

RESOLUTION No. 5-82

..... Butler ..... County, Ohio

**Be It Resolved** by the Township Trustees of ..... Union ..... Township,

*that* : the "Operational Procedure Manual" be adopted as per the attached....

Adopted the 30th day of ..... March ..... 1982

Attest: Patricia Williams  
Township Clerk.

*see attached  
for signature*

.....  
Township Trustees

3/30/82  
Regular Mtg.  
5-82

OPERATIONAL PROCEDURE MANUAL  
UNION TOWNSHIP POLICE DEPARTMENT  
BUTLER COUNTY, OHIO

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TRUSTEES  
UNION TOWNSHIP

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CHIEF OF POLICE  
UNION TOWNSHIP POLICE DEPARTMENT

Resolution 5-82  
Motion of 3/30/82

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## FOREWORD

In order to effectively and efficiently attain its stated goals and objectives, any organization must have a set of identifiable operating policies and procedures which are readily accessible to all of its personnel. Moreover, without such a set of current guidelines it would be impossible to operate in either a systematic or organized fashion.

Accordingly, this Manual contains all currently accepted procedures for operational functioning within the Department. As you will notice, these procedures have been revised or updated while a number of others have been newly instituted in order to meet the highest standards of professionalism.

Certain procedures contained herein are prefaced with the underlying policy behind their application. Other procedures have their respective policy statements incorporated in the text. The operational procedures presented here are neither designed nor intended to limit or restrict any member of this Department in the exercise of his/her judgment or initiative in taking any action which would ordinarily be undertaken by a reasonable person when confronted with an extraordinary situation. By necessity, the Department must place a substantial degree of reliance on the loyalty, integrity and discretion of its numbers in the performance of their duties.

In order to continually achieve uniformity when dealing with the daily tasks which confront the Department, it is the responsibility of all personnel to become knowledgeable with the material contained herein and to keep it updated as changes in operating procedures are implemented. Because the procedures in this Manual are subject to continual re-evaluation, the recommendations and suggestions of all departmental personnel are solicited in order to facilitate this process.

J. E. Haslinger  
Chief of Police

## LAW ENFORCEMENT

### CODE OF ETHICS

"As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception; the weak against oppression or intimidation; the peaceful against violence or disorder; and to respect the Constitutional Rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; be constantly mindful of the welfare of others; honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature of that which is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of duty.

I will never act officiously or permit personal feelings, prejudice, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals. I will enforce the law courteously and appropriately without fear or favor, malice, or ill will; never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession "Law Enforcement"

Section 1.00

Administration

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### Section 1.01

#### Composition

The Department of Police shall consist of a Chief of Police, who shall be the head of the Department, together with officers and men as provided by the Board of Trustees.

### Section 1.02

#### Assignment of Shifts, Duties, Etc.

The Chief of Police shall assign all members of the Department of Police to their respective posts, shifts, details and duties.

### Section 1.03

#### Rules And Regulations

The Chief of Police with approval of the Board of Trustees acting under authority of Ohio R.C. 505.49 shall make rules and regulations concerning the operation of the Department of Police, the conduct of the officers and employees thereof, their uniforms, arms, other equipment and training.

### Section 1.04

#### Fiscal Responsibility

The Chief of Police shall have responsibility in such fiscal matters as budget control, planning and the availability of funds to meet expenses. In order for this to be done, the Chief of Police maintains files and records which pertain to these fiscal matters.

### Section 1.05

#### Planning Responsibility

The Chief of Police shall have responsibility for problem recognition and solution, program control and review, and recognition of the townships needs. He will endeavor to address the problems of long-range planning in additional resources, deployment of personnel, township problems, technological plans and reviewing of operational plans already in effect.

## Section 1.06

### Executive Responsibility

The Chief of Police shall have executive responsibility to see that:

1. Commanders, supervisory and other personnel operate within the framework of announced policy and adhere to Department objectives.
2. Policies, procedures and regulations are not only adequate to attain the desired results, but also that they are carried out in the spirit for which they were designed.
3. Accurate records are maintained without inefficient and unnecessary duplication.

## Section 1.07

### Training And Personnel Duties

So that proficiency can be attained as early as possible at all levels of the Department, the Chief of Police formulates schedules for recruit training and conducts in-service training programs. Responsibilities include the maintenance of certain personnel records and limited payroll preparation for the entire Department.

