

Shift Supervisors

401.1 PURPOSE AND SCOPE

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

401.2 POLICY

Each shift will be directed by a member capable of making decisions and managing in a manner consistent with the mission of the Montgomery County Sheriff's Office. To accomplish this, they shall be designated as the shift supervisor for each shift.

401.3 DESIGNATION AS ACTING SHIFT SUPERVISOR

With prior authorization from the Field Services Director, generally when a shift supervisor is unavailable for duty as, a qualified member shall be designated as acting shift Supervisor.

401.4 SHIFT SUPERVISOR RESPONSIBILITIES

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

- (a) Ensuring a uniformed patrol supervisor is deployed during each shift.
- (b) Ensuring sufficient members are on-duty to accomplish the mission of the Montgomery County Sheriff's Office.
- (c) Providing command-level oversight of major crime scenes, tactical situations or disasters.
- (d) Establishing service-level priorities and response.
- (e) Ensuring that job-related training and guidance is provided to subordinates.
- (f) Acquiring outside resources or providing assistance to other agencies, when applicable.
- (g) Handling basic service inquiries or complaints from the public.
- (h) Acting as the Public Information Officer when appropriate, then only when designated by the Sheriff.
- (i) Managing risk exposure through ensuring compliance with policy, guides and standards.
- (j) Ensuring the security of all office facilities.
- (k) Ensuring the proper equipment and vehicles are available for member use through inspections.
- (l) Representing the Office at community functions.
- (m) Ensuring that all reports and evidence are submitted correctly by his/her subordinates in a timely manner.