

# OGDEN POLICE DEPARTMENT

## POLICY 13: PATROL UNIT SUPERVISION AND STAFFING

Subject Patrol Unit Supervision and Staffing	Effective Date July 23, 2025
Department Police	Replaces Policy Dated February 2018
Division All Police Personnel	Review Date July 2028

NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.

### I. PURPOSE

To establish supervisory and staffing requirements for the Ogden Police Department Patrol Unit.

### II. POLICY

The Ogden Police Department will establish supervisory and staffing standards to promote and ensure the delivery of continuous, efficient, and effective law enforcement services.

### III. DEFINITIONS

**Acting Sergeant:** An officer who has been temporarily appointed to the rank of sergeant by the Chief of Police.

**Specialty Unit:** Any non-patrol organizational unit (sworn) at the Ogden Police Department.

**Duty Lieutenant:** OPD lieutenant who is responsible for, among other things, providing leadership, guidance, broad oversight, and logistical execution of all patrol operations for the duration of a predefined work shift.

**Long-Term FMLA:** An approved absence under the Family and Medical Leave (FMLA) that extends for a continuous period of three (3) months or more, whether paid, unpaid, or a combination of both.

**Long-Term Light Duty:** Any temporary work assignment, resulting from a medical condition or injury, that restricts an employee from performing the full duties of their regular position for a continuous period of three (3) months or more.

**Long-Term Military Deployment:** Any official military assignment, activation, mobilization, or deployment—domestic or abroad—that is expected to last a continuous period of three (3) months or more, regardless of duty status.

**Officer-In-Charge:** Supervisory designation utilized by some municipal police departments that refers to a line-level officer who is temporarily (and often informally) assigned supervisory authority and/or responsibility in the absence of a sergeant or a higher-ranking official. Not a recognized role at the Ogden Police Department.

**Patrol Squad:** A subdivision of the Patrol Unit within the Uniform Bureau, responsible for delivering routine and emergency law enforcement services during its assigned days and hours. Directly supervised by a sergeant and comprised of between 5 to 8 sworn officers.

**Patrol Unit:** A subdivision of the Uniform Bureau within the Field Operations Division that is collectively responsible for providing continuous routine and emergency law enforcement services 24 hours a day, 365 days a year. Directly supervised by an OPD duty lieutenant and comprised of 7 patrol squads.

**Undue Supervisory Burden:** A condition in which a supervisor is assigned responsibility for an excessive number of officers, squads, or concurrent operational tasks, such that their ability to provide effective leadership, oversight, and accountability is materially diminished.

#### **IV. PROCEDURE**

##### **A. Patrol Unit Oversight, Duty Lieutenants**

1. Duty lieutenants are collectively responsible for providing leadership, guidance, broad oversight, and logistical execution of all patrol operations.
2. In addition to their collective responsibility, each of the Patrol Unit duty lieutenants are assigned direct supervisory responsibility over individual patrol squads. Those assignments are as follows:

LIEUTENANT	A	B	C	D
SQUAD/UNIT ASSIGNMENT	Squad 1	Squad 3 Squad 4 Squad 7	Squad 2	Squad 5 Squad 6
SHIFT	A	B	C	D
DAY	MON – THUR	MON – THUR	THUR – SUN	THUR – SUN
HOURS	0600 – 1600	1600 – 0200	0600 – 1600	1600 – 0200

3. The duty lieutenants are assigned rotating authority and command of the Patrol Unit as follows:

SHIFT	A	B	C	D
DAY	MON – THUR	MON – THUR	THUR – SUN	THUR – SUN
HOURS	0600 – 1600	1600 – 0200	0600 – 1600	1600 – 0200

4. Lieutenants working the duty lieutenant *day shift* must be fit for duty and prepared to respond beginning at 0400 hours, which is two (2) hours prior to the official start of their scheduled shift. They are required to remain on call and, if necessary, available to respond during the 0400–0600 hours window.
5. Lieutenants working the duty lieutenant *evening shift* must remain fit for duty for a minimum of two (2) hours following the conclusion of their shift. They are required to remain on call and, if necessary, available to respond during the 0200–0400 hours window.
6. For the duration of their shift, the assigned duty lieutenant shall assume operational command responsibility for the Patrol Unit of the Uniform Bureau, to include maintaining full situational awareness of field activity, ensuring adequate supervisory coverage across all squads, and remaining available in person, by phone, or by radio at all times. Duty lieutenants must also remain available to respond promptly to any circumstance requiring command-level presence and oversight.
7. The requirement for a prompt response does not apply to the on-call period before or after a scheduled duty lieutenant shift. During the on-call period, the responsible duty lieutenant should be immediately available by phone and prepared to respond in person should an emergency need exist.
8. Adjustments to the published duty lieutenant shift schedule will occasionally be necessary and/or appropriate. Duty lieutenants are permitted to make adjustments to their scheduled shift without prior authorization so long as they are reasonable, infrequent, and justifiable.
9. When a lapse in duty lieutenant coverage occurs, oversight responsibilities must be clearly delegated to an on-duty sergeant functioning as a supervisor in the Patrol Unit.

B. Patrol Squad Supervision, Sergeants

1. One (1) sergeant will be assigned to each squad in the Patrol Unit.
2. Squad sergeants will be responsible for leading, managing, and providing direct daily oversight of their assigned officers.
3. A patrol squad will never be permitted to operate without the direct supervision of a sergeant.
4. In the event a squad's sergeant is absent, the duty lieutenant will ensure that a replacement sergeant is assigned to cover. Whenever possible, the selected replacement should be a sergeant who will not have any concurrent supervisory responsibilities.

5. The duty lieutenant may nevertheless assign another on-duty sergeant (with concurrent supervisory responsibilities) as the replacement, but only when it does not create an undue supervisory burden.
6. In any case, a sergeant should never be asked or permitted to concurrently supervise more than three (3) squads or units, regardless of the number of officers assigned.

C. Supervisory Restrictions, Acting Sergeants & Officer-In-Charge

1. There will be occasions where the appointment of an acting sergeant is necessary to compensate for the prolonged absence of a department sergeant. These appointments can only be authorized by the Chief of Police.
2. The Ogden Police Department does not recognize an “Officer-In-Charge” supervisory role. Department employees are therefore prohibited from appointing an OIC for any supervisory purpose, including the supervision/management of a patrol squad.

D. Patrol Unit, Minimum Staffing

1. A minimum of 48 officers will be assigned to the Patrol Unit at all times.
2. Officers assigned to the Patrol Unit who are on long-term military deployment, long-term light duty, or long-term FMLA will not be counted toward the required minimum.
3. When any department supervisor becomes aware that Patrol Unit staffing has fallen below the minimum threshold, they must immediately notify