The essential function of the training and personnel duties of the Chief of Police is in the area of recruiting, testing, screening, investigating and processing persons applying for employment with the Department. To accomplish this function he will work in cooperation with the Union Township Trustees.

## Section 1.08

### Inspections and Internal Affairs

The Chief of Police shall assist those in command of the operating and service functions in recognizing areas of weakness. This should be looked upon as a service rather than a device to detect dereliction of duty. Its purpose is to be of benefit to the department by seeking to counteract the often inherent weaknesses of a self-inspection process. In addition to these duties he will investigate and assist in the investigation of internal matters and citizens' complaints.

## Section 1.09

### Services Division

The Chief of Police shall have executive responsibility and command of the Services Division. The division shall consist of all communications, records, evidence and property, and equipment and supply personnel and equipment as supportive or ancillary elements.



Section 1.10

Uniform Divisions

The Uniform Division is commanded by a police captain. It shall consist of all patrol, traffic and crime prevention personnel and equipment related to their operation.

Section 1.11

Investigative Division

The Investigative Division is commanded by a police captain or lieutenant. It shall consist of all plain clothes personnel assigned to the Detective and Juvenile Sections and equipment related to their operation.

Section 2.00

Duties And Responsibilities  
Of Departmental Supervisors

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## Section 2.01

### Uniform Division Sergeant--Duties, Responsibilities And Authority

#### Purpose:

To establish the duties, responsibilities and authority of a sergeant assigned to the Uniform Division.

#### General Statement of Duties and Responsibilities

A uniform sergeant works on an assigned shift and is responsible for the first-line supervision of field operations within the division/section; may perform the duties of the division/section lieutenant if required or assumes command of the entire division in the event of the absence of any higher ranking officers.

#### Distinguishing Features of the Position:

Duties include planning, organizing, directing and controlling the activities of subordinate uniform personnel in the performance of both general and specific assignments on a particular shift.

#### General Duties, Responsibilities and Authority:

1. Holds muster, schedules, assigns and reassigns subordinate patrol officers to various patrol areas and keeps the Communications Section advised of any changes in manpower which, occur during the course of the shift;
2. Responds to requests made by subordinates for assistance, direction and advice in order to maximize patrol effectiveness and efficiency;
3. Ensures that all orders, directives, rules and regulations pertaining to operational procedures of the department are being adhered to by all personnel under their supervision;
4. Ascertain the potential solvability for each criminal case that is surrounded by special circumstances or questionable factors;
5. Determines whether or not a follow-up investigation is required in any criminal case as well as which particular division is responsible for conducting the investigation should one be needed;
6. Plans directed patrol operations in conjunction with the lieutenant or captain in order to effectively deal with criminal activities as specific needs arise or as circumstances dictate;
7. Addresses all citizens complaints regarding those problems which can be effectively dealt with through the use of specialized or intensive patrol;

8. Assigns or redirects the placement of personnel as is required in order to achieve maximum patrol effectiveness and efficiency and keeps the Communications Section advised of any changes in manpower which occur during the course of the shift;
9. Responds in person to all situations which require on-site field supervision in order to ensure public safety and maintains control until such situations are resolved or can be turned over to appropriate specialized units within or outside the department;
10. Provides motivation for subordinate personnel in the course of innovatively planning and managing directed patrol functions, bearing in mind those motivational factors such as the need to achieve, the need to be recognized for such achievement, the need to engage in meaningful work, the need to be responsible for decision-making and the need for growth and advancement;
11. Instructs subordinate personnel as to the basic methods and techniques of police science and keeps them informed of any new or innovative developments in the field which could increase their overall proficiency and performance;
12. Reviews and evaluates the overall job performance of personnel under his/her supervision recognizing and noting both strengths and weaknesses and submits appropriate reports on a timely basis with recommendations as to how low-quality performance can be improved as well as how high-quality performance can be maintained;
13. Keeps superior officers informed of daily activities and submits required written reports to superior officers regarding any alleged misconduct, sustained poor work performance or serious violations of departmental rules and regulations, recommends appropriate corrective or disciplinary action of subordinates, and commends subordinates for out-standing or exemplary performance;
14. Establishes a set of identifiable goals and objectives in order to increase the overall productivity of the work unit;
15. Exercises authority primarily over personnel assigned to his/her command but may, as the need arises, cross lines of authority, relieve subordinate personnel from duty, override departmental directives, the orders transmitted by Communications Section or those of a superior officer as long as such actions are justified and the appropriate authority is notified immediately thereafter or as soon as possible;
16. Performs the duties of a lieutenant or a captain in their absence;
17. Performs related work as is required in order to effectively and efficiently discharge the police function and maximize public safety.

