
Purpose

This policy sets forth guidelines governing when and who becomes an officer in charge during a shift when there is no supervisor on duty.

Policy

It is the policy of the Bemidji Police Department to establish an officer in charge at all time who will be empowered to make supervisory decisions while ensuring that department personnel continue to provide exemplary service to the public.

Procedure

A. In the absence of the sergeant during any patrol shift, the most senior officer on duty will be designated as the Officer-in-Charge (OIC). Seniority will be based upon full-time hire date with the Bemidji Police Department. The OIC will be responsible for the following duties:

1. The Officer-in-charge is a patrol officer first and foremost. The officer shall perform all patrol related duties as usual. No special privileges or exemptions are granted. The officer will continue to perform routine patrol duties and respond to calls for service.
2. The Officer-in-Charge will notify dispatch that no supervisor is on duty and that they are in charge during the shift.
3. The Officer-in-Charge shall assist other officers in answering questions regarding policy, statute and law and ensure all are properly adhered too. They will assist in obtaining or replacing equipment as needed to ensure officers have the proper equipment to perform their duties.
4. Will ensure the integrity of their shift and the upcoming shift to ensure proper staffing is met. The OIC will have the authority to fill open shifts and hold officers over shift if staffing is required.
5. The OIC must approve the overtime granted to an officer for pay purposes through established procedures.
6. The OIC will immediately notify a police administration according to the Bemidji Police Department Administration Notification Policy.

B. **Non-emergency situations**, any time the Officer-in-Charge feels unable to make a proper decision due to a lack of knowledge and/or experience they should refer the person or question to their supervisor.

C. **Emergency situations**, any time the Officer-in-Charge feels unable to make a proper decision due to a lack of knowledge and/or experience they should immediately contact the Bemidji Police Captain or Chief for assistance.

Reference or Revision Date(s):

REVISION DATE(S):