

**NEW SMYRNA BEACH POLICE DEPARTMENT
NEW SMYRNA BEACH, FLORIDA**

POLICY AND PROCEDURE DIRECTIVE

TITLE: POLICE SERGEANT

NUMBER: 14-3

EFFECTIVE: 6/15

REFERENCE:

RESCINDS/ AMENDS: 17-3

REVISED: 09/22

ATTACHMENTS:

A. PURPOSE

The purpose of this written directive is to establish performance expectations and operational guidelines for those members who have been commissioned as, or temporarily assigned, or appointed, as a police sergeant.

B. POLICY

The procedures and policy considerations expressed in this directive shall supplement existing special orders/commands issued by the Division Commanding Officer, Standard Operating Procedures, Written Directives and Florida State Statutes including, but not limited to, other directives covering the operations described herein. Where a directive involving the same operation is clearly contradictory, this written directive shall supersede and amend the contradictory language.

C. PROCEDURES/AUTHORITY

14.3.1 Patrol supervisors are under the immediate and direct supervision of the Operations Division Commanding Officer.

14.3.2 Sergeants, including members in an acting role, shall assume all the authority, duties, and responsibilities of the rank and is charged with exacting the proper performance of duties from the members subject to their supervision.

1. The police sergeant, in fulfilling their responsibilities, shall have the authority to take all necessary actions consistent with agency rules and regulations, current labor agreement, and city personnel code to ensure proper performance of subordinate personnel.
2. Sergeants shall assume all the authority, duties, and responsibilities of the rank and are charged with exacting the proper performance of duties from the members subject to their supervision.

14.3.3 Sergeants assigned to specialized units or divisions shall report to that unit or Division Commanding Officer. Sergeants, assigned to non-patrol duties, may have additional divisional operating procedures, functions, special orders, and/or written directives for which they shall be held accountable.

D. GENERAL RESPONSIBILITIES

14.3.4 Sergeants shall report for duty on time at the designated times, properly dressed and equipped, prepared to begin work and will remain properly uniformed until relieved from duty.

14.3.5 The sergeant shall be the immediate supervisor of those members assigned to their command. All supervisory directives shall be channeled through the sergeant.

1. Sergeants shall be held responsible and accountable for the appearance, activities, and behavior of department personnel directly under their command or to those members of a lower rank who demonstrate a need for immediate supervisory action.
2. The sergeant shall have the primary field supervision responsibility over all zones during their tour of duty.
3. Additional responsibilities include but not limited to;
 - Discipline and Training;
 - Field Supervision;
 - Reporting and Communications;
 - Morale and Welfare.
 - Corporal Field Training

14.3.6 The sergeant shall also exercise supervision over any member of a lower rank demonstrating the need for immediate supervisory action.

1. The Division Commanding Officer and/or the member's immediate supervisor shall be informed of the supervisory action taken by the sergeant to remedy the incident.

E. DISCIPLINE & TRAINING

14.3.7 It is the ongoing responsibility of the sergeant to ensure proper discipline and training of the members assigned. The sergeant shall utilize inspections, evaluation, enforcement of rules, and counseling as tools to aid in the proper training and discipline of subordinate personnel.

14.3.8 Inspections

1. The sergeant shall, as often as possible, determine by physical inspection that zones are properly manned. Sergeants shall constantly patrol their command as frequently as possible or practical in order to determine whether each officer is at their proper place of duty and to aid in the enforcement of such duties.
 - Sergeants shall continuously monitor and follow up the activities of the members under their supervision. The sergeant shall ensure that subordinate personnel promptly, efficiently, and effectively perform the duties, services to the public, or other orders/instructions are being followed.
 - At frequent or irregular times sergeants are encouraged to interview complainants to determine if the officer who responded provided the proper attention and handling to the call.
 - If the sergeant discovers any mishandling of the complaint, the sergeant shall first discuss the matter with the officer to prevent a reoccurrence, then report in writing to the appropriate Division Commanding Officer the circumstances surrounding the incident and the corrective action taken.
 - Sergeants are responsible for the inspections of assigned personnel, vehicles, lockers, and the facilities of the department.

14.3.9 Evaluation

1. Whenever it appears that subordinate personnel are not properly performing assigned duties and/or responsibilities, or that an officer is either mentally or physically unfit for law enforcement duty for any

reason, the sergeant shall promptly notify the appropriate Division Commanding Officer.

