

OFFICE OF OPERATIONS

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HEADQUARTERS BUREAU
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ORDER NO. 7

TO: All Commanding Officers, Office of Operations

FROM: Director, Office of Operations

SUBJECT: DEPLOYMENT OF WATCH COMMANDERS AND ASSISTANT WATCH COMMANDERS

EFFECTIVE: Immediately

PURPOSE

This Order establishes the procedure for the deployment of the Watch Commander (WC) and Assistant Watch Commander (AWC) within the patrol and traffic divisions.

INFORMATION

A recent Inspection and Control audit revealed that on numerous occasions the WC and AWC of various patrol and traffic divisions were on days off at the same time. The absence of both compromises the ability of the divisions to supervise the watches effectively. In addition, the audit revealed that information required on the Watch Commander's Daily Report, Form Temp 126, was frequently incomplete or omitted. As a result, this Order establishes specific procedures regarding the deployment of the WC and AWC, and reminds personnel of the proper information to be included on the Watch Commander's Daily Report.

PROCEDURES

Patrol and traffic division WCs and AWCs shall not take regular days off in conjunction with each other.

Exception: A WC and AWC may take days off in conjunction with each other when days off are taken due to vacation, accumulated overtime in excess of the Memorandum of Understanding limits, or a legitimate emergency occurs.


The WC or AWC should normally remain available at the station, unless it becomes necessary to assume field command of an incident, conduct administrative duties, conduct field inspections, or perform other duties away from the station. When it becomes necessary to bring a field supervisor into the station to assume the WC or AWC duties, a notation shall be entered onto the Watch Commander's Daily Report. That notation shall justify the need to remove a supervisor from the field. Proper levels of field supervision must be maintained. Therefore, field supervisors should not be routinely or unnecessarily removed from the field.

Watch Commander's Responsibilities

The assigned WC is responsible for the watch and, in accordance with this Order, shall ensure the watch is properly supervised and the Watch Commander's Daily Report is complete and accurate. At the end of each watch, the WC shall sign the completed Watch Commander's Daily Report thereby ensuring that all entries are accurate.

Patrol and Traffic Division Commanding Officers' Responsibilities

The Patrol and Traffic Division Commanding Officers shall ensure that their supervisory personnel are deployed in accordance with this Order and that the Watch Commander's Daily Report is complete and accurate.


ROBERT L. VERNON, Assistant Chief
Director
Office of Operations

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