

Rules and Procedures

Rule 104

November 5, 1982

Rule 104 - SERGEANTS

This rule is issued to establish the responsibilities and duties of the rank of Police Sergeant. It is effective immediately, superseding all previously issued rules, orders, and other directives, and replaces Rule No. 23 of the 1950 Manual.

Sec. 1 GENERAL CONSIDERATIONS: The delivery of police services to the community is uniquely difficult to direct. Despite the fact that efforts to control police behavior have been many and diverse, no truly effective method has emerged. Rules, regulations and orders can provide policies and procedures to follow; training can equip the officer with the understanding and skills necessary to perform effectively; and supervision can give guidance and support.

The police sergeant, as the first line supervisor, is in a better position than any other superior officer to provide this guidance and support.

Every sergeant is expected to be aware of the duties and responsibilities of a Patrol Supervisor, Rule No. 104-A, and of a Duty Supervisor, Rule No. 106.

Sec. 2 PRIMARY RESPONSIBILITIES: The police sergeant provides immediate supervision over his subordinates, coordinates their activities, and assumes responsibility for their actions and performance. He performs activities in the areas of administration, supervision of criminal investigations, crime prevention, personnel management, conflict intervention, public service and training.

Sec. 3 EXAMPLES OF DUTIES: The duties of a police sergeant include the following activities:

Interprets and explains law and administrative orders to subordinates and ensures their compliance. Keeps subordinates updated on changes in the law. Ensures that subordinates operate within the law by requiring that they protect the rights of complainants, arrested persons and criminal suspects.

Maintains standards of performance of subordinates by periodic evaluation and on-site performance review. Assesses personnel performance and counsels subordinates on personal and work-related problems.

Assumes command of a Division or Unit in the absence of an officer of higher rank.

Reviews reports submitted by subordinates. Approves, concurs, or disapproves reports. Assures that all reports submitted are complete and accurate.

Plans and directs tactical responses to problems in his area of responsibility and assumes command of police responses in field situations of a particularly complex or sensitive nature as well as at the scene of major crimes.

Watches for indications of corruption or any involvement or connections with organized crime among his subordinates and within his area of responsibility. Rapidly and forcefully moves to eliminate such corruption or involvement, reporting this to his superiors.

Resolves disputes among subordinates and between his subordinates and other members of the department. Resolves friction and tensions that may develop among personnel under his supervision.

Seeks to resolve conflicts between police and citizens. Performs the preliminary investigation of complaints against subordinates, reporting results to his superiors. Investigates allegations of subordinates' misconduct and prepares objective, thorough reports on the incident, recommending corrective action when appropriate and indicating what action he himself has taken.

Orients members of the department newly assigned to his command to the characteristics and problems of the area served.

Trains subordinates in skills necessary to carry out their assigned tasks.

Works to obtain material and personnel resources needed by his subordinates. Assures that equipment assigned to his subordinates is kept in good working condition and that the appearance of subordinates complies with the Department policy.

Devises methods and responses to improve the quality of police service to the community. Shares the responsibility to represent the department at public and neighborhood meetings.