
DUTIES OF SUPERIOR OFFICERS

This order outlines the duties and responsibilities of superior and commanding officers.

I. POLICY

A. SUPERIOR OFFICERS. All superior officers shall:

- 1. CONDUCT. Set an example of efficiency, sobriety, discretion, industry and promptness. Not use abusive language or act arbitrarily in dealing with subordinates.**
- 2. SUPERVISION. Guide and instruct subordinates in the performance of their duties and require strict compliance with the policies and procedures of the Department and the orders of superiors. Promptly report in writing any misconduct by subordinates and forward the report to their superiors.**
- 3. CONTAGIOUS DISEASES. See *Infectious Disease Control Manual*, DM-04.**
- 4. INVESTIGATION OF MISCONDUCT (also see DGO 2.04, Citizen Complaints Against Officers and DGO 2.05, Citizen Complaints Against Non-Sworn Members). This section provides a format for investigating misconduct brought to the attention of superiors by other than a citizen's complaint.**
 - a. When a superior officer becomes aware of possible misconduct by any member of his/her unit, the superior shall immediately notify the senior-ranking officer on duty at the unit. The senior-ranking officer shall:**
 - (1) Remain personally responsible for the conduct of the matter until relieved of responsibility.**
 - (2) Conduct an administrative investigation in addition to any investigation that may be made by the Management Control Division or the Office of Citizen Complaints. (See DGO 2.08, Peace Officers' Rights)**

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08/24/94

- (3) Prepare an initial investigative report on memorandum (SFPD 68) addressed to his/her commanding officer before reporting off duty. The report shall contain information that can be reasonably obtained e.g., full identification of witnesses, summary of statements from witnesses, preliminary findings, and recommendations where appropriate.
 - (4) If it is necessary to relieve a member as unfit for duty (e.g., misconduct constituting criminal activity) contact the commanding officer at any time day or night. The commanding officer shall assume responsibility for the investigation, assure that proper investigative steps are being taken, and respond to the unit if necessary.
- b. When a superior officer becomes aware of possible misconduct by any member assigned to another unit, he/she shall:
- (1) Immediately notify the senior-ranking officer on duty at the member's unit. If the unit is closed, the commanding officer of the unit shall be notified at any time day or night.
 - (2) The senior-ranking officer or commanding officer (as appropriate) shall be responsible for performing the steps outlined in Section a. above.

B. COMMANDING OFFICERS. All commanding officers shall:

1. **ASSUMPTION OF COMMAND.** Within one week of assuming command, make an inspection of personnel to ensure they are equipped as required and conform to grooming standards.
2. **FACILITIES AND EQUIPMENT.** Be responsible for the general condition, cleanliness and order of facilities under their command and not permit any property to be improperly used, loaned or removed for private purposes. Also see DGO 3.03, Facilities Management.
3. **VACATIONS.** Arrange vacation periods for members of the command.
4. **RECORD INSPECTION.** Make continuous inspections of all records under their command.

5. **PERSONNEL DATA.** Keep a record of the residence address and telephone number of each member of their command, including patrol special officers, and forward copies to the Operations Center and the Personnel Division. When a member of the command is transferred to a unit, forward all his/her personnel data and records to that unit (see DGO 3.06, Residence Certification and *PIP, A Supervisor's Guide* DM-06.).
 6. **ATTIRE.** Be appropriately attired while attending any official meeting.
 7. **RETURN OF DEPARTMENT PROPERTY**
 - a. When members of their command are suspended from duty pending the filing and hearing of charges, or are found unfit for duty, relieve them of their Department-issued star, handgun, police identification and other Department property, except their uniform.
 - b. When members resign, are dismissed or retire, have them return their Department-issued property to the Property Control Section. Upon the death of a member, obtain Department-issued equipment from the family of the deceased and forward it to the Property Control Section.
 8. **DEATH OF A MEMBER.** In the event of a member's death, make a report to the Chief of Police detailing the available facts. Whenever the death resulted from violence, unlawful means or other than natural causes, make a personal investigation of the incident and prepare a full report to the Chief of Police. Include whether the deceased was on or off duty or performing any public service at the time.
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