



CRYSTAL POLICE DEPARTMENT

Department Policy Manual

TITLE: Officer in Charge

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POLICY

It is the policy of the Crystal Police Department that an individual be present and available at all times to oversee the proper operation of the department. In the absence of a police sergeant or lieutenant, a police officer will be assigned to perform all of the operational duties of a Shift Commander with the exception of relieving an employee of duty.

If during the course of a shift, the Officer in Charge determines that an employee must be relieved of duty, they shall immediately contact a police lieutenant or the Deputy Chief of Police for direction.

RESPONSIBILITIES

The Officer in Charge (OIC) is responsible for the proper operation of the police department during their shift. These duties include, but are not limited to the following:

- The direction and supervision of on duty personnel
- To act as a liaison with other agencies and the communications center
- To oversee the operation of the detention facility
- To monitor and take action on incoming teletypes, faxes and other outside communication
- To assign overtime for sick calls; holdover or call in personnel to ensure adequate personnel for the operation of the shift and the shift that follows.
- To brief the person relieving the OIC on all matters pertaining to ongoing operations.

SELECTION

The OIC is based on seniority. Whoever is the most senior person on a shift is the OIC for that shift if a sergeant or higher rank is not on duty.

Probationary officers are not eligible for OIC assignment.