



Chicago Police Department

Special Order S03-03-03

WATCH OPERATIONS LIEUTENANT

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RESCINDS:	05 January 2014 Version		
INDEX CATEGORY:	Field Operations		

I. PURPOSE

This directive continues the function and defines the duties and responsibilities of watch operations lieutenants assigned to District Law Enforcement.

II. POLICY

- A. The position of district watch operations lieutenant will be staffed at all times.
- B. When two or more lieutenants are available on a particular watch, the district commander will designate the lieutenant who will serve as the watch operations lieutenant. The remaining lieutenants will serve as field lieutenants.
- C. When one lieutenant is available, that lieutenant will assume the role of the watch operations lieutenant. If no lieutenant is available, the district commander or their designee will ensure the position is filled according to Bureau of Patrol procedures and the current collective bargaining agreement.

NOTE: Sergeants will not perform substantially all the duties or assume substantially all the responsibilities of the watch operations lieutenant.

III. AUTHORITY

District watch operations lieutenants will:

- A. personally oversee, manage, and direct the operations of a watch, including response and crime prevention strategies, consistent with plans and strategies established by the executive officer and district commander;
- B. respond to, assume command of, and direct supervisory action for major field incidents occurring in their district, when no field lieutenant is available as delineated in the Department directive entitled "District Field and Tactical Lieutenants"; and

NOTE: The responding lieutenant will direct the performance of subordinate personnel consistent with the relevant Department directives, unless relieved by a higher ranking member of the Bureau of Patrol.

- C. manage watch operations, including personnel and material resources.

IV. DUTIES AND RESPONSIBILITIES

Duties and responsibilities of watch operations lieutenants include but are not limited to:

- A. overseeing the operational and administrative functions of the watch;
- B. designating a sergeant to serve as the district station supervisor;
- C. ensuring the duties and responsibilities outlined in the Department directive entitled "District Station Supervisor" are completed by district station supervisors under their command;

- D. ensuring that watch supervisors assign watch personnel consistent with plans and strategies established by the executive officer and district commander;
- E. conducting roll calls as assigned, unless other priority duties demand their presence elsewhere. In such instances, the watch operations lieutenant will designate another appropriate supervisor to conduct roll calls. Roll call procedures will include, but are not limited to, ensuring:
 - 1. personnel properly report on duty;
 - 2. inspections are conducted (uniform, personal appearance, firearms, etc.), as required;
 - 3. proper roll call notifications are made, including court notifications;
 - 4. information is exchanged from the prior watch concerning current crime conditions; and
 - 5. the appropriate training is conducted.
- F. ensuring that personnel assigned during irregular hours properly report on and off duty and receive proper Departmental notifications, including court notifications, exchanges of information, and training.
- G. ensuring compliance with policy and procedures regarding arrestee processing and booking, including but not limited to:
 - 1. reviewing each arrest situation to determine the propriety of the charge and proper indication of initial approval of the probable cause;
 - 2. ensuring that the Felony Review Unit of the Cook County State's Attorney's Office and other state or federal agencies are notified when appropriate;
 - 3. requesting consultation and determination by the appropriate exempt Department member in cases of disagreement with the Cook County Felony Review Unit of the State's Attorney's Office regarding felony approval of charges consistent with the Department directive entitled "Felony Review by Cook County State's Attorney";
 - 4. ensuring that vehicles subject to police action (tow, impoundment, seizure) are processed in accordance with Department procedures;
 - 5. monitoring the status of prisoners who have not been cleared by the Identification Section and requesting that particular background checks be expedited in accordance with established procedures;
 - 6. indicating the final approval of charges against the accused when the booking process has been completed;
 - 7. taking appropriate measures to address improper actions surrounding arrest processing procedures;
 - 8. ensuring the appropriate notifications are made upon the recovery of firearms.
- H. reviewing and approving:
 - 1. the appropriate CLEAR watch management applications including, but not limited to, the automated Daily Attendance and Assignment Record.
 - 2. Supervisor's Management Logs submitted by watch supervisors.
 - 3. other watch documentation, as appropriate.
- I. ensuring the assignments and information in the Watch Personnel Suite are correct and updated as needed.
- J. supervising watch sworn and civilian members, including:
 - 1. mentoring subordinates by helping to develop their knowledge, ability, and confidence to make decisions based on the principles of police legitimacy and procedural justice and in conformance with existing policies;
 - 2. guiding and directing the performance of their subordinates; and

3. monitoring behavior and performance of subordinates and their adherence to Department policies and procedures and taking appropriate action when deficiencies in performance, uniform, and/or equipment are observed.
- K. monitoring the Police Computer Aided Dispatch (PCAD) and dispatched radio assignments to:
1. ensure dispatchers and field supervisors conform to Department dispatch protocol and Alternate Response Section (ARS) policy;
 2. investigate the cause of radio assignments pending (RAP) and take necessary action to expeditiously reduce RAPs;
 3. identify calls for service that may require a problem-solving-oriented response; and
 4. direct the overall response to district crime conditions.
- L. utilizing available technology, including the CLEAR system and the GPS application, to analyze and disseminate information and to monitor the activity of watch personnel;
- M. monitoring the electronic case reporting application to ensure that field supervisors and station supervisors are fulfilling their responsibility for the approval of pending reports;
- N. monitoring the review and approval of other watch reports, including paper case reports, to ensure that field supervisors and station supervisors are fulfilling their responsibilities;
- O. being accountable for the proper management of the In-Car Video System, to include:
1. monitoring field sergeants to ensure the in-car video system is used properly, that digitally recorded data is appropriately retained and downloaded, and an investigation is initiated when notified of damaged, missing, or lost equipment.
 2. using existing in-car video system reports and databases (via the Department Intranet) to monitor the system usage and to address any deficiencies found, ensuring compliance with the Department directive entitled "**In-Car Video Systems**."
 3. using the review/playback functions of the system to identify recorded events having evidentiary or training value.
 4. conducting weekly physical inspections of the in-car video systems, including the microphones and the components contained within vehicles.
- P. ensuring compliance with the policy and procedures for the use of body worn cameras as delineated in the Department directive entitled "**Body Worn Cameras**";
- NOTE:** The watch operations lieutenant will periodically review the recordings to ensure digitally recorded data is properly downloaded and there is an OEMC event number for each recording.
- Q. providing for the continuity of operations between watches by ensuring the oncoming watch is advised of the district conditions and problems that may impact the relieving watch;
- R. developing and monitoring strategies to manage and ensure proper oversight and response to watch personnel:
1. overtime,
 2. elective use of time. The watch operations lieutenant will approve or deny, as appropriate, requests submitted for the use of elective time, including requests for emergency or immediate use of elective time, for watch personnel,
 3. day-off group balance,
 4. medical roll use,
 5. court deviations, and
 6. complaint and disciplinary proceedings.

- S. preparing the period work sheets for their assigned watch with an emphasis on maintaining beat assignment integrity;
- T. maintaining the district file for search warrants;
- U. ensuring watch personnel complete all required in-service training, including the viewing of streaming videos. The watch operations lieutenant will:
 - 1. ensure that watch personnel are properly notified of required and assigned training,
 - 2. verify that watch personnel report to and complete assigned training,
 - 3. approve requests for training for watch personnel in the eLearning application, and
 - 4. ensure the complete and accurate entry of video viewing or training into the Office Automation Application training records for the participating members.
- V. performing all duties as required by law, Department directives, and as directed by the executive officer and the district commander.

V. ACCOUNTABILITY

Watch Operations Lieutenant will ensure the performance accountability for watch personnel as follows:

- A. acknowledging excellent performance and recommending appropriate recognition for outstanding achievements;
- B. assigning watch supervisors to complete evaluations of watch personnel consistent with the Department directive entitled "**Performance Evaluation System**";
- C. completing evaluations of the district station supervisors, field sergeants, and others as determined by the district commander consistent with the Department directive entitled "**Performance Evaluation System**";
- D. participating in the development of and directing appropriate supervisory action pursuant to Individualized Performance Plans ([CPD-62.217](#)) for members who are identified for placement in the Behavioral Intervention System or Personnel Concerns Program, consistent with the Department directives entitled "**Behavioral Intervention System**" and "**Personnel Concerns Program**";
- E. monitoring the progress of the complaint register investigations assigned to watch supervisors and ensure that the investigations are completed in a timely manner;
- F. conducting and completing Complaint Register (CR) investigations assigned by the executive officer or district commander, in a thorough, objective, and expeditious manner, as directed by the relevant Department directives;
- G. monitoring the progress of watch probationary police officers, as well as the performance of the field training officers, on a continual basis consistent with the Department directive entitled "**Field Training and Evaluation Program**";
- H. equitably dealing with personnel matters brought to their attention.

VI. SITUATIONAL DUTIES

The watch operations lieutenant will:

- A. ensure notifications are made as necessary and consistent with Department directives;
- B. review and, if appropriate, approve:
 - 1. requests for search warrants consistent with the Department directive entitled "**Search Warrants**";
 - 2. Tactical Response Reports (TRR), consistent with the procedures outlined in the Department directive entitled "**Use of Force Guidelines**";

NOTE: An on-duty district supervisor the rank of lieutenant or above will complete the above-listed duties.

If a district supervisor the rank of lieutenant or above is not available, the district station supervisor will follow the appropriate procedures established by the Bureau of Patrol to ensure the above-listed duties are completed.

- C. when responding to major field incidents occurring in their district, as described in Item III-B of this directive, be responsible to maintain command and oversight of the scene until relieved by the appropriate responding supervisor or a higher ranking member of the Bureau of Patrol.

NOTE: No member below the rank of captain will direct an investigation into an incident involving the discharge of a firearm by a Department member.

VII. CONFLICT RESOLUTION

If this directive conflicts with a provision in any other Department directive relative to duties, responsibilities, notifications, or required approvals, members will seek guidance from the Chief, Bureau of Patrol.

(Items indicated by italics/double underline have been added or revised)

Authenticated by:

Eddie T. Johnson
Superintendent of Police

16-050 RCL/KT/MWK