DUBLIN POLICE DEPARTMENT

**STANDARD OPERATING PROCEDURE**

**SECTION: M-006 STAFF ASSIGNMENTS/**

**TEMPORARY DUTIES**

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**N/A**

**I. PURPOSE**

To establish guidelines for the administration of the staff assignments and/or temporary duties within the Dublin Police Department.

## II. SCOPE

This procedure shall apply to personnel assigned to staff assignments / temporary duties. The scope applies overall to the department as a whole.

## III. RESPONSIBILITIES

It shall be the responsibility of the Chief of Police to assign personnel to fill temporary staff assignments/positions within the department. As defined, temporary staff assignments/ positions can be any position, job, or duty the Chief of Police deems necessary for the well-being and/or day-to-day operation of the department. The rank of personnel assigned to temporary positions shall be consistent with the appointed officer’s rank prior to assignment or maybe a rank as appointed by the Chief of Police, commensurate with the type of appointment, duties related to that position, and responsibilities given to the appointee. Most officers appointed to temporary positions will report directly to the Chief of Police unless otherwise directed. Officers assigned to temporary positions will follow all department policies and procedures.

**IV. TYPES OF STAFF ASSIGNMENTS / TEMPORARY DUTIES**

The following list of temporary assignments/positions represents those positions that are normally filled by one or more personnel. However, the list is not all-inclusive; the Chief of Police reserves the right to assign personnel to temporary positions based on the needs of the department and his/her determination of those needs. As most department temporary positions and assignments are of a demanding nature, it should be understood that individuals appointed to these positions must have a high degree of self-motivation, ability to perform administrative tasks, ability to learn and understand administration, have a working knowledge of computers (including the department computer system and various software programs), and a desire to accomplish tasks and duties independently without supervision.

A. Operations Officer – The Operations Officer position often encompasses duties associated with several temporary assignments. It is not uncommon for the Operations Officer to be the Supply Officer, and the Department Training Officer all rolled into one, as well as being responsible for other areas and projects assigned by the Chief of Police. The individual appointed to this position must be a self-starter, multi-functional, able to work without supervision, knowledgeable of computers and the department’s systems, knowledgeable and capable of using various software programs, must understand divisional and staff relationships within the department, and be able to correspond with other entities on various levels.

B. Records Management and Reports - The Records Management Officer will be responsible for maintaining a working knowledge of the department’s records management programs and be knowledgeable in the computer software utilized by the department. Knowledge of computer operations and data entry will be required to facilitate this job. Mandatory training will be scheduled and the officer appointed to this position will be required to complete necessary training. The officer will assist all divisions and sections with computer-related tasks and will work closely with the City of Dublin’s Computer Technician and Technical Analyst to ensure quality records management. This officer will assist in programming computers purchased by the department and will ensure that quality data entry is made by other department personnel. The Records Management Officer will be required to work closely with the Chief of Police in identifying and correcting problems with the department’s computers and computer system and be able to recognize potential problem areas. The Records Management Officer will also be responsible for identifying and requesting reasonable updates for computers and in computer software, and will also complete and submit crime analysis reports to the Chief of Police or his designee upon request. Other requests may be met if necessary. Performs all other duties as assigned/required. The records management officer will be familiar with Section A-011 of this SOP.

C. Evidence Custodian - The Evidence Custodian is responsible for controlling and maintaining the department’s evidence, evidence storage area(s), and evidence room(s)/vault(s). This task includes logging in all evidence obtained by all department personnel, and following all procedures listed in the policy manual that dictates how the evidence must be processed and stored, as well as the appropriate chain of custody that must be followed for evidence to be admissible in court. The evidence custodian may be called to the scene of a crime to assist an investigator or officer in evidence collection and storage. In maintaining evidence storage, the officer will be responsible for transporting evidence to the crime lab and retrieving said evidence from the lab on a regular basis. The evidence custodian must keep abreast of new crime lab procedures as well as court procedures regarding evidence custody and must have a working knowledge of the department’s evidence software system in order to be able to make data entries to keep accurate computer records of all evidence and all transactions that take place with each piece of evidence. The custodian must be able to correspond with various entities using an internet interface and various external software programs, and the custodian must maintain a working relationship with the District Attorney’s Office, Municipal Court, GBI, GBI Crime Lab, and all department personnel. The Evidence Custodian may be required to testify in court proceedings as to the chain of custody of evidence. Performs all other duties as assigned/required. The evidence custodian will be familiar with Section I-041 of this SOP.

D. Department Training Officer - The Department Training Officer is responsible for training management within the department. This individual is responsible for maintaining all training records and record attendance of all formal training for each officer, and is responsible for recommending classes provided by P.O.S.T. to officers that need certain training, and ensures each officer receives an adequate amount of training. This individual must be a P.O.S.T. certified general instructor. The Department Training Officer will assist certified instructors in the preparation of lesson plans and the conduct of training for the department when necessary. The Department Training Officer may be required to receive specialized training in certain fields and provide this training to other officers within the department. Performs all other duties as assigned/required. The Department Training Officer will be familiar with Sections T-001 and T-002 of this SOP.

E. Supply Officer - The Supply Officer is responsible for all logistical functions within the department and will work closely with all divisions and personnel to ensure personnel and elements of the department are equipped to perform assigned duties and tasks. This individual is charged with the proper storage and accountability of unassigned department equipment and will keep an adequate number of supplies, materials, and equipment on hand for issue. The supply officer will process and order said supplies, which include, but are not limited to, duty gear, radio equipment, uniforms, uniform items, situational/special equipment, office supplies, policy manuals, etc. Performs all other duties as assigned/ required.

F. Warrant Supervisor - the Warrant Supervisor is responsible for the maintenance and service of all warrants logged for department service. This includes the creation of special files, completion of paperwork, service of warrants, and supervision of warrant service. In addition, the warrant supervisor will assist the police/records clerks with warrant files. Performs all other duties as assigned/required.

**V. ADDITIONAL DUTIES**

A. The Chief of Police may assign additional duties to officers and supervisors as the Chief deems necessary. Such duties may be simple in nature or complex projects; the assignment may be a one-time task, a task lasting for a short period of time, a long-term period, or for an indefinite amount of time. Examples of these types of duties include assignments such as event project officer, department maintenance officer, etc.

B. Personnel assigned to additional duties will always be given direction and provided the means to accomplish assigned tasks.