

Spring Grove Hospital Center Police Department Delegation of Authority

I. Purpose

General duties and responsibilities for each sworn rank and civilian position can be found in the State MS -22 Job Classification / Specifications. Specific responsibilities for each civilian position are established by individual job descriptions, subject to the provisions of the applicable DHMH and SGHC policies and procedures for career and contractual employees, and any collective bargaining agreements in force. It is the purpose of this directive to establish responsibilities specific to each sworn position, define delegation of authority within the Department, and to establish command protocol in the absence of the Chief of Police or the Executive Officer, etc.

II. Delegation and Responsibility

- A. Supervisors at any level can delegate authority and duties to subordinates but they cannot delegate responsibility. All supervisors are fully accountable for the performance of employees under their immediate control.
- B. The delegation of duties and tasks must be accompanied by the authority to make **decisions and execute assigned tasks in an effective manner. Individuals are** accountable for the use of authority delegated to them, as well as the failure to exercise it.
- C. Delegation of Command
 1. Whenever the Police Chief is to be absent and unavailable to manage the operation of the Department for a short period of time, the Chief will designate the Executive Officer or a SGHC Police Officer with the working title of Lieutenant in charge.
 2. In the event that the Chief is absent from duty for more than sixty (60) days, the Chief Operating Officer may appoint an SGHC Police Supervisor with a working title of Lieutenant to the position of Acting Chief. The Acting Chief will assume the duties of the Chief until the Police Chief returns to duty or a permanent promotion is made.
 3. In the event of the death of the Police Chief, the Chief Executive Officer and or Chief Operating Officer will appoint a SGHC Police Supervisor with a working title of Lieutenant to the position of Acting Chief until a permanent Police Chief is appointed. The Acting Police Chief will assume full duties and responsibilities for the Department.

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D. Acting Police Chief – Limitation of Authority

An Acting Police Chief will receive no additional compensation (unless appointed by the Chief Executive Officer), but shall possess all the powers, authority and duties conferred upon the Police Chief, except:

1. The Acting Chief may not promote or demote any member of the Department without the authorization of the Chief Operating Officer and the Director of Personnel.
2. The Acting Chief may make temporary transfers, however, such transfers shall be considered permanent only when approved by the Chief Operating Officer.
3. The exceptions listed above do not limit the Acting Chief's authority to carry out his/her responsibilities under the provisions of the Law Enforcement Officers' Bill of Rights as defined in Article 27, Section 731, of the Annotated Code of Maryland.

E. No provisions of this directive will be construed to limit the authority of the Police Chief and/or Acting Police Chief to assign personnel to those duties and responsibilities he/she deems necessary to the accomplishment of the goals, objectives and responsibilities of the Department.

III. Duties and Responsibilities

Police officers, regardless of rank, may be assigned to patrol, investigative or administrative duties as deemed necessary by either the Police Chief or Executive Officer. Civilian personnel may be assigned duties and positions, subject to the provisions of the applicable COMAR Regulations, DHMH and SGHC policies and procedures and in conjunction with labor contracts, collective bargaining agreements as deemed necessary by either the Police Chief or Executive Officer.

All Department personnel, regardless of rank or position, shall report to their supervisor any incidents of misconduct, incompetence, neglect of duty, or violations of the rules, regulations, and procedures. Failure to do so shall be considered neglect of duty.

A. Department Chief; Rank: Police Chief

The Police Chief shall directly supervise:

1. Executive Officer;
2. Police Supervisors (Lieutenants);

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3. Security Supervisor (Lieutenant)
4. Switch Board Operator Lead/ Supervisor;
5. Administrative Assistant;
6. Pro –Tem Investigators, Internal Affairs Investigations
7. Patient Abuse Investigations;

B. Executive Officer

1. This Executive Officer will be responsible for the management and supervision of:
 - a. Watch Commanders (Lieutenants);
 - b. Lead Police Officers (Sergeants);
 - c. Uniformed Police Officers;
 - d. Uniformed Security Officers;
 - e. Switchboard Operators;

Shall schedule training, court, details, and special assignments and overtime (when necessary) while maintaining minimum staffing requirements.

C. Watch Commander, Working Title: Lieutenant

Managers have the following responsibilities:

1. Assist with budget preparation and projections.
2. Supervise police activities based on a continuing analysis of crime patterns and service needs.
3. Confer formally and informally with the public and representatives of business and civic organizations to discuss police operations, problems, group concerns, and so on.
4. Analyze patrol beat daily transport and workloads, i.e., crime patterns, special events, coordination of court and medical appointments, calls for service, traffic, etc., to provide a basis for personnel deployment.
5. They are responsible for planning the Department's response to unusual occurrences, to include the assignment of all resources necessary to insure that the Department's needs and responsibilities are met.