## Section 2.02

### Uniform Division Lieutenant -- Duties, Responsibilities And Authority

#### Purpose:

To establish the duties, responsibilities and authority of a lieutenant assigned to the Uniform Division.

#### General Statement Of Duties And Responsibilities:

A uniformed lieutenant shall work on an assigned shift as the shift commander and assume command of the entire division in the absence of the captain.

#### Distinguishing Features Of The Position:

Plans, organizes, directs and controls the activities of uniform personnel during an assigned shift.

#### General Duties, Responsibilities And Authority:

1. Holds muster in conjunction with the sergeant, schedules, assigns and reassigns subordinate patrol officers to various patrol areas and keeps the shift sergeant and the Communications Section advised of any changes in manpower which occur during the course of the shift;
2. Evaluates information submitted by the crime prevention officer and deploys manpower according to demand by applying planned patrol tactics;
3. Reviews and disseminates all information passed down by the captain and advises the captain of any situation which could directly or indirectly affect public safety or the operation of the division or department;
4. Maintains open lines of communication within the division;
5. Makes certain that all proposed resolutions and policy changes are understood by subordinate personnel and communicates any adverse reactions to the division commands;
6. Acts as a liaison between the public and the division or department when inquiries are made by the public regarding police services and procedures;
7. Assists the division commander with administrative duties as is required and assumes all administrative duties of the division in the absence of the commander in order to ensure the availability of the sergeant for street supervision;
8. Reviews and evaluates the contents and quality of all documents and reports which are generated on a particular shift by subordinates;
9. Prepares reports as required by the division commander;

10. Conducts periodic inspections of personnel, equipment and physical facilities and ensures the safeguarding of evidence in accordance with departmental procedures:
11. Assists sergeant with street supervision as is required after the completion of administrative duties;
12. Monitors the performance of division personnel through direct observation on an individual basis and notes any areas which need improvement or deserve commendation;
13. Provides instruction and training to subordinate personnel and assists the division commander in selecting the most qualified representatives to attend training school;
14. Exercises authority primarily over personnel assigned to his/her command but may, as the need arises, cross lines of authority, relieve subordinate personnel from duty, override departmental directives, the orders transmitted by, the Communications Section or those of a superior officer as long as such actions are justifiable and the appropriate authority is notified immediately thereafter or as soon as possible;
15. Performs the duties of a captain or a sergeant in the event of their absence;
16. Performs related work as is required in order to effectively discharge the police function and maximize public safety.

Section 2.03

Uniform Division Captain -- Duties, Responsibilities  
And Authority

Purpose:

To establish the duties, responsibilities and authority of a captain assigned to the Uniform Division.

General Statement Of Duties And Responsibilities:

The uniform captain shall be responsible for the enforcement within his/her command of all laws, resolutions, rules and regulations, policies, procedures as well as all general and special orders and shall be held accountable for maintaining the order, efficiency and discipline of all personnel under his/her command.

Distinguishing Features Of The Position:

The captain is responsible for the total operation of his/her command and the integration of his/her command into the overall goals, objectives and activities of the department.

General Duties, Responsibilities And Authority:

1. Plans, organizes, directs and controls the activities of an entire division in an orderly and efficient manner and has immediate supervision over all lieutenants, sergeants, police officers and other employees assigned to his/her command;
2. Ensures that all departmental and divisional orders, policies, procedures, rules and regulations are understood and adhered to by personnel under his/her command;
3. Meets and confers with supervisors in accordance with departmental policy on a regularly scheduled basis to discuss divisional operations, activities, policies and procedures;
4. Acts as a liaison between subordinate personnel and the Chief of Police by providing needed feedback on any divisional or departmental matter;
5. Reviews and recommends training needs of all personnel under his/her command in order to promote the performance of their duties in the most effective and efficient manner possible;
6. Conducts periodic inspections of the division to ensure that all equipment and vehicles assigned thereto are in proper working order and monitors the use and cost of all equipment in order to ensure conservation;
7. Participates on various boards and committees as assigned by the Chief of Police or by request;
8. Performs budgetary functions as required by the Chief of Police according to pre-established procedures and solicits the input of divisional personnel in terms of suggested capital outlays and other budget requests;

