

## STATION SUPERVISOR POSITION

### 4001.1 INTRODUCTION

In an effort to maintain a central point of coordination and leadership and ensure efficiency, the position of the Station Supervisor was established and instituted on all patrol shifts. The position is staffed by a Lead Corporal who is responsible for reviewing and routing reports and performing other duties as required.

### 4001.2 DUTIES OF THE STATION SUPERVISOR

1. The Station Supervisor shall maintain a desk in the Station Supervisor's office from where the Station Supervisor can supervise the juvenile holding cells per the Temporary Custody of Juveniles Policy and ensure that detainees are processed by the detaining officer in a timely fashion.
  - (a) To allow the Watch Commander sufficient time to resolve the matter, the Station Supervisor shall immediately notify the Watch Commander of any juvenile in custody for longer than five (5) hours.
  - (b) The Station Supervisor shall immediately notify the Watch Commander of any actual or suspected violations of this procedure or the Temporary Custody of Juveniles Policy.
  - (c) The Station Supervisor shall continuously review the Non-secure and Secure Juvenile logbooks to ensure they are being completed correctly. The Station Supervisor shall issue correction notices for incomplete or incorrect entries. The Station Supervisor shall approve corrected entries, when appropriate.
  - (d) The Station Supervisor shall ensure the monthly report to the California Department of Corrections and Rehabilitation is completed and transmitted within the required time frames.
2. The Station Supervisor shall review police reports and ensure the reports properly document all elements of the crime, is well organized, is free of significant grammatical and spelling errors, and that the investigating officer has made reasonable efforts to follow up on all workable leads.
  - (a) The Station Supervisor shall enter received hard copy reports (i.e. CHP 180, E.P.O., C.A.R., Juvenile Petition Forms, DUI Forms, School PD Reports) in the Report Control Log, ensure all necessary fields are completed, and route the reports to Records for further processing.
  - (b) If an electronic police report requires correction, the Station Supervisor shall take the following steps to ensure correction:
    - (a) Notify the officer of the necessary changes needed. The requested changes can be typed under the "comment" tab on RMS prior to rejecting the report.
    - (b) Ensure the requested changes were made prior to approving the report.

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3. The Station Supervisor shall monitor the video monitors for prisoner and building security.
4. The Station Supervisor shall conduct periodic building and cell checks and immediately document any safety concerns, damage, leaks, or faulty equipment.
5. The Station Supervisor shall make copies of the Daily Roster and prepare the Rewrite Folders for the incoming Roll Call supervisor one hour prior to that roll call.
6. The Station Supervisor will ensure the supply cabinet is stocked and supplies are ordered as needed.
7. The Station Supervisor will process Ride-Along Program applications and organize ride alongs in accordance with the Ride Along Policy.
8. The Station Supervisor shall maintain the EPO book and provide the Roll Call sergeant with any EPO documents that are pending service.
9. The Station Supervisor shall process any Missing Person reports received via FAX from local juvenile facilities.
10. The Station Supervisor shall monitor weapons handling by officers who have prisoner contact.
11. The Station Supervisor shall be familiar with and monitor the duress alarms in the Station Supervisor's office. In the event of alarm activation, the Station Supervisor shall respond and render aid and/or summon additional help as needed.
12. The Station Supervisor shall, during the hours Records is unmanned, enter vehicles that are private property impounds and repossessions into the Impound/PPI log.
13. The Station Supervisor shall assist the Watch Commander as required.

### **4001.3 STATION SUPERVISOR DUTIES HOURS**

1. Personnel assigned as the Day Watch Station Supervisor shall commence work at 0500 hours and conclude work at 1730 hours.
2. Personnel assigned as the Graveyard Watch Station Supervisor shall commence work at 1700 hours and conclude work at 0530 hours.
3. The "overlap" time in the morning and evening shall be used to brief the incoming Station Supervisor of the events from the prior shift.
4. The Station Supervisor shall be subject to the same standards for his/her lunch break as other personnel assigned to the Patrol Division as outlined in the Lunch Periods Procedure.