Policy # 4.4 **Supervisory Accountability**	Related Policies:
This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.	
Applicable State Statutes:	
KACP Accreditation Standard: 4.4	
Date Implemented: 09/15/2016	Review Date:

I. POLICY

To establish criteria and procedure for the accountability, authority and responsibility of supervisory officers.

II. PROCEDURE

A. All Police Department supervisors will be accountable for insuring that all subordinates under his/her command will receive, but are not limited to, the following listed duties and responsibilities. This is intended to describe the general content of the requirements of this job, including the essential functions. It is not construed as an exhaustive statement of duties, requirements or responsibilities.

a. Supervisory Officers: In addition to the general and individual duties and responsibilities of all members and employees, supervisory officers are specifically responsible for the following duties and responsibilities.

1) Supervision

a) Closely supervise the activities of their subordinates, assuring they follow department policy, rules, directives, city policy, Kentucky Revised Statutes and federal law. Supervisors will make corrections as necessary and commend where appropriate.

2) Leadership

a) Provide on-the-job training as needed for efficient operation and coordination of effort when more than one member or employee is involved.

3) Direction

a) Exercise direct command in a manner that assures the good order, conduct, discipline, and efficiency of subordinates. Exercise of command may extend to

subordinates outside their usual spheres of supervision if the police objective or reputation of the department so requires or if no other provision is made for personnel temporarily unsupervised. This authority shall not be exercised unnecessarily.

4) Enforcement of Rules

   a) Enforcement of department rules and regulations, and requiring compliance with department policies and procedure.

5) Inspection

   a) Inspection of activities, personnel, and equipment under their supervision and initiation of suitable action in the event of a failure, error, violations, misconduct, or neglect of duty by a subordinate.

6) Assisting Subordinates

   a) Have a working knowledge of the duties and responsibilities of his/her subordinates. Observing contacts made with the public by his /her subordinates and being available for assistance or instruction as may be required. He/she shall respond to calls of serious nature and others unless actively engaged in a police incident. He/she shall observe the conduct of the assigned personnel and take active charge when necessary.

7) Performance Evaluations

   a) Supervisors are responsible for developing performance goals for officers assigned to their shift. Goals are developed on an annual basis and are specific to the officers in each supervisor's command.

   b) Supervisors are responsible for tracking the activity and performance of each officer in their command. Supervisors will provide feedback to each officer on a quarterly basis. Officers will be advised of any shortcoming in their performance and coached for success.

   c) Supervisors will complete annual performance evaluations on each employee in their command.