9. Maintains highest standards of community relations in the division in order to obtain public cooperation and support for the accomplishment of the police mission and addresses personally all citizen complaints and correspondence when necessary in order to instil confidence in the surrounding community;
10. Oversees the enforcement of minor vice violations and consults with Investigative Services on any large -scale or organized operation that will require extensive or detailed investigations;
11. Maintains an open relationship based on mutual respect and cooperation with members of the press in accordance with departmental news media policies;
12. Maintains interdependent working relationships with other divisions within the department in order to achieve its overall goals and objectives;
13. Oversees the evaluation of the personnel under his/her command, recommends approval or denial of merit/longevity increases, counsels subordinates on an informal basis as the need arises, reviews disciplinary reports and imposes proper disciplinary action when appropriate, makes recommendations for appointments and promotions within the department, ensures the most deserving officers are recommended for outside schools or training and reports any violations, infractions, injuries, use of excessive force or any other potentially adverse situation to the Chief of Police for review and evaluation;
14. Reviews and adjusts divisional operations on the basis of appropriate statistical data and reports in order to ensure the most effective and efficient deployment of departmental resources;
15. Delegates various duties to supervisors and subordinate personnel without relieving himself/herself of the ultimate responsibility for the accomplishment of the tasks assigned;
16. Exercises authority primarily over personnel assigned to his/her command but may, as the need arises, cross lines of authority, relieve subordinate personnel from duty, override departmental directives, the orders transmitted by the Communications Section or those of a superior officer as long as such actions are justified and the appropriate authority is notified immediately thereafter or as soon as possible;
17. Under adverse conditions may perform the duties of a sergeant or a lieutenant;
18. Performs related work as is required in order to effectively and efficiently discharge the police function and maximize public safety.



## Section 2.04

### Investigative Division Sergeant-- Duties, Responsibilities And Authority

#### Purpose:

To establish the duties, responsibilities and authority of a sergeant assigned to the Investigative Division.

#### General Statement Of Duties And Responsibilities:

An Investigative Division sergeant works on an assigned shift and is responsible for the first-line supervision of field operations within the section or division; performs the duties of the lieutenant in the event of his/her absence or assumes command of the entire division in the event of the absence of any higher ranking officers.

#### Distinguishing Features Of The Position:

Duties involve planning, organizing, directing and controlling the activities of subordinate investigative personnel in the performance of both general and specific assignments on a particular shift.

#### General Duties, Responsibilities And Authority:

1. Holds muster, assigns or redirects the placement of personnel as is required in order to achieve maximum effectiveness and efficiency and keeps the Communications Section advised of any changes in manpower which occur during the course of the shift, and schedules subordinate detectives;
2. Responds to requests made by subordinate for assistance, direction, and advice in order to maximize effectiveness and efficiency;
3. Ensures that all orders, directives, rules and regulations pertaining to operational procedures of the department and division are being adhered to by all personnel under their supervision;
4. Ascertains the potential solvability for each criminal case that is surrounded by special circumstances or questionable factors and assigns to his/her subordinate personnel those cases that require a follow-up investigation;
5. Plans directed section operations in conjunction with the lieutenant in order to effectively deal with criminal activities as specific needs arise or as circumstances dictate;
6. Addresses all citizen complaints regarding those problems which can be effectively dealt with through the use of specialized or intensive investigations;
7. Responds in person to all situations which require on-site field supervision and maintains control until such situations are resolved or until relieved of command;

