

Duties of the Patrol Captain/Lieutenant

203.1 DUTIES OF THE PATROL CAPTAIN/LIEUTENANT

Agency Content NYSLEAP - 8.4 - 2.2

(a) General duties

1. The Captain/Lieutenant of Patrol will obey all lawful orders and be responsible for the enforcement of all laws and ordinances, department rules and regulations, orders, procedures, discipline, punctuality and attendance, appearance, good order and efficiency of members within his/her command. He/she will perform specific duties and functions as assigned by the Chief of Police. He will provide leadership and guidance in developing loyalty and dedication to the Auburn Police Department. He/she is the commanding officer of a patrol division shift with the Auburn Police Department and reports directly to the Deputy Chief of Police. He/she will conduct him/herself in a manner which will enhance the public image of the Auburn Police Department.

(b) Specific duties

1. Be in immediate command of their patrol division shift and have direct supervision of patrol sergeants.
2. Assist the Deputy/Chief of Police with development of administrative policy and be responsible for the enforcement of all departmental orders, the rules and regulations. He/she shall maintain discipline and efficiency in the patrol division of the department.
3. Will develop "plans of action" for non-routine police calls for service and direct the patrol division in its daily activities.
4. Train, direct, supervise and evaluate patrol supervisors in their assigned duties, recommend remedial or disciplinary action for inefficient, incompetent, or unsuitable members. He/she will recommend to the Planning and Training Lieutenant subjects and areas which he/she feels need to be addressed
5. Work with the Planning and Training Lieutenant to develop the forms, reports, and computer programs needed to enable the Auburn Police Department to fulfill its mission.
6. Deal fairly and equitably with subordinates, and correct them in a dignified manner.
7. Investigate thoroughly and impartially any complaints of misconduct or laxity made against any patrol member of the department and submit a written report to the Deputy Chief of Police.
8. Review any and all internal affairs investigations against a member of patrol and make recommendations in disciplinary cases.
9. Cooperate with other units of the department and other city agencies.

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10. Develop and maintain sound working relationships of mutual benefit with other federal, state and local agencies.
11. Command and represent the Auburn Police Department in the absence of the Deputy/Chief of Police.
12. Sustain a member of his command who is properly performing his/her duty.
13. Will issue written and verbals orders to the patrol division (or members of) in order to achieve department goals.
14. Assist the Chief of Police in preparing the annual police department budget for the City of Auburn.
15. Is responsible for the proper operation of his shift even in his absence.
16. Issue written and verbal orders to members of his command to attain department goals.
17. Assure the accurate preparation, completeness, maintenance, review and forwarding of reports and records.
18. Will delegate duties, assignments to any subordinates assigned to his shift through the chain of command.
19. Direct the sergeants assigned to his shift in performing their duties.
20. Train, direct, command and evaluate subordinates under his command. Cause remedial or disciplinary action for inefficient, incompetent, incomplete or unsuitable performance and take corrective action in a professional and dignified manner.
21. Will evaluate the performance of probationary officers and probationary sergeants under his/her command and will make recommendations to the Deputy Chief of Police and/or Chief of Police prior to the expiration of the probationary period.
22. Deal fairly and equitably with subordinates.
23. Takes all necessary actions to ensure the proper performance of duties, resolve conflicts, or confusion within his/her command.
24. Carefully examine all books, records, and reports, required to be kept in conformity with the rules and regulations and see that entries therein are made.
25. Exercise field command as he/she deems appropriate.
26. Will notify the Deputy/Chief of Police of all major crimes which take place during his/her tour of duty in a timely manner.
27. Cause inspection of department building, property, and equipment when necessary.
28. Will notify his/her relief of all necessary police matters.
29. Control allocation of available resources, distribution of available resources and the operations of his shift.

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30. Will ensure the safety and security of prisoners and will obtain medical care when needed.
31. Will be responsible for the department building, property, and equipment on his assigned shift.
32. Will make recommendations to the Deputy/ Chief of Police for members under his/her command deserving of commendations or awards.
33. Cause recovery of department equipment from members being relieved from duty.
34. Cooperate with other divisions, bureaus or units within the Auburn Police Department in matters of mutual interest.
35. Develop and maintain sound working relationships of mutual benefit with other federal, state and local agencies.
36. Will ensure that a thorough investigation is conducted when any member under his command is killed or injured in the line of duty and forward statements to the Detective Bureau Supervisor and Deputy/Chief of Police.
37. Will conduct a thorough investigation of civilian complaints against members under his/her command and will forward his report(s) and recommendations to the Deputy/Chief of Police.
38. Will maintain a daily "hot sheet" with any necessary police information.
39. Will notify the Deputy/Chief of Police of any matters coming to his/her attention which he/she deems necessary.
40. Perform such other duties as assigned by the Deputy/Chief of Police.