

Peoria Police Department Policy and Procedure Manual

Policy 4.01 A Patrol Supervisor Responsibilities



**“Our Community...
Our Commitment”**

I. POLICY

It is the policy of the Peoria Police Department to provide on scene supervision and direction to all police employees during any situations where considerable department resources will be committed, or when multiple agencies are involved.

II. PROCEDURES

A. Response by Patrol Supervisors to Emergency Incidents (81.2.5.f)

1. Patrol supervisors shall be available to respond to and take tactical control of emergencies.

2. Patrol Supervisors shall monitor and ensure:

a. Resources are utilized effectively

b. Calls for service are answered in appropriate time limits.

c. Proper number of patrol officers are sent to service calls.

d. Traffic pursuits are within Department guidelines.

e. Emergency calls for service receive resources necessary for safe resolution.

B. Major Incident Checklist

1. A Department Major Incident Checklist will be completed for all significant occurrences or major incidents where deemed necessary by the on-scene supervisor

2. The first supervisor on the scene is responsible for generating the Major Incident Checklist and will turn it over to the supervisor or lead detective of the investigatory unit that is summoned to the scene. The Major Incident Checklist must reflect the name and serial number of the person completing the form. After the preliminary investigation, the investigative supervisor will determine if the Major Incident Checklist will be retained in the case file or destroyed.

3. The Major Incident Checklist will assist personnel in maintaining the integrity of the investigation. All relevant events logged on the Major Incident Checklist will be documented in the original IR and should include:

a. Incident Report Number

b. Date

c. Time (received, dispatched, and arrival)

d. Type of crime.

e. Location of the crime.

- f. Name of victim/s (if known), description and current location.
- g. Next-of-kin (if known).
- h. Name of suspect/s (if known), description, and current location.
- i. Name of witnesses/investigative leads with addresses/phone numbers and current location.
- j. Involved vehicle information.
- k. Fire Department information with severity of injuries to victim/s.
- l. List other resources used (REACT, helicopter, crime scene technicians)
- m. Name of the investigating officer.
- n. Supervisor (on scene or notified)

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