8. Provides motivation for subordinate personnel in the course of innovatively planning and managing investigations, bearing in mind those motivational factors such as the need to achieve, the need to be recognized for such achievement, the need to engage in meaningful work, the need to be responsible for decision making and the need for growth and advancement;
9. Reviews reports of subordinates to ensure that they are timely and accurate, that a thorough investigation has been conducted and that the case status is appropriate considering the facts and criteria for classification;
10. Instructs subordinate personnel as to the basic methods and techniques of police science and keeps them informed of any new or innovative developments in the field which could increase their overall proficiency and performance;
11. Reviews and evaluates the overall job performance of personnel under his/her supervision on an individual basis, recognizing and noting both strengths and weaknesses and submits appropriate reports on a timely basis with recommendations as to how low-quality performance can be improved as well as how high-quality performance can be maintained;
12. Keeps superior officers informed of daily activities and submits required written reports to superior officers regarding any alleged misconduct, sustained poor work performance or serious violations of departmental rules and regulations, recommends appropriate corrective or disciplinary action of subordinates and recommends subordinates for outstanding or exemplary performance;
13. Establishes a set of identifiable goals and objectives in order to increase the overall productivity of the work unit;
14. Exercises authority primarily over personnel assigned to his/her command but may, as the need arises, cross lines of authority, relieve subordinate personnel from duty, override departmental directives, the orders transmitted to the Communications Section or those of a superior officer as long as such actions are justified and the appropriate authority is notified immediately thereafter or as soon as possible;
15. Performs the duties of a lieutenant or a captain in their absence;
16. Performs related work as is required in order to effectively and efficiently discharge the police function and maximize public safety.

## Section 2.05

### Investigative Division Lieutenant-- Duties, Responsibilities And Authority

#### Purpose:

To establish the duties, responsibilities and authority of all lieutenant assigned to the Investigative Division.

#### General Statement Of Duties And Responsibilities:

An Investigative Division lieutenant shall work on an assigned shift, with responsibility for a specific functional area, and may assume command of the entire division in the absence of the captain.

#### Distinguishing Features Of The Position:

Plans, organizes, directs, and controls the activities of subordinate personnel during an assigned shift and/or within a specific functional area.

#### General Duties, Responsibilities And Authority:

1. Holds muster in conjunction with the sergeant, schedules, assigns and reassigns subordinate detectives to various areas and keeps the Communications Section advised of any changes in manpower which occur during the course of the shift;
2. Reviews and disseminates all information passed down by the captain and advises the captain of any situation which could directly or indirectly affect public safety or the operation of the division or department;
3. Maintains open lines of communication within the division;
4. Makes certain that all proposed resolutions and policy changes are understood by subordinate personnel and communicates any adverse reactions to the division commander;
5. Acts as a liaison between the public and the division when inquiries are made by the public regarding police services and procedures;
6. Assists the division commander with administrative duties as required and assumes all administrative duties of the division in the absence of the commander in order to ensure the availability of the sergeant for street supervision;
7. Reviews and evaluates the contents and quality of all documents and reports which are generated by subordinates under his/her command:
  - (A) Reviews all incoming offense reports, separates according to section, and ensures that they are properly logged with the Records Section;
  - (B) Reviews contents and quality of all supplemental reports submitted by his/her subordinates and ensures that they are properly logged with the Records Section;

8. Prepares reports as required by the division commander;
9. Conducts periodic inspections of personnel, equipment and physical facilities and ensures the safeguarding of evidence in accordance with departmental procedures;
10. Assists sergeant with street supervision as is required after the completion of administrative duties;
11. Monitors the performance of the division personnel through direct observation on an individual basis and notes any areas which need improvement or deserve commendation;
12. Provides instruction and training to personnel and assists the division commander in selecting the most qualified representatives to attend training schools;
13. Assesses the performance of all sergeants and investigation assigned to his/her command and recommends replacement of those who are deficient in instructional or supervisory skills;
14. Exercises authority primarily over personnel assigned to his/her command but may, as the need arises, cross lines of authority, relieve subordinate personnel from duty, override departmental directives, the orders transmitted by the Communications Section or those of a superior officer as long as such actions are justifiable and the appropriate authority is notified immediately thereafter or as soon as possible;
15. Performs the duties of a sergeant or a captain in the event of their absence;
16. Performs related work as is required in order to effectively discharge the police function and maximize public safety.

## Section 2.06

### Investigative Division Captain -- Duties, Responsibilities And Authority

#### Purpose:

To establish the duties, responsibilities and authority of a captain assigned to the Investigative Division.

#### General Statement Of Duties And Responsibilities:

The Investigative Division captain shall be responsible for the enforcement within his/her command of all laws resolutions, rules and regulations, policies, procedures as well as all general and special orders and shall be held accountable for maintaining the order, efficiency, and discipline of all personnel under his/her command.

#### Distinguishing Features Of The Position:

The Captain is responsible for the total operation of his/her command and the integration of his/her command into the overall goals, objectives and activities of the department.

