work unit for signs of harassment; stopping observed acts of harassment; taking immediate action to eliminate offensive acts and reducing the likelihood of future acts of harassment.
- 3.18 Forward, through the chain of command, all written requests for transfers, grievances or suggestions submitted by their subordinates. Any matters covered by collective bargaining agreements shall be handled in accordance with the provisions of the applicable agreement(s). *(Formerly 3.2.10)*
- 3.19 Prohibit personnel from ridiculing department procedures, written directives, or staff decisions and take the necessary steps to dispel rumors and diminish gossip. *(Formerly 3.2.28 & 3.2.33)*
- 3.20 Refrain from denigrating other employees. *(Formerly 3.2.30)*
- 3.21 Ensure formal discipline is handled privately, outside the presence of others. *(Formerly 3.2.31)*
- 3.22 Transmit clear and concise orders to personnel and ensure said orders do not conflict with the police department's written directives or department procedures and practices. Monitor employees to ensure orders are properly executed. *(Formerly 3.2.1, 3.2.2, 3.2.3 & 3.2.4)*
- 3.23 Ensure personnel observe rules and regulations, and comply with the established written directives. *(Formerly 3.2.5)*
- 3.24 Require personnel to perform his/her duties. *(Formerly 3.2.9)*
- 3.25 Prepare performance evaluations on personnel assigned to them at such intervals and on such forms as may be required by the chief of police. *(Formerly 3.2.41)*
- 3.26 Organize and assign duties to ensure the prompt performance of department functions and those of subordinate staff. *(Formerly 3.1.4)*
- 3.27 Review reports submitted by personnel and approve or reject same based upon their content, accuracy, legibility, grammar, and spelling. *(Formerly 3.2.37)*
- 3.28 Inspect the uniforms and equipment of assigned personnel and require deficiencies to be corrected. *(Formerly 3.2.38)*
- 3.29 Ensure facilities, equipment, supplies, and material assigned to their area of responsibility are correctly used and maintained. *(Formerly 3.1.6)*
- 3.30 Ensure the proper care, efficient use, and serviceability of department property issued to personnel assigned to them. *(Formerly 3.2.40)*