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Section 200.30 Personnel Responsibilities

Policy

Duties and responsibilities of each position or assignment with the Shively Police Department are outlined in this policy section. The general job descriptions covered in this policy are:

- ❑ **.31 Chief of Police**
- ❑ **.32 Assistant Chief of Police**
- ❑ **.33 Sergeant**
- ❑ **.34 Detective**
- ❑ **.35 Patrol Officer**
- ❑ **.36 Telecommunication/Non-Sworn**
- ❑ **.37 Acting Positions**

.31-Chief of Police

375.117-010 POLICE CHIEF (government ser.) alternate titles: police inspector, chief; superintendent, police

Directs and coordinates activities of governmental police department in accordance with authority delegated by Board of Police: Promulgates rules and regulations for department as delegated by regulating code. Coordinates and administers daily police activities through subordinates. Coordinates internal investigation of members of department for alleged wrongdoing. Suspends or demotes members of force for infractions of rules or inefficiency. Directs activities of personnel engaged in preparing budget proposals, maintaining police records, and recruiting staff. Approves police budget and negotiates with municipal officials for appropriation of funds. May command force during emergencies, such as fires and riots. May make inspection visits to precincts. May address various groups to inform public of goals and operations of department. May prepare requests for government agencies to obtain funds for special operations or for purchasing equipment for department. In smaller communities, may assist one or more subordinates in investigation or apprehension of offenders. In communities having no Board of Police, may be designated Police Commissioner (government ser.) II.
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Duties and Responsibilities

Incumbent will function as the Chief of Police in the City of Shively, Kentucky and as such is the top executive official of the Police Department. The Chief of Police shall ensure efficient utilization of personnel and direct available resources toward priority matters; is fully responsible for administering, directing, supervising and coordinating all investigative and other police activities within the City of Shively. The Chief shall establish and maintain all necessary working liaison with local law enforcement, branches of local government and Federal Government agencies, and any other individuals or agencies in the interest of the City of Shively.

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Planning and Research

The Chief of Police shall be responsible for and may delegate the function of a Planning and Research Coordinator. This function should include coordination of training for all personnel relating to mandatory, career development and in-house training sessions. The Coordinator will seek the availability of resources, such as grants and scientific studies, to improve technology, personnel and equipment for the department.

Multi-Year Plan

The Chief of Police shall be responsible to provide a multi-year plan for the Police Department. This plan should include yearly as well as a 3-5 year or longer plans to address future goals, objectives and needs of the department.

.32 Assistant Chief of Police

375.267-026 Assistant Chief of Police (government ser.) alternate titles: division commander; field control inspector; police captain, senior

Inspects police stations and examines personnel and case records to ensure that police personnel conform to prescribed standards of appearance, conduct, and efficiency: Inspects premises and police records and observes activities in assigned division for evidence of inefficiency and misconduct. Prepares reports concerning discipline, efficiency, and condition of force within division. Submits reports to superiors and recommends disciplinary action or changes in rules governing activities of force. Transmits orders from POLICE CHIEF (government ser.) 375.117-010 to commanding officers within division. Takes command of members of force during emergencies, such as fires and riots. May formulate procedures and human resource requirements, and direct personnel assigned to crowd control at such events as parades, demonstrations, and labor disputes. May serve as police liaison on public and civic boards engaged in planning and developing programs and prepare procedures to identify police function in assisting board to improve community living. May be designated Police Chief, Deputy (government ser.) and report directly to POLICE CHIEF (government ser.).

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Duties and Responsibilities:

Ensure efficient utilization of personnel and direct available resources toward priority matters.

Is responsible for administering, directing, supervising, and coordinating all investigative and police matters within the city, keeping the Chief of Police informed on matters of interest. Establishes and maintains necessary working liaison with local law enforcement agencies, Federal Government agencies, branches of local government, and any other individuals or groups necessary in conducting police business; serving and keeping the public informed on subjects of interest; and discharging related duties and special assignments as required.

Is responsible for efficient operation of the office, including adequacy of manpower and performance of personnel; oversee training programs, as well as technical training; shares

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responsibility for personnel management; shares responsibility for all phases of matters pertaining to equal employment opportunity. Shares responsibility for local law enforcement conferences, training programs, news media including television, radio, and other public appearances for the education of the public. Participates in conferences with other law enforcement and intelligence agencies; must keep constantly informed on all investigative and administrative matters in the city; shares with Chief of Police the lead in major investigations including the planning and execution of raids seeking the apprehension of dangerous and armed fugitives from justice.

Formulates and assists in formulating guidelines, regulations, methods and procedures which govern the use of the services provided.

Determines the subordinate organizational structure, working operations, work methods and procedures, workflow, and relationships among the different work segments. Issues oral and written instructions covering the work and activities of the subordinate staff. Coordinates operations; establishes priorities and deadlines. Reviews work in terms of accomplishments, making occasional spot-checks; studies work reports and gives personal consideration to problems referred by subordinates. Ensures completed work meets required standards of quality, timelessness, and cost. Assists in formulation and presentation of budget estimates. Recommends disciplinary action and when appropriate hears grievances and insures counseling of employees. Ensures all personnel action recommended is in line with policy.