#### General Duties, Responsibilities And Authority:

1. Plans, organizes, directs and controls the activities of an entire division in an orderly and efficient manner and has immediate supervision over all lieutenants, sergeants, police officers, and other employees assigned to his/her command;
2. Ensures that all departmental and divisional orders, policies, procedures, rules and regulations are understood and adhered to by personnel under his/her command;
3. Meets and confers with supervisors in accordance with departmental policy on a regularly scheduled basis to discuss divisional operations, activities, policies and procedures;
4. Acts as a liaison between subordinate personnel and the Chief of Police by providing needed feedback on any divisional or departmental matter;
5. Reviews and recommends training needs of all personnel under his/her command in order to promote the performance of their duties in the most effective and efficient manner possible;
6. Conducts periodic inspections of the division in order to ensure that all equipment and vehicles assigned thereto are in proper working order and monitors the use and cost of all equipment in order to ensure conservation;
7. Participates on various boards and committees as assigned by the Chief of Police or by request;

8. Performs budgetary functions as required by the Chief of Police according to pre-established procedures and solicits the input of divisional personnel in terms of suggested capital outlays and other budget requests;
9. Maintains highest standards of community relations in the division in order to obtain public cooperation and support for the accomplishment of the police mission and addresses personally all citizen complaints and correspondence when necessary in order to instill confidence in the surrounding community;
10. Acts as a consultant to the Uniform Division on any large-scale or organized operation that will require extensive or detailed investigations;
11. Maintains an open relationship based on mutual respect and cooperation with departmental news media policies;
12. Maintains interdependent working relationships with other divisions within the department in order to achieve its overall goals and objectives;
13. Oversees the evaluation of the personnel under his/her command, recommends approval or denial of merit/longevity increases, counsels subordinates on an informal basis as the need arises, reviews disciplinary reports and imposes proper disciplinary action when appropriate, makes recommendations for appointments and promotions within the department, ensures that the most deserving officers are recommended for outside schools or training and that the most qualified personnel are assigned to specialized duty and reports any violations, infractions, injuries, use of excessive force, or any other potentially adverse situation to the Chief of Police for review and evaluation;
14. Reviews and adjusts divisional activities and operations on the basis of appropriate statistical data and reports in order to ensure the most effective and efficient deployment of departmental and divisional resources;
15. Delegates various duties to supervisors and subordinate personnel without relieving himself/herself of the ultimate responsibility for the accomplishment of the tasks assigned;
16. Exercises authority primarily over personnel assigned to his/her command but may, as the need arises, cross lines of authority, relieve subordinate personnel from duty, override departmental directives, the orders transmitted by the Communications Section or those of a superior officer as long as such actions are justified and the appropriate authority is notified immediately thereafter or as soon as possible;
17. Under adverse conditions may perform the duties of a sergeant or lieutenant;
18. Performs related work as is required in order to effectively and efficiently discharge the police function and maximize public safety.

## Section 2.07

### Clarification Of Supervisory/Command Authority During Unusual Circumstances

#### Purpose:

To clarify the process by which persons of equivalent rank shall assume command during an assigned shift in the absence of higher ranking officers; to state the procedure by which off duty supervisors, commanders, or the Chief of Police shall be notified of those situations of an extraordinary nature; and to prohibit except in extraordinary situations supervisors or commanders from leaving personnel unsupervised for any period of time.

#### Policy:

In the event that two sergeants are on duty at any given time and there is no assigned lieutenant or captain on duty, the sergeant with the longest tenure in rank shall be the officer in charge during that tour of duty. If the two sergeants have equal amounts of tenure in rank, the sergeant who has the longest tenure in terms of total department service shall be in charge. Should certain situations require the specialized knowledge of the sergeant with less tenure as described above, the two sergeants will confer, and, if both agree, the sergeant with less tenure will assume temporary control of the situation until the matter is resolved.

In the event that two lieutenants are on duty at any given time and there is no division commander on duty, the lieutenant with the longest tenure in rank shall be the officer in charge during that tour of duty. If the two lieutenants have equal amounts of tenure in rank, the lieutenant who has the longest tenure in terms of total department service shall be in charge. Should certain circumstances or situations require the specialized knowledge of the lieutenant with the less tenure as described above, the two lieutenants will confer, and, if both agree, the lieutenant with less tenure will assume temporary control of the situation until the matter is resolved.

