

# City of Cincinnati



Interdepartmental  
Correspondence  
Sheet

Date 1/15/05

To Third Relief

From Third Relief Supervisors

Copies to \_\_\_\_\_

Subject Third Relief Standard Operating Procedures

## ADMINISTRATIVE PROCEDURES

Military courtesy will be observed. Hand salute rendered without exception. Desk Officer announce over loud speaker the presence of either the District Commander or Night Chief.

Chain of command is strictly observed, if you do not agree with a decision made by a Sergeant, you request to see the Lieutenant through that Sergeant. You will not boss shop

The Supervisor's office belongs to the Supervisors, it is not the relief lounge. If you observe a supervisor working at the computer terminal, quietly enter and conduct your business. If the door is closed, do not knock unless you have an emergency.

Uniform to be clean, foot wear shined for daily inspection, hats inspected weekly. Personnel lockers will contain a spare shirt and pant at all times along with under garments.

The uniform hat is to be worn on all routine business. If it is a critical incident and the situation has come under control or de-escalated, put it on

CDOP bag to be carried in the field daily, containing PR-24, Helmet, cold weather gear i.e. (watch cap, gloves.) If you have corrected vision, safety glasses or contacts.

Requests for 678's will be made in accordance with procedure. The recognized reasons are off sick, scheduled vacation or consultation with a prosecutor.

If you call off track Sick With Pay it is your responsibility to contact a supervisor and request a Form 678 be completed. This is done each and every day you remain off track. This includes Off Duty Details and scheduled training.

If you are running late for work you must speak with a supervisor. Con acting the desk is not sufficient.

It is your responsibility to check following duties up prior to securing. Being late or arriving at 2000 hours when you have desk duties is unacceptable.

The shift OIC will determine the Uniform of the shift.

The District Garage is restricted for Supervisor's use.

During roll call and inspection do not anticipate commands. Taser inspection is conducted one step at a time starting with the command to un-holster, followed by remove both cartridges. At no time shall the Taser be raised higher than the low ready position. The supervisor will then individually request an activation. You are to allow the Taser to cycle for the full five seconds. Upon completion of the cycle you will deactivate the Taser and standby. Once the relief has been inspected in its entirety the command will be given to replace cartridges and re-holster, this command is also an individual order.

## TACTICAL PROCEDURES

Upon arrival of a critical incident you will audible Signal 35. A supervisor will request the channel be held for emergency traffic only. You will give a situation report within one minute of your Signal 35.

Officer Needs Assistance runs will be acknowledged on MDT. This avoids usage of critical airtime.

If a Supervisor has identified the incident you are responding to as critical or controversial you may be directed to go MVR active. This is initiated to assist you in collecting information or accurately recording events.

Quadrant positions are stationary except for designated rovers. Stationary posts are to shut their vehicle off and stand in the open door area of their patrol car remaining alert. K-9 request are made through a supervisor.

As the first officer on the scene you are responsible for directing the relief until arrival of a supervisor. This includes establishing necessary traffic posts or establishing a safe route.

## INDIVIDUAL SUPERVISORY ISSUES

Sgt. Conner handles all future off time requests. Immediate requests handled by any supervisor who can also time receive the request. If you have an unforeseen need to request the night off, you may contact the Power Shift supervisor who is scheduled for the upcoming tour of duty. They may be reached at home or at the cell number provided.

Second relief supervisors may not grant you time off, so plan ahead

You will not change the timebook or the lineup without one of us having knowledge of it.

You must submit your time off request for annual vacation picks two weeks prior to starting the vacation. Requests submitted just before the vacation will be denied, you will report for duty and you can grieve it at a later date.

Sgt. Richardson handles all training and off day changes for training

The Relief monthly goals are as follows:  
4 Felony Arrests  
8 Misdemeanor Arrests  
5 Curfew Arrests  
4 Vice Arrests  
1 DUI  
20 MUTT's  
20 CPI's  
8 Pedestrian Violations  
4 Hours of Foot Patrol

We work very closely with surrounding jurisdictions, if they have a critical incident and you are available, you are expected to notify one of us and respond to cover.

This relief functions as a team, we intend to keep it that way. You are a welcome part of the team right now, which way you go from here is up to you.

You will cover each other without prejudice, whether you like the other officer or not!

Cell Phone Numbers:

Lt. Carter [REDACTED]  
Sgt. Isham [REDACTED]  
Sgt. Corlett [REDACTED]  
Sgt. Richardson [REDACTED]  
Sgt. Connors [REDACTED]  
Sgt. Kelley [REDACTED]

Use them instead of the radio if you need guidance.

Make a copy of these SOP's for yourself, returning the original to Sergeant Isham.

Officer Signature \_\_\_\_\_