Station Order 17-009: Watch Commander Duties

The following watch commander duties complement those already defined in the Policy and Procedures Manual:

- Watch Commanders are responsible for the activities on their shift. They shall reflect the attitudes of the Station Commander and shall function on his behalf in his absence.
- Watch Commanders shall actively participate in the activities on their shift.
- Watch Commanders shall respond to major incidents in the field (i.e., deputy involved traffic collisions involving major damage or injury, deputy involved shootings, high profile cases, barricades, etc.,) and shall set a portion of their work week to be in the field, other duties permitting.
- Watch Commanders shall manage and review all Code 3 responses.
- Station lieutenants shall know all persons assigned to their command and shall allow time for communication with them.
- Station lieutenants shall be responsible for the inquiries of Watch Commander Service Comment reports and force incidents that occur on their shifts.
- Watch Commanders shall be responsible for the approval of all anticipated overtime worked each shift prior to the deputy working.
- Watch Commanders shall daily inspect and the watch commander’s safe evidence ledger and regularly conduct a watch commander’s safe audit.
- The following are the routine duties of the Watch Commander:
- Attends briefings frequently, (three to four times per week).
- Completes two jail inspections, includes reviewing the gate book for over detentions, missing entries, etc.
- Conducts two desk telephone audits.
- Ensures the duties of the watch sergeant are completed.
- Monitors the workplace to ensure that discrimination, harassment and/or retaliation are not occurring.
- Initiate and update the W/C log with pertinent information.
- Conduct routine uniform, firearms and equipment inspections during briefings.

Make all appropriate and necessary verbal/electronic notifications to the Unit Commander within a reasonable time.