If no supervisor or commander is on duty in a particular division then the highest ranking supervisor or commander on duty in another division shall be in charge.

Whenever a sergeant or lieutenant is on duty and the division commander or Chief of Police are not on duty, the following procedure will be in effect when any problem, question or other matter arises that necessitates the decision of a higher ranking officer:

1. Call the commanding officer of your division; if contact is not made after a reasonable attempt to do so,
2. Call the Chief of Police; if contact is not made after a reasonable attempt to do so,
3. Call the commanding officer of another division.

All attempts to contact the supervisors listed above shall be documented by that supervisor who is in charge. In the event that none of the aforementioned supervisors can be reached after reasonable attempts to do so, the individual in charge of the division shall make a reasonable decision based upon the facts available at that time.

The sergeant or lieutenant who makes the decision in the absence of a higher-ranking officer shall be prepared to justify the decision to the appropriate authority upon request.

Under no circumstances, except if so scheduled in the Service or Investigative Divisions, shall a supervisor leave personnel unsupervised for any time at the beginning of, during or at the conclusion of any particular shift or tour of duty until properly relieved by another supervisor. In the event of an extreme emergency supervisory relief may be obtained from another division. Whenever it appears that personnel will be unsupervised in the Uniform Division for any period of time at the beginning of a particular shift the supervisor completing his tour of duty shall remain on duty until relieved by another supervisor or granted permission to leave by the Division commander or Chief of Police.



Section 2.08

Command Authority Delegated During  
Chief's Absence

Purpose:

The purpose of this policy is to establish and ensure a continuous departmental command structure during leave, sickness or other absences of the Chief of Police.

Policy:

In the absence of the Chief of Police due to vacation, sickness or other circumstances which renders him inaccessible or incapacitated, the Uniform Division commander will assume responsibility for decisions which may be required between or beyond other division command capabilities. If neither the Chief of Police nor the Uniform Division commander is available due to any of the aforementioned circumstances; the Investigative Division commander will assume departmental responsibilities.

PERSONNEL ORDER

March 30, 1982

Te: All Police Personnel

Re: Promotions and Transfers

The Union Township Board of Trustees approves the reorganization of the Union Township Police Department in accordance with the plan submitted by the Chief of Police.

To fill the vacancies created by this reorganization the following promotions and reassignments will become effective at 11:00 pm April 10, 1982.

1. Sergeant Lynn Brown:

Promoted to Lieutenant and will serve as the commanding officer of the Uniform Division.

2. Sergeant Eddie Oliver:

Promoted to Lieutenant and will serve as the commanding officer of the Investigative Division.

3. Patrolman Norman Pearson:

Promoted to Sergeant and will serve as a shift supervisor in the Uniform Division.

4. Patrolman Gilbert Flick:

Promoted to Corporal and will be assigned to the Uniform Division.

5. Patrolman John Bruce:

Promoted to Corporal and will be assigned to the Uniform Division.

6. Patrolman Steve Ledermeier:

Promoted to Corporal and will be assigned to the Services Division.

7. Patrolman Steve Buckner:

Promoted to Corporal and will be assigned to the Uniform Division.

8. Patrolman John Kirby:

Transferred to the Uniform Division as a Crime Prevention Officer.

9. Patrolman Thomas Husband:

Transferred to the Investigative Division as a School Resource Officer.

10. Patrolman Michael Rossmann:

Transferred to the Investigative Division as an Investigator.

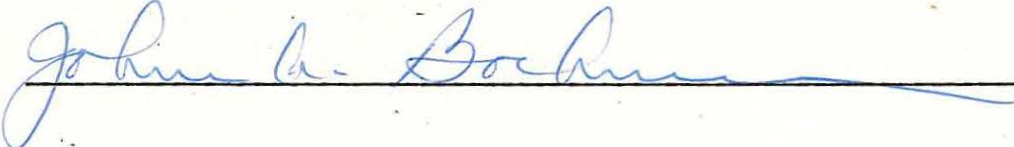
The above named personnel will contact their respective commands for instructions prior to April 6, 1982.

All personnel receiving promotions will serve a probationary period of one year.

APPROVED:

  
Trustee

  
Trustee

  
Trustee

cc Township Clerk  
Chief of Police  
Above named personnel

