

OFFICE OF OPERATIONS

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ORDER NO. 14

May 17, 1995

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: ASSIGNMENT OF AREA SENIOR POLICE SERVICE REPRESENTATIVES

EFFECTIVE: IMMEDIATELY

PURPOSE:

The purpose of this Order is to establish selection and assignment procedures for all Area Senior Police Service Representatives (Sr PSRs).

INFORMATION:

The budget for Fiscal Year (FY) 1994/95 increased the Table of Organization for the Office of Operations (O.O.) to allow for 18 Area Sr PSRs to act as station supervisors throughout the 18 geographic Areas. The selection process was scheduled to begin in Deployment Period No. 3. It is expected to be completed by the end of the 1994/95 FY. It is anticipated that 36 additional Area Sr PSR station supervisor positions will be allocated to O.O. in subsequent budgets.

PROCEDURES:

I. CLASSIFICATION OF AREA SENIOR POLICE SERVICE REPRESENTATIVES

\* Area Senior Police Service Representative - Defined.

Area Sr PSRs are supervisors, empowered with line and functional supervision responsibilities over PSRs and other administrative personnel, which may include police officers. Area Sr PSRs have been designated to assist the patrol supervisory work force and are not to be re-deployed outside of the patrol purview.

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- \* **Selection.** To ensure a broad and diverse applicant pool, all eligible Sr PSRs may apply and be considered for transfer to Area Sr PSR positions. Should there be an insufficient number of Sr PSR transfer candidates for any Area, the Sr PSR Civil Service Promotional List will be certified. All selections shall be made consistent with existing policies and procedures. In addition, selection procedures involving any promotional appointment must be in accordance with existing civilian selection guidelines.
- \* **Chain of Command.** The patrol watch commanders (W/Cs) (Lieutenants I) and assistant watch commanders (AWCs) (Sergeants II or Sergeants I) shall have line supervisory responsibility over Area Sr PSRs assigned to patrol. The patrol commanding officer shall have functional supervision over the Area Sr PSRs assigned to patrol.  
  
**NOTE:** Other sworn supervisors may direct the duties of Area Sr PSRs as required during emergency situations, or as directed by W/Cs, AWCs, or the patrol commanding officer.
- \* **Dress Standards.** To enhance the ease of public and employee recognition, and to maintain professional standards while acting in an official capacity, the O.O. strongly recommends that all PSR positions at the Area level (e.g., Area Sr PSRs) be a mandatory uniformed assignment. However, when public contact is not required, appropriate business attire may be substituted at the discretion of the patrol commanding officer. Appropriate Department identification shall also be worn in conjunction with all business attire.
- \* **Deployment.** All Area Sr PSRs shall be deployed at the discretion of the patrol commanding officer, however, watch and other assignments must be set in accordance with the existing "Supervisory Administrative Unit Memorandum of Understanding (MOU)," Articles 5.1, 5.2 and 6.3.
- \* **Training.** In-Service Area Sr PSR training is currently being developed, with the assistance of Training Group, to enable Area Sr PSRs to perform effectively as station supervisors.

**II. AREA SENIOR POLICE SERVICE REPRESENTATIVES RESPONSIBILITIES**

Area PSRs are being assigned to the Areas to augment the patrol supervisory work force. Hence, Area Sr PSRs should not be used in the capacity of PSRs except in exigent circumstances. However, Area Sr PSRs may be assigned the added responsibility of other supervisory positions. Consequently, in accordance with Department Manual Section 3/152.60, all Area Sr PSRs shall acquaint themselves with the duties of other supervisory positions which they, in the normal course of operations, may have to discharge.

Area Sr PSRs shall have line supervisory responsibility over all PSRs within their purview, including the PSR Property Disposition Coordinator, PSR Bail Auditor, and all Front Desk PSRs. Area Sr PSRs will also have functional supervisory responsibility over the Area Command Center PSR.

**NOTE:** Area Sr PSRs shall not supervise Management Analysts and Principal Clerks Police.

In addition, Area Sr PSRs may also be assigned functional supervision over other non-supervisory sworn and civilian personnel assigned to various patrol administrative assignments (e.g., System to Optimize Radio Car Manpower (STORM), front desk, U-cars, subpoena control, kit room, etc.), at the discretion of the patrol commanding officer or patrol W/Cs.

**NOTE:** Area Sr PSRs shall not be deployed as W/Cs or AWCs.

All Areas shall abide by Penal Code Section 831.5, delineating sworn supervisory responsibility over custodial (i.e., detention) officers. Area Sr PSRs shall not supervise detention officers assigned to the Area jails, or otherwise involve themselves in the arrest/booking process. All contacts with arrestees shall be avoided. Sworn supervisors shall be solely responsible for managing the arrest/booking process. Furthermore, Area Sr PSRs and PSRs shall not be used to conduct searches of arrestees.

Area Sr PSRs shall not supervise sworn personnel who are assigned to field patrol units. These supervisory responsibilities shall be maintained by sworn Department supervisors.

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Commensurate with the supervisory responsibilities of Area Sr PSRs, some of the duties that they will be expected to perform while assigned to Area stations include:


- \* Reviewing, editing and approving reports which are not related to arrest situations. These include but are not limited to: preliminary investigation, worthless document, missing person, death, injury, and traffic reports.
- \* Reviewing, tracking and completing staff work (e.g., documenting recaps, prepare daily reports, fact sheets, audits, etc.) and responding to public inquiries.
- \* Preparing and reviewing deployment materials.
- \* Monitoring front desk operations, Area Command Center, and other assigned supervisorial areas.
- \* Completing performance evaluations of subordinates.
- \* Conducting inspections of work stations and of personnel within their area of responsibility.
- \* Providing roll call and other training as appropriate.
- \* Acting as a liaison between the public and the Area W/Cs and AWCs.
- \* Investigating complaints of misconduct as directed.

**NOTE:** Generally Area Sr PSRs should not investigate complaints which originate from field-related operations. These duties should be handled by sworn supervisory personnel. However, Area Sr PSRs shall take the appropriate action to prevent the aggravation of any incident involving misconduct, and be guided by the directions of the W/Cs or AWCs.

- \* Perform all other job-related tasks within their area of responsibility.

Patrol Commanding Officers' Responsibilities

Patrol commanding officers are expected to follow the Area Sr PSR deployment guidelines established within this Order. However, as required by exigent circumstances, patrol commanding officers may assign Area Sr PSRs to other essential functions in order to facilitate and enhance station operations. This may include assigning Area Sr PSRs to other administrative tasks within the patrol purview and supervision over other civilian and sworn administrative personnel, as permitted by existing policies and MOU procedures. Consideration should be given to individual traits, aptitudes and training when making these assignments.

  
BAYAN LEWIS, Assistant Chief  
Director  
Office of Operations

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