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6. Conduct internal and special investigations as assigned by appropriate authority.
7. Serve as the Senior On-Duty Police Officer representing the authority of the Police Chief to insure that all police operations are carried out in accordance with Department Directives and Rules and Regulations.
8. Watch Commanders have the following responsibilities:
 - a. Periodically inspect Police and Security personnel and Departmental equipment to ensure compliance with Departmental rules and regulations.
 - b. During their tour of duty, constantly patrol unless otherwise assigned. During such patrols they shall insure that the campus is being properly patrolled and supervised. They shall report through their chain of command to the Chief any neglect of duty on the part of any officer under their supervision.
 - b. They shall personally respond to serious situations/incidents that occur and take command of the situation/incident as necessary.
 - c. Routinely respond to calls for service to personally observe and inspect the actions taken by subordinate supervisors and other officers to evaluate police and or security services and to insure that the high quality of these services are constantly maintained.
 - d. Make decisions on proper courses of action when requested by subordinate supervisors or where the seriousness and/or difficulty of the situation dictate's action by an officer above the rank of sergeant. Watch Commanders evaluate the need for increased response to a situation and for the need to activate special Departmental contingency and emergency plans. They coordinate overlap problems and re-deploy personnel as needed to meet operational requirements.
 - e. Ensure quality customer service is delivered.
 - f. Administrative tasks as assigned by the Police Chief and /or Executive Officer.

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- D. Lead Officer, Working Title “ Sergeant”
1. Shall supervise police activities based on a continuing analysis of crime patterns and service needs.
 2. Shall monitor police and security services and activity on campus, ensuring reasonable response time and effective policing.
 3. Shall patrol during the entire tour of duty unless otherwise assigned. Shall routinely respond to calls for service to personally observe and inspect the actions taken by subordinates.
 4. Shall direct initial police response in unusual and emergency situations unless relieved by higher authority. Sergeants will respond to serious situations/incidents and take command upon arrival, until relieved or resolved.
 5. Shall review and critique written reports to ensure documents are completed in compliance with rules, regulations, and procedures and ensure that monthly internal reports are completed accurately and submitted on time.
 6. Shall maintain discipline through periodic inspections, and ensure proper maintenance and appearance of uniforms and issued/assigned equipment.
 7. Shall conduct internal investigations as assigned in compliance with Departmental policy and the “Law Enforcement Officers’ Bill of Rights”.
 8. Shall ensure quality customer service.
 9. Shall train and develop officers to identify core problems and plan for their solution.
 10. Shall guide and mentor officers’ efforts to obtain skills and training necessary for promotion and advancement.
 11. Shall enforce appropriate laws and make criminal arrests when necessary.
- E. Uniformed Police Officer; Rank: Police Officer
1. Shall be assigned to patrol the campus hospital details, and provide medical and court transports as necessary.

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2. Shall be responsible for the initial investigation of all calls for service assigned to them and the filing of proper reports when necessary. A thorough investigation includes the interview of the complainant and all victims and/or witnesses, the collection of appropriate items of evidence when an investigator or evidence technician is not present at the scene, and the arrest and interrogation of all suspects.
3. Shall identify and address concerns, before they become problems, as soon as they become aware of them.
4. May be assigned to field-training duties to instruct newly hired police officers during their field-training period.
5. Shall inspect vehicles and other equipment on a daily basis and will document and report any deficiencies to their supervisors.
6. May be assigned to such other special duties as deemed necessary by their supervisors.
7. Shall enforce appropriate laws and make criminal arrests when necessary.

F. Investigators/Detectives; Rank: Police Officer

1. Shall perform follow-up investigations of crimes and incidents requiring special investigative training and expertise.
2. Shall respond to the scene of crimes and incidents to collect appropriate physical evidence, conduct interviews and interrogations and conduct other such inquiries necessary to the completion of a successful investigation and/or prosecution of a case.
3. Shall maintain liaison with other criminal justice agencies for investigative purposes and process records required by the F.B.I. and other agencies.
4. Shall frequently advise patrol officers and supervisors of ongoing investigations and lookouts and solicit information useful to ongoing investigations.
5. May be assigned to such other special duties as deemed necessary by their supervisors.
6. The fact that investigators are not detailed to routine patrol duties will not be construed as relieving them of their responsibility of taking prompt

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action upon observing any violation of laws or regulations or need for immediate police service or intervention.

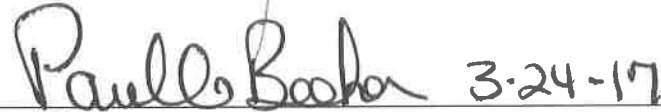
7. Shall enforce appropriate laws and make criminal arrests when necessary.

End of Directive

Approved by:



Raymond N. Foxwell
SGHC Police Chief



Paul Beeker
Spring Grove Hospital Center COO

Date

RNF/b

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