



202.0 DAILY ROSTER (LINE-UPS)

In order to accurately identify on-duty personnel and their assignment for their tour of duty, a daily roster will be utilized.

The daily roster will be completed by a supervisor and will be distributed in accordance with directives of the respective Division Commander.

The supervisor is required to provide Communications with an accurate daily roster.

The supervisor responsible for the daily roster and recording of shift activity will report for duty one hour in advance of the normal shift tour of duty. This same supervisor's tour of duty will end one hour in advance of the normal shift tour of duty unless his responsibilities prevent him leaving at that time.

203.0 SCHEDULING PROCEDURE (FORECASTS)

The scheduling of personnel will be done at management's discretion, and a master schedule book will be kept in the Lieutenant's office where it will be accessible to all employees. The schedule will allow the supervisor and employee the convenience of knowing days off well in advance in order to plan training programs as well as leave time.

Shift forecasts will be submitted to the Division Commander and the Court Liaison officer three months in advance.

Unless otherwise directed, employees shall report for duty at the time and place specified, properly attired and equipped.

If an employee is reassigned to another work section, the name will be moved into the schedule as set out for that new work section, in accordance with the 28 day work cycle required under FLSA guidelines. Prior to the employee leaving his present work assignment, the employee's supervisor will notify the Court Liaison Officer of the duty assignment change.

In those instances in which an employee's permanent work schedule in his assigned work section is changed, or a previously unscheduled vacation is granted, his supervisor will notify the Division Commander and Court Liaison Officer of this change.

204.0 WATCH COMMANDER

The Watch Commander is a position within the Operations Bureau that is held on a rotating basis by an officer holding the rank of Captain, unless otherwise specified.

This person is responsible directly or indirectly for the supervision of all personnel subordinate to him during his tour of duty. This includes other Bureau's personnel, regardless of the Division to which the Watch Commander is assigned.

He assumes command of all field operations during his tour of duty in the absence of officers of his equal rank or in the absence of any higher-ranking officer.

The Watch Commander, in the absence of an officer of equal or higher rank, is responsible for performing the following duties when notified:

- A. Responds to all major calls and emergencies.
- B. Notifies, or causes to be notified, higher level command personnel of matters relating to major crimes and/or incidents, injured officers, and any injuries caused by the officers, such as use of firearms.
- C. Investigates, or causes to be investigated, complaints against police personnel.



- D. Activation of the tactical unit.
- E. Activation of the Mobile Command Post.
- F. Helicopter call-out after their normal duty hours.

He is responsible for performing the following duties when notified:

- A. Authorizes the deployment of police personnel and/or specialized units to assist other agencies within the Greater Metropolitan area.
- B. Notifies, or causes to be notified, the designated higher commanding officer to authorize the use of specialized units outside the Greater Metropolitan Area.

205.0 TAKE-HOME VEHICLE PROGRAM (Revised 4th Edit., 2000)

For the purpose of these procedures, a Take-Home Vehicle is a marked unit assigned to an officer/sergeant within the Operations Bureau. However, the Chief or designee may assign other marked units within the Operations Bureau as Home Storage vehicles.

Officers/sergeants selected for the Take-Home Vehicle Program will be issued a marked unit for commuting to and from their on-duty law enforcement assignment. Off-duty use is restricted to official police business (i.e. court appearances, training sessions, neighborhood group meetings, vehicle maintenance, etc.) and driving to and from an extra-duty employment requiring the performance of law enforcement duties. As the sole operator of this vehicle, the assigned officer/sergeant will be responsible for its care and use in accordance with current Department/Bureau procedures. Officers/sergeants selected will be provided with the appropriate rules, regulations and guidelines, which will be considered applicable and in effect at all times during the officer's/sergeant's participation in the program.

205.10 ELIGIBILITY FOR THE PROGRAM (Revised 4th Edit., 2000)

Those officers/sergeants assigned to the Operations Bureau who:

- A. Perform law enforcement duties to the minimal performance standards for the preceding six (6) months,
- B. Have satisfactorily completed the required Field Training Officer Program and the recruit probationary period, and
- C. Permanently reside within the prescribed boundaries of the City limits of Oklahoma City

will be considered eligible for this program. Officer/sergeant selection will be at the discretion of the Chief of Police or designee and may be dependent on vehicle availability and/or vehicle distribution needs.

205.11 REVOCATION FROM TAKE-HOME VEHICLE PROGRAM (Revised 4th Edit., 2000)

An officer's/sergeant's participation in the Take-Home Vehicle Program requires adherence to all program procedures, as well as the departmental rules and regulations. The officer's/sergeant's supervisor will employ progressive discipline for minor infractions, as they occur. All infractions must be documented. The Chief of Police may revoke or suspend an officer's participation in the program.

The following are examples of actions that may result in suspension from the program, in addition to disciplinary action:

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| -Abuse of the car through neglect or carelessness | Minimum of 14 days-per infraction |
| -Violation of provision of Take-Home Vehicle Program | Minimum of 14 days per infraction |
| -Involved in three or more preventable accidents in year | Two 28-day work cycles per infraction |
| -Temporary VPO/Domestic Violence against the officer | Duration of VPO |