

# Annapolis Police Department



## GENERAL ORDER

**Number: A.3**

**Issue Date: January  
2019**

**TO:** All Personnel

**SUBJECT:** Commanders Weekend Coverage

### **PURPOSE**

The purpose of this General Order is to establish guidelines for the Commanders Weekend coverage detail.

### **POLICY**

It shall be the policy of the Annapolis Police Department to have a lieutenant or above to work evenings. Commanders are the ranking officer of the Department and as such represent the Chief of Police.

#### **I. Duties and Responsibilities**

- A. Division Commanders, Section Commanders from the rank of Lieutenant and above shall be scheduled/detailed to work each evening. The duty hours are normally from 1600 until 0000 Sunday through Wednesday and 1900 hours until 0300 hours Thursday through Saturday; however the times may vary depending upon events, special situations, etc.
- B. When a midnight Watch Commander is scheduled there is no need to schedule a Commander for weekend coverage.
- C. If there is no Watch Commander working, a Commander shall be scheduled to work.
- D. In addition to ensuring that a Commander is working weekend evenings hours, the deployment is also designed to ensure that the following occurs:
  - 1. To direct and redirect deployment as necessary.
  - 2. A supervisor is available to immediately respond to any situation, make immediate and timely decisions.
  - 3. To ensure adequate response time and the proper handling of all calls for service.

- 4. To determine if additional resources are needed and to effectively deal with the evening's events.
- E. Commanders shall report all extraordinary incidents and major problems of consequence immediately to the Chief of Police as outlined in General Order A.6 section II.
- F. During their tour of duty, the Commander shall be looking for potential problems throughout the City. Commanders will redeploy personnel as required or based on recent or historical violence statistics.
- G. Commanders are encouraged to meet with officers on their post during deployment.
- H. Commanders shall electronically mail a summary of staffing and notable incidents during their tour to all supervisors and others as directed.

**II. Scheduling**

- A. The Commander of Patrol will develop and maintain the schedule.
- B. In the event a member is prevented by illness from fulfilling this responsibility, the Chief of Police or designee must be notified.
- C. Should unforeseen personal problem other than illness or professional schedule conflict develop, the designated command member shall make arrangements with a colleague to trade watches. This mutual endeavor must be approved in advance by the Chief of Police or his/her designee.

S. Baker

Scott Baker  
Chief of Police

References
1. Accreditation Standards: None 2. Command Protocol A.6

**Revision:** This General Order replaces General Order A. 3 Commanders Weekend Coverage Dated August 2018.