

# Duty Officers

## 421.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a Duty Officer and, as needed, an acting Duty Officer for each shift.

## 421.2 POLICY

Each shift will be directed by a Duty Officer capable of making decisions and managing in a manner consistent with the mission of the Elkton Police Department. To accomplish this, a Sergeant shall be designated as the Duty Officer for each shift.

## 421.3 DESIGNATION AS ACTING DUTY OFFICER

With prior authorization from the Field Operations Bureau Commander, generally when a Sergeant is unavailable for duty as Duty Officer, a qualified lower-ranking member shall be designated as acting Duty Officer.

## 421.4 DUTY OFFICER RESPONSIBILITIES

The Duty Officer shall have overall responsibility and accountability for the operation of this department on an assigned shift. Duties may include, but are not limited to:

- (a) Ensuring sufficient members are on-duty to accomplish the mission of the Elkton Police Department.
- (b) Providing command-level oversight of major crime scenes, tactical situations or disasters.
- (c) Establishing service level priorities.
- (d) Providing job-related training and guidance to subordinates.
- (e) Acquiring outside resources or providing assistance to other agencies, when applicable.
- (f) Handling service inquiries or complaints from the public.
- (g) Acting as the Public Information Officer when appropriate.
- (h) Managing risk exposure.
- (i) Ensuring the security of all department facilities.
- (j) Ensuring the proper equipment and vehicles are available for member use.
- (k) Representing the Department at community functions.