- Sergeants are responsible to complete annual performance reviews as prescribed by the City Personnel code and department policy.
- Sergeants shall pay particular attention to probationary members assigned to them and shall submit monthly evaluations as required.
- It is preferred that sergeants conduct monthly consultations with assigned personnel which is documented in the sergeant's performance files and is utilized during the annual performance review. The sergeant's performance file is subject to random inspections by command personnel.

14.3.10 Counseling

1. Sergeants provide continuous counseling to the members under their command to keep them informed of their errors, professional weaknesses/strengths, departmental directives, and goals.
 - Sergeants shall give the necessary aid and assistance to assigned personnel in the preparation of cases and investigations and, when in doubt as to the status of the case, will consult with the proper authorities or higher command.
 - Sergeants shall be held accountable for the proper preparation, completion, and submission of all cases and other related paperwork.

14.3.11 Enforcement of Rules

1. Sergeants shall act upon all infractions of rules, regulations, directives, or other protocols/procedures that they observe or are informed of. The sergeant shall initiate any required disciplinary action and inform the appropriate Division Commanding Officer of the situation.

F. FIELD SUPERVISION

14.3.12 General

1. The sergeant shall assume the supervision of all field operations. In pursuance of these duties, the sergeant will keep themselves informed of all unusual cases and conditions, during their tour of duty and keep their Division Commanding Officer informed. The sergeant, while on duty, shall remain in contact with on-duty personnel and communications.

14.3.13 Direction of Activities

The sergeant shall direct and supervise the proper actions and activities of officers in all cases involving serious felony, complex cases, or unusual events. It is the sergeant's responsibility to ensure adherence to all rules, regulations, directives, or other protocols/procedures to ensure effective and efficient performance of assigned personnel.

1. At a crime scene, in which both a Patrol Sergeant and an Investigative Sergeant are both present, the crime scene will be released to the Investigative Sergeant who will assume responsibility for the investigation. Patrol sergeants will cooperate by providing all available assistance.

14.3.14 Sergeants are authorized to call in or order officers to work when an immediate need arises.

14.3.15 Communication

The sergeant is responsible to ensure that all check on and off materials are prepared and communicated to assigned personnel, including shift assignments, orders of the day, items of or deviations from normal operations.

1. The sergeant shall inform their Division Commanding Officer and on call command staff of special incidents occurring during their tour of duty.
2. Sergeants shall seek the advice of their Division Commanding Officer in cases or situations, which present special or unusual problems that the sergeant does not feel fully competent to handle.

G. REPORTING & COMMUNICATION

14.3.16 The sergeant will, through formal and informal means, establish and maintain open channels of communications between themselves, subordinate personnel, other sergeants, immediate supervisor, and other divisions of the department.

1. The sergeant will, at all times, notify Communications and the most senior or other designated subordinate when they will be out of contact with Communications or will be otherwise unavailable.

14.3.17 Inspections and Reports

Sergeants will inspect and approve all reports and associated paperwork generated by assigned personnel and will ensure that at the end of shift all paperwork is properly completed and submitted. This includes supervisory paperwork including but not limited to; “Daily Log”, press releases, and administrative paperwork.

1. The sergeant will compare computer generated reports with the reports/paperwork submitted by the officers.
2. All reports, paperwork, and any required administrative reports completed by assigned personnel or the sergeant will be completed and submitted prior to being relieved from duty.

H. MORALE & WELFARE

14.3.18 Morale and Welfare

Sergeants will strive to create and maintain an atmosphere of high morale and will ensure that adequate communication flows horizontally and vertically by the use of the chain of command.

1. Sergeants will guide their shift by example, exhibiting to all employees and the public, the highest moral, conduct and demeanor.
2. Sergeants will be consistent in all orders and expectations given and will treat each member equally and with fairness.
3. Sergeants will give full attention to the personal and professional problems of assigned personnel.
4. Sergeants will be responsible for the welfare of assigned personnel and will take all necessary actions to assure the safety of their assigned personnel.
5. Sergeants will be responsible and held accountable to ensure that the work environment remains professional.
6. Sergeants will take preventive steps to maintain a work place that is free of any form of harassment, violence, or otherwise “hostile” for all members of the department.
7. Sergeants will address internal and external complaints as required by policy.
8. Sergeants will be responsible for any other related tasks or assignments authorized by higher command.

Revised: BSS 09/22

**Approved: Signature on File
Chief Mike Coffin**