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## Responsibilities of Supervisory Members

### 1002.1 RESPONSIBILITIES OF SUPERVISORY MEMBERS

- (a) All supervisory members (members holding the rank of Sergeant or above) are responsible for ensuring that all members of the Department perform their duties in accordance with the policies and procedures, the rules and conduct of the department, and all applicable Federal, State and local laws. Supervisors are required to initiate disciplinary action in response to the acts of commission or omission of personnel who;
  - 1. Are assigned to their command.
  - 2. Are under their supervision.
  - 3. Come to their attention, regardless of assigned division.
- (b) With regard to the discipline process, a supervisor has the responsibility of:
  - 1. Discovering the strengths, efficiencies, weaknesses, deficiencies, failures or overt acts of a subordinate that indicate the need for recognition or corrective action.
  - 2. Investigate and analyze all the factors involved in order to decide the most suitable action.
  - 3. Initiate, investigate, and execute discipline in instances of non-punitive discipline.
  - 4. Recommend, through the chain of command to the Office of Chief of Police, punitive actions that are deemed necessary.
  - 5. Document training and counseling sessions on the appropriate form and forward to the office of the Chief of Police.
- (c) Supervisory members holding the rank of Police Sergeant or above are authorized to initiate discipline for members of this department, regardless of the employee's assigned division, to include:
  - 1. Recommendations for commendation or recognition.
  - 2. Remedial or additional training.
  - 3. Counseling sessions with employees.
- (d) Supervisory members holding the rank of Police Sergeant or above are directed to recommend, through the chain of command to the Office of Chief of Police, the following punitive disciplinary actions:
  - 1. Written reprimand
  - 2. Loss of accrued time
  - 3. Loss of pay
  - 4. Reassignment
  - 5. Suspension

# Auburn Police Department

## Procedure Manual

### *Responsibilities of Supervisory Members*

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6. Demotion
7. Dismissal
8. Criminal prosecution