

# CITY OF ROSSFORD



## Police Department

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### GENERAL ORDER # 09-5

DATE: June 4, 2009  
TO: All Personnel  
SUBJECT: Chain of Command  
EFFECTIVE DATE: June 4, 2009  
TERMINATING DATE: Until superseded or annulled

In recent times a few issues regarding the chain of command were made known. Regardless of your own interpretation of the old policies and procedures, attached is an organizational chart to help illustrate a better understanding.

As you all know and see, we currently have three (3) Sergeants who are Command Officers who all share the responsibilities of supervision within the department. Short of reciting the whole Administrative/Supervision Policy, the Sergeants have command authority over every officer at any time. This does not mean that a sergeant will interfere with another sergeant from carrying out duties on their assigned shifts; however it does mean that a senior sergeant would have command should the senior sergeant and the junior sergeant work together. The expectations of the Sergeants are to work harmoniously with one another at the command level just like officers are expected to work harmoniously with one another regardless of what shift you are working. The sergeants answer directly to the Chief of Police and can be tasked at anytime during their assigned shifts by the Chief of Police if need be. Officers can be tasked at anytime by a Sergeant or the Chief of Police.

AS stated in the policy, "A subordinate shall not be responsible to the command authority or more than one immediate superior at any one time." This sentence means that when two sergeants are working the same shift, the more senior sergeant is in command of the shift like it or not. This also applies to overlapping shifts; the senior sergeant will be in charge during the overlap of all personnel. Should a senior officer be working at the same time or during overlapping shifts, the sergeant is in charge of everyone who is currently working. This will NOT prohibit the senior officer from making the senior officer rate of pay on their assigned shift however the senior officer is not in command until the absence of the sergeant has occurred. Should a sergeant come on station for any reason

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while off duty and task a junior ranking sergeant or senior officer to complete a task during their shift, then that would be considered a direct order and shall be followed provided there is good reason for this to happen and the Chief is notified. No different than if the Chief of Police called in a task and ordered something to be done.

Bottom line is, if an order is given by any person above you in the chain of command and it is not illegal, immoral, or unethical then the subordinate has no choice than to carry out that order. I don't believe we have an issue with officers or command officers not following the direction of the chain of command nor do I expect an issue. Should you have any questions regarding this memo, don't hesitate to ask using the chain of command.

### **Compliance**

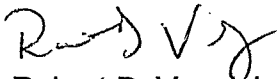
Violations of this general order shall result in disciplinary action up to and including dismissal from city employment.

### **Supervision and Accountability**

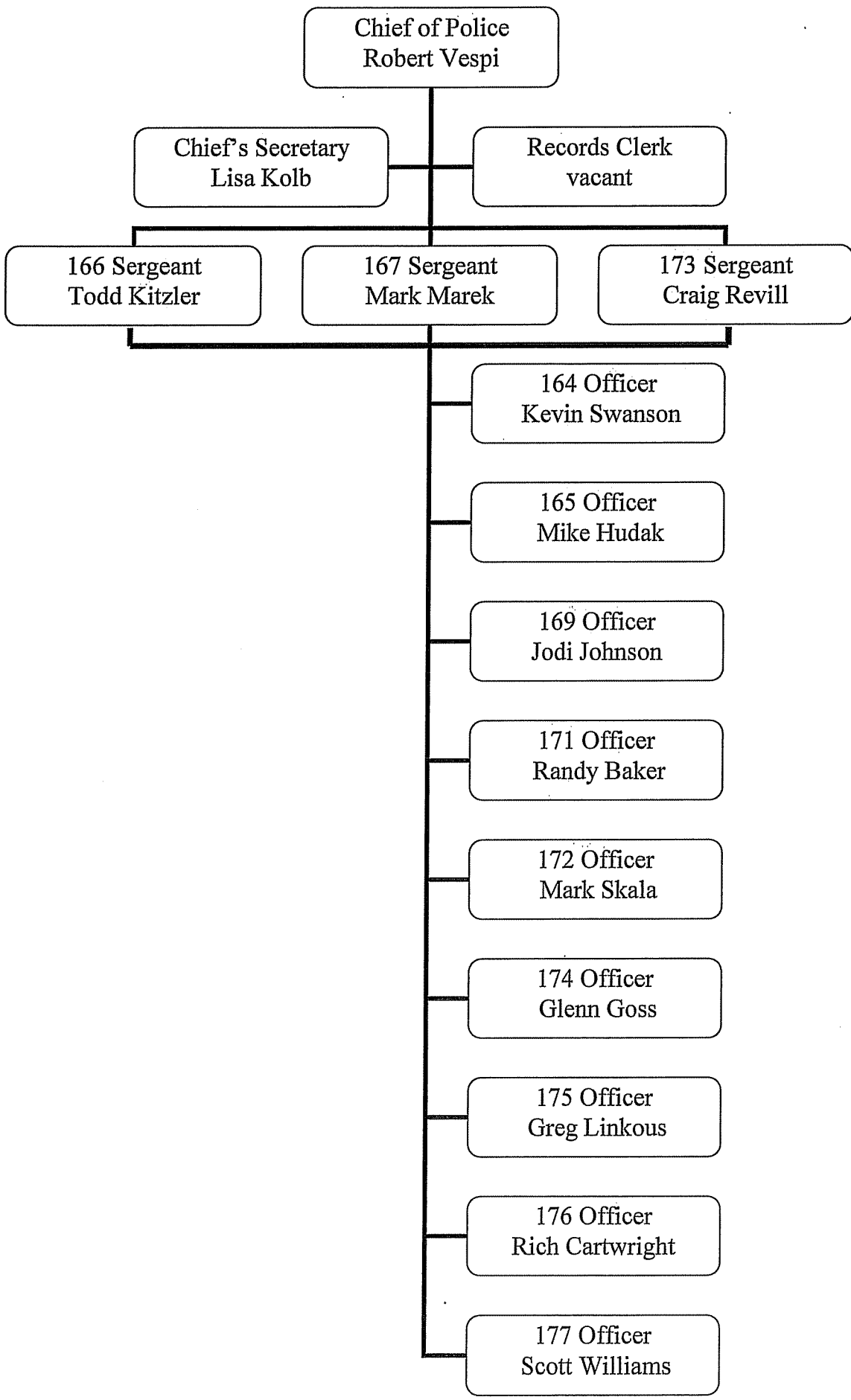
Supervisors shall ensure that all personnel in their command are familiar with the content of and are operating in compliance with this general order.

