

## Station Order 17-010: Watch Sergeant and Field Sergeant Duties

### Watch Sergeant

- Watch Sergeants shall oversee the operation of the entire patrol function. In the absence of the Watch Commander, during the conduct of routine business, the Watch Sergeant shall assume those duties normally handled by the Watch Commander.
- The following are the routine duties of the Watch Sergeant:
- Completes two jail inspections, includes reviewing the gate book for over detentions, missing entries, etc.
- Monitors desk operations, ie. advising informant of delay, response times, professional service for citizens in the lobby, etc.
- Conducts two desk telephone audits.
- Completes the in-service for the oncoming shift.
- Inspects and signs evidence ledger.
- Checks rejected report tray.
- Completes the exception report for same shift of prior day and reviews deputy daily worksheets for proper reporting district clearances, proper response times and handling of calls.
- Checks and reconciles deferred report book.
- Conducts a facility security check and inspects facility for maintenance and cleanliness.
- Assigns radios, vehicles and equipment.
- Approves reports, booking slips and adult misdemeanor arrests.
- Monitors the workplace to ensure that discrimination, harassment and/or retaliation are not occurring.
- Watch Sergeants shall perform their duties vigorously, in a professional manner, and be available to subordinates when needed.

### Field Sergeant

- Field Sergeants shall direct and be involved in the handling of field situations and problems arising on their shifts. They shall keep the Watch Commander and Watch Sergeant informed of significant or unusual occurrences and situations.
- The following are routine duties of the Field Sergeant:
- Conducts briefings and training.
- Serves subpoenas and training notifications.
- Inspects uniforms and equipment.

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- Ensures completion of time sheet and radio, vehicle and equipment inventory sheets.
- Monitors field activity, ie. sufficient units assigned to priority/emergent calls, coordination and proper handling of calls, and response times.
- Evaluate and document deputies' performance.
- Respond to and investigate deputy involved traffic collisions, use of force incidents, and high risk calls.
- Approve reports, when appropriate, in the field so they can be approved prior to the end of the shift.

Field Sergeants shall perform their duties in a vigorous and professional manner, availing themselves to subordinate field units, when needed; and they shall make periodic contact with surrounding local police departments and the California Highway Patrol for the purpose of mutual aid and coordination.

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