

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER No. 03-3
8.2.1

May 7, 2003

TO: All Metropolitan Division Personnel

FROM: Commanding Officer, Metropolitan Division

SUBJECT: DUTIES AND FUNCTIONS OF THE METROPOLITAN DIVISION DESK

This order will define the special responsibilities of personnel assigned to the Metro Desk.

Each watch has a dedicated 3+1 assigned. In the absence of the 3+1 the senior officer assigned to the desk will be assigned as the Watch Commander.

GENERAL DUTIES

- Check with the off-going Watch Commander and determine if any call-ups, unusual occurrences, or significant situations exist which overlap from one watch to another.
- Complete Sick Reports for officers and make appropriate changes on the Master work sheet, deployment board, and in the unofficial time book. Sick Reports shall be attached to the Master work sheet and submitted to the desk supervisor the next day.
- Screen requests for SWAT/K-9 call-ups. Ascertain if the request meets the SWAT/K-9 call out criteria. If the request meets the criteria, notify the call out supervisor (If there is any question notify a SWAT supervisor and be guided by his advice). At the direction of the supervisor notify officers designated by the supervisor or from the appropriate call out roster.
- In the event of an unusual occurrence or major crime notify the Commanding Officer. At his direction re-deploy on-duty Metro resources. If there are no on duty resources the Commanding Officer may authorize a call-out of off-duty personnel.
- When notified telephonically of a time keeping change for the unofficial time book note the name of the supervisor initiating a change (only supervisors may initiate unofficial time book changes) in the margin of the unofficial time book.
- Insure that the original copies of the daily work sheets are signed and certified as accurate by the responsible supervisor. Attach those work sheets to the original master work sheet which must be signed and certified as accurate by the PM Watch Commander and forward all originals to the divisional timekeeper.
- When notified by a citizen or department employee of a possible complaint, immediately notify a Metropolitan Division supervisor (preferably assigned to the platoon where the involved officer is assigned). Log the call and the notification in the Watch Commander's log. If the allegations are serious notify the Commanding Officer.

- When scheduling the days off for the upcoming Deployment period insure that at least one officer per watch is qualified to sign on to the NECS system (officers without passwords must make arrangements to obtain a current password).
- When preparing the days off for the next Deployment Period insure that there is an officer experienced in desk procedures on the first two days of the Deployment Period to insure that there is a smooth transition.
- As part of the radio duties the desk shall keep a status log. The log shall be used to record Metropolitan Division units status (Code 6, Out to Station, etc.)
- Obtain the location of a Metropolitan Division unit prior to running a Code 10.
- Metropolitan Desk shall record the status of all Metropolitan Division units (including Supervisors) that are working overtime on the Metropolitan Division Location Log (located in the Radio room).
- Log all of the listed events in the Watch Commander's Log:
 1. Uses of Force
 2. Officer Injuries
 3. Traffic Collisions involving City vehicles
 4. SWAT call outs
 5. K-9 call outs
 6. Off-hours inspections
 7. Pursuits
 8. Any other event that may be of interest to the Commanding Officer
 9. Requests for Metropolitan Division resources to re-deploy for any reason
 10. Any notification to the Department Command Post

Note: Notify the Commanding Officer Metropolitan Division of any of the above instances where there are major injuries or the incident is significant enough to require notification.

DAY WATCH COMMANDER DUTIES

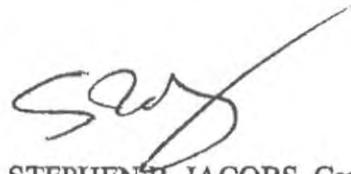
- Review the deployment board and insure that it matches the Master work sheet.

PM WATCH COMMANDER DUTIES

- Prepare the deployment board one day in advance utilizing the unofficial time books and Red book.
- Double check the deployment board and insure its correctness.
- Log the officers name that prepared the deployment board and that reviewed the board to insure it was prepared properly.

AM WATCH COMMANDER DUTIES

- Type the daily work sheets and Master work sheet from the deployment board.
- Verify that the daily work sheets and Master work sheet are correct and are in agreement with the deployment board.
- Log the names of the officer that typed the work sheets and the officer that reviewed the work sheet to insure that the work sheet matched the daily work board.



STEPHEN R. JACOBS, Captain
Commanding Officer
Metropolitan Division