
	GAITHERSBURG POLICE DEPARTMENT			
	Roles/Responsibilities of Supervisors			
	GENERAL ORDER	102.2		Related CALEA Standards:
	Effective Date	07/01/2022		
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE 06/02/2022	

1. DEPARTMENT POLICY

Department supervisors have the obligation to perform their duties and responsibilities in a professional manner consistent with laws, Court rulings, City policies, and Department procedures.

2. DEFINITION

2.1. Intimate Relationship: Within the context of this directive, the term “Intimate Relationship” refers to an interpersonal relationship that involves emotional or physical intimacy. Physical intimacy is characterized by romantic or passionate attachment or sexual activity.

3. AUTHORITY AND RESPONSIBILITIES

3.1. General Supervision: Supervisory personnel may be assigned to field or office duties and, during their tour, are responsible for making corrections and commending employees when appropriate. Effective supervision shall include on-the-job training, as needed, for efficient operation and coordination of effort.

3.2. Direction: Supervisory personnel must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates outside their usual sphere 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.

3.2.1. If a supervisor requires a subordinate, other than their own, to leave a regular assignment, the supervisor so directing will inform the subordinate's own supervisor as soon as possible.

3.3. Enforcement of Department Policies and Rules and Regulations: Supervisory personnel must enforce Departmental rules and regulations and ensure compliance with Departmental policies and procedures.

3.4. Inspection: Supervisory personnel are responsible for inspection of personnel and equipment under their supervision, and for initiation of suitable action in the event of failure, error, violation, misconduct, or neglect of duty by a subordinate.

3.5. Assisting Subordinates:

- 3.5.1. A supervisor shall have a working knowledge of the duties and responsibilities of their subordinates.
- 3.5.2. Supervisors, when possible, shall observe contacts made with the public by subordinates and be available for assistance or instruction as may be required.
- 3.5.3. A field supervisory officer will respond to calls of a serious nature, and as needed to provide guidance for officers.

3.6. Evaluating and Counseling:

- 3.6.1. Supervisory personnel will be responsible for annually rating the performance of employees under their supervision or command. They will also provide career development counseling throughout the rating period.
- 3.6.2. Supervisors shall provide written notice, at least 90 days prior to the end of the rating period, to any non-probationary employee whose performance is deemed unsatisfactory. (See **General Order 210.1 – Performance Evaluations**)

3.7. Supervisor and Subordinate Intimate Relationships:

- 3.7.1. Supervisor and subordinate intimate relationships are discouraged. If a supervisor becomes involved in an intimate relationship with a subordinate, the supervisor will immediately notify their bureau commander via chain of command.
- 3.7.2. Upon a supervisor becoming aware of an intimate relationship between two employees, he/she shall immediately notify their bureau commander via the chain of command.
- 3.7.3. Intimate relationships in the workplace are not prohibited, but the Chief of Police may reassign the officer/employee and/or supervisor to another position.

4. AUTHORITY ATTENDANT TO EACH LEVEL OF SUPERVISION AND COMMAND RELATIVE TO DISCIPLINARY ACTION

4.1. Chief of Police:

- 4.1.1. As the highest-ranking police official within the Department, the Chief of Police has authority to:

- 4.1.1.1. Recognize and reward Department employees;
- 4.1.1.2. Initiate and administer disciplinary action or counseling;
- 4.1.1.3. Temporarily suspend an officer with or without pay;
- 4.1.1.4. Place an employee on Administrative Leave if it is deemed to be in the best interests of the Department;
- 4.1.1.5. Complete and retain a Supervisor's Remedial Action Form (non-punitive) to document an infraction committed by an employee under his/her supervision. This form is retained for the period of one year;
- 4.1.1.6. Arrange for, or provide, remedial training to correct subordinate deficiency(s), in lieu of, or in conjunction with discipline;
- 4.1.1.7. Impose summary punishment, not to exceed three (3) days suspension without pay or a fine of \$150.00, when the facts constituting the offense are not in dispute;
- 4.1.1.8. Convene an Administrative Hearing Board comprised of one or more members when summary punishment is refused;
- 4.1.1.9. Dismiss, demote, and/or reduce the salary of an employee, as an administrative matter or as the result of disciplinary action.

4.2. Bureau Commanders:

- 4.2.1. Are considered to be the First-Line Administrators and have the authority to:
 - 4.2.1.1. Make recommendations regarding employee recognition and reward;
 - 4.2.1.2. Temporarily relieve an employee from duty and place the employee on Administrative Leave, if deemed to be in the best interests of the Department;
 - 4.2.1.3. Initiate and/or investigate complaints of any nature as enumerated in Department policies, or as directed by the Chief of Police;
 - 4.2.1.4. Counsel subordinates when counseling may be more appropriate than the seeking of formal disciplinary action;
 - 4.2.1.5. Complete and retain a Supervisor's Remedial Action Form (non-punitive) to document an infraction committed by an employee under his/her supervision. This form is retained for the period of

one year;

4.2.1.6. Arrange for remedial training for a subordinate to correct a deficiency(s) in lieu of, or as a function of discipline;

4.2.1.7. Advise or make personnel early warning system entries.

4.3. First-Line Supervisors:

4.3.1. Sergeants, Corporals, and the Administrative Support Supervisor are considered to be First-Line Supervisors, and have the authority to:

4.3.1.1. Make recommendations to the Chief of Police regarding employee recognition and/or rewards;

4.3.1.2. Temporarily relieve an employee from duty, if deemed to be in the best interests of the Department;

4.3.1.3. Investigate complaints of a minor nature as enumerated in Department policies, or as directed by the Chief of Police;

4.3.1.4. Counsel subordinates for minor infractions when counseling is more appropriate than the seeking of formal disciplinary action;

4.3.1.5. Complete and retain a Supervisor's Remedial Action Form (non-punitive) to document an infraction committed by an employee under his/her supervision. This form is retained for the period of one year or until the end of the rating period whichever comes first.

4.3.1.6. Identify subordinates' deficiencies and make recommendations to their respective Bureau Commander regarding remedial training.

5. RELIEF OF AN EMPLOYEE FROM DUTY

5.1. Relief From Duty:

5.1.1. The decision to relieve an employee from duty will be made after a careful consideration of the facts and circumstances by the supervisor.

5.1.2. Supervisors have the authority to temporarily relieve any employee from duty, and place them on appropriate leave, if there are reasonable grounds to believe that:

5.1.2.1. An employee has reported for duty, or is on-duty, in a condition that renders them physically unfit or unable to perform the necessary job functions of the position to which the employee was appointed;

- 5.1.2.2. An employee has reported for duty, or is on-duty, in a condition that renders him/her psychologically unfit/unable to perform the necessary job functions of the position to which the employee was appointed (The Administrative Bureau Commander has this authority for non-sworn personnel);
- 5.1.2.3. Pursuant to the provisions of General Order 600.2, an officer on a line-duty assignment has used force which has resulted in a death or serious physical injury;
- 5.1.2.4. An employee's relief from duty is in the best interests of the Department - which may include an employee's action(s) which may bring discredit to the Department.

5.2. Required Notifications:

- 5.2.1. Whenever possible, prior to an employee being relieved from duty, the Chief of Police and the respective Bureau Commander will be notified.
- 5.2.2. The supervisor relieving the employee will immediately complete a written report, to the Chief of Police, via the chain-of-command, fully describing the circumstances under which the employee was relieved.