Supervision Received:

Works under general supervision from the Chief of Police.

.33 Sergeant

375.133-010 POLICE SERGEANT, PRECINCT I (government ser.) alternate titles: detail sergeant; division sergeant; patrol sergeant; sergeant; squad sergeant

Supervises and coordinates activities of squad of POLICE OFFICERS (government ser.) I 375.263-014 assigned to patrol, in car or on foot, designated area of municipality: Assumes command of squad at precinct or headquarters, inspects uniforms and equipment, and reads orders to squad. Cruises in car to observe POLICE OFFICER I (government ser.) on post or in cars for efficiency and appearance and to direct them in duties. Reports infractions of rules to superiors. Notifies superior of major crimes or disturbances within area and takes necessary action until arrival of superior. Reports dangers in streets or sidewalks, such as holes, obstructions, or leaking gas mains. May be designated according to assigned duty of force members supervised as Police Sergeant, Radio Patrol (government ser.); or according to type facility assigned as Airport Safety and Security Duty Officer (government ser.).

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Duties and Responsibilities:

188.137-010 SUPERVISOR (government ser.)

Supervises and coordinates activities of personnel engaged in carrying out departmental objectives in unit of governmental agency. Utilizes knowledge of agency

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purposes, rules, regulations, procedures, and practices: Reviews unit's work load, schedules, personnel assignments, status of on-going work, projects, and available personnel for work assignment in order to plan unit activities. Assigns specific duties to personnel, such as enforcing of agency rules and regulations or government laws and codes; conducting investigations or research; writing technical, informative, or operational reports and papers; or working on special projects, considering individual's knowledge and experience. Reviews reports, papers, and other records prepared by personnel for clarity, completeness, accuracy, and conformance with agency policies. Routes approved reports and records to superior for action. Coordinates work activities of unit with other units, sections, or agencies to prevent delays in actions required or to improve services to public. Plans and conducts, or arranges for, indoctrination and training of personnel. Approves leave requests, evaluates personnel performance, and initiates disciplinary actions. Interviews job applicants on eligibility lists and prepare individual recommendations for consideration by superior. May be designated according to agency unit supervised or purpose of unit.

GOE: 11.05.03 STRENGTH: L GED: R5 M3 L4 SVP: 7 DLU: 80

Supervision Received:

Works under the supervision of Major and Chief of Police.

.34 Detective

375.267-010 DETECTIVE (government ser.) alternate titles: detective, criminal investigation; plain-clothes officer

Carries out investigations to prevent crimes or solve criminal cases: Investigates known or suspected criminals or facts of particular case to detect planned criminal activity or clues. Frequents known haunts of criminals and becomes familiar with criminals to determine criminals' habits, associates, characteristics, aliases, and other personal information. Records and reports such information to commanding officer. Investigates crimes and questions witnesses. Examines scene of crime to obtain clues and gather evidence. Investigates suspected persons and reports progress of investigation. Arrests or assists in arrest of criminals or suspects. Prepares assigned cases for court, according to formalized procedures. Testifies before court and grand jury. May be designated according to nature of crime investigated as Detective, Automobile Section (government ser.); Detective, Homicide Squad (government ser.); according to rank as Detective Sergeant (government ser.) II; or according to administrative division to which assigned as Detective, Precinct (government ser.); Detective, Youth Bureau (government ser.).

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Duties and Responsibilities:

Incumbent has demonstrated his ability to successfully function as a police officer of the Shively Police Department. May be called on from time to time to perform as a police officer in uniform, on patrol status, and perform other related duties in addition to those set forth below.

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Ensures investigative matters assigned are handled in timely fashion. Establishes appropriate contacts in public sector to aid in gathering information. Is aware of and utilizes public resource information to ascertain facts necessary to complete investigation. Conducts crime scene-investigations, collects evidence and, thereafter, handles it appropriately. Prepares reports of investigation in such a manner that it can be utilized in court presentation.

Supervision:

Works under supervision of the Chief of Police or his designee.

.35 Patrol Officer

375.263-014 POLICE OFFICER I (government ser.) alternate titles: patrol officer; traffic officer

Patrols assigned beat on foot, on motorcycle, in patrol car, or on horseback to control traffic, prevent crime or disturbance of peace, and arrest violators: Familiarizes self with beat and with persons living in area. Notes suspicious persons and establishments and reports to superior officer. Reports hazards. Disperses unruly crowds at public gatherings. Renders first aid at accidents and investigates causes and results of accident. Directs and reroutes traffic around fire or other disruption. Inspects public establishments requiring licenses to ensure compliance with rules and regulations. Warns or arrests persons violating animal ordinances. Issues tickets to traffic violators. Registers at police call boxes at specified interval or time. Writes and files daily activity report with superior officer. May drive patrol wagon or police ambulance. May notify public works department of location of abandoned vehicles to tow away. May accompany parking meter personnel to protect money collected. May be designated according to assigned duty as Airport Safety And Security Officer (government ser.); Dance-Hall Inspector (government ser.); Traffic Police Officer (government ser.); or according to equipment used as Ambulance Driver (government ser.); Motorcycle Police Officer (government ser.); Mounted Police Officer (government ser.). May be designated: Emergency-Detail Driver (government ser.); Patrol Driver (government ser.); Pool-Hall Inspector (government ser.); Radio Police Officer (government ser.); Show Inspector (government ser.).

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Duties and Responsibilities:

Serves as police officer in the City of Shively Police Department by detecting/preventing crime, protecting the life and property of the Shively citizens and enforcing laws and ordinances. As assigned, performs the following:

Patrols a designated area of the City by means of assigned vehicles, or by foot, directs traffic and enforces vehicle operation and parking regulations. Answers calls and complaints involving automobile accidents and administers emergency first aid when necessary. At crime scenes, conducts preliminary investigations, gathers evidence, interviews witnesses, makes arrests and transports prisoners to jail. Gathers information

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at crime scene and prepares reports. Directs complaints to proper authorities. Gives advice on laws, ordinances, and general information to the public, and ensures public relations for the police department. Assists local, state, and Federal law enforcement officials. Maintains patrol vehicles in adequate condition. Performs administrative duties such as, handling evidence in proper fashion, and preparing all necessary reports and the like. Serves warrants and subpoenas, testifies in court, performs related duties as assigned.

Supervision Received:

Officer is under the direct supervision of a Sergeant, and Department Chain of Command. Work involves a degree of personal danger and at times employees must perform without direct supervision and to exercise independent directions in meeting emergencies. Receives assignments and general/special instructions from superior officers who review work methods and results through personal observation, review of reports and applicable statistics.

.36 Telecommunications Officer/Non-Sworn

379.362-010 DISPATCHER, RADIO (government ser.) alternate titles: dispatcher; police radio dispatcher; station operator

Receives complaints from public concerning crimes and police emergencies, broadcasts orders to police radio patrol units in vicinity to investigate complaint, and relays instructions or questions from remote units. Records calls broadcast and complaints received. In some municipalities coordinates all police, fire, ambulance, and other emergency requests, relaying instructions to radio unit concerned. May make operating adjustments to transmitting equipment where station is not automatic and be required to hold federal license. May transmit and receive messages between divisions of own agency and other law enforcement agencies. May monitor silent alarm system to detect illegal entry into business establishments. May contact POLICE OFFICERS (government ser.) I 375.263-014 and GUARDS, SCHOOL-CROSSING (government ser.) 371.567-010 to verify assignment locations.

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379.362-018 TELECOMMUNICATOR (government ser.) alternate titles: dispatcher

Operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency: Operates telephone console to receive incoming calls for assistance. Questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines. Scans status charts and computer screen to determine units available. Monitors alarm system signals that indicate location of fire or other emergency. Operates two-way radio to dispatch police, fire, medical, and other personnel and equipment and to relay instructions or information to remove units. Types commands on computer keyboard to update files and maintain logs. Tests communications and alarm equipment and backup systems to ensure serviceability. May provide pre-arrival instructions to

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caller, utilizing knowledge of emergency medical techniques. May activate alarm system to notify fire stations.

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Duties and Responsibilities:

Accepts calls and complaints from the citizens, telephonic or in person, and determines jurisdiction, and dispatches appropriate personnel when necessary. Obtains information from complainants and disseminates to proper authority. Ensures proper public relations when receiving, answering, dispatching and conversing with citizens, as well as officers, while a representative of the Shively Police Department. Assists local, state, and Federal police officers within the scope of duties as a RADIO OPERATOR. Maintains Radio Room in neat and efficient condition. Performs administrative duties, including filing reports, filling out run cards/CAD, handling phone messages, and signing daily register. Disseminates reports and confidential paperwork, prepares required reports and forms as necessary. Logs and records dissemination of warrants subpoenas, record checks, LINK/NCIC transactions. Testifies in court, if directed. Performs related duties as assigned.

Supervision Received:

Performs job functions under general supervision of Major, shift commanders or assigned Officer in Charge. Performs duties in accordance with Departmental Rules and Regulations. Employees frequently must perform without direct supervision and exercise independent judgement in meeting emergencies. Receives assignment and general/special instructions from Chiefs Office or designee, which review work methods and results through personal observation, review of reports and applicable statistics.

.37 Acting Positions

It shall be the policy of the Shively Police Department to implement procedures to insure adequate and appropriate supervision at all times within the ranks of the patrol section. Therefore, this policy will define when sworn personnel are required to work in an acting capacity, in a position having a higher classification. The Officer in Charge shall have the same authority, responsibility and duties as prescribed by the classification they have been designated to perform.

Procedure

- When an oncoming shift is left without a commanding officer or supervisor, an officer that is working the oncoming shift will be designated by an on-duty supervisor as the *Officer in Charge*. The on-duty supervisor may be from the previous shift. Otherwise, the Major should be contacted to make the designation. The designation should not be based on seniority alone. The designated officer will be required to work in an acting capacity for the duration of the shift, unless relieved by a commanding officer.