This General Order (rule or regulation) is hereby promulgated and ordered by the Chief of Police to be used in conjunction with all relevant existing department rules, regulations, policy, procedure, general order, or other applicable agreement, not rescinded or amended by this order. Should any policy or procedure conflict with this order, this order shall take precedence.

BY ORDER OF



Robert D. Vespi Jr.  
Chief of Police



# CITY OF ROSSFORD



## Police Department

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### GENERAL ORDER # 09-6

DATE: June 4, 2009  
TO: All Personnel  
SUBJECT: Daily Activity Reports  
EFFECTIVE DATE: June 4, 2009  
TERMINATING DATE: Until superseded or annulled

#### **Purpose**

The purpose of this General Order is to document the activity of Sworn Personnel of the Police Department during their shifts while on duty.

#### **Procedure**

All Officers are encouraged to be proactive during their patrols and to faithfully, diligently, constantly and continually patrol every part to the limits thereof as often as possible until the expiration of the tour of duty and by his/her diligence and activity render it difficult for anyone to commit a crime therein. All activity shall be documented.

All Officers shall complete a Daily Activity Report legibly for activity conducted during their shift and turned into the supervisor for review prior to going off duty. Officers are encouraged to complete this during their shift as work is completed. Sergeants shall verify the information on the form and initial in the appropriate box and turn in to the Chief for further review.

#### **Compliance**

Violations of this general order shall result in progressive disciplinary action up to and including dismissal from city employment.

#### **Supervision and Accountability**

Supervisors shall ensure that all personnel in their command are familiar with the content of and are operating in compliance with this general order.

This General Order is hereby promulgated and ordered by the Chief of Police to be used in conjunction with all relevant existing department rules, regulations, policy, procedure, general order, or other applicable agreement, not rescinded or amended by this order.

BY ORDER OF

A handwritten signature in black ink, appearing to read "Robert D. Vespi Jr.", is written over the printed name.

Robert D. Vespi Jr.  
Chief of Police

## ROSSFORD POLICE DEPARTMENT

### Daily Activity Report

<b>Officer / Badge#:</b>	<b>Shift:</b>	<b>Date:</b>	<b>Car #:</b>	<b>Reviewing Supervisor</b>
<b>Patrol Activity</b>		<b>Citations/Warnings</b>		<b>Odometer:</b>
Primary Calls	_____	Traffic Citations	_____	End: _____
Back Up Calls	_____	Written Warnings	_____	Begin: _____
Reports	_____	Verbal Warnings	_____	Total: _____
Juvenile Calls	_____	Parking Citations	_____	<b>Proactive (Self-initiated) Arrests</b>
Citizen Contacts	_____	Non-Traffic Citations	_____	
Vacation Checks	_____	<b>Reactive (Dispatched) Arrests</b>		Traffic Arrests _____
Business Checks	_____	Misd. Arrests	_____	Misd. Arrest _____
		Felony Arrests	_____	Felony Arrests _____

List Addresses of Businesses checked

*List each CFS or arrest and/or report on the spaces provided below.  
Document the nature & duration of each assignment in the comment section.*


#### Citation Numbers


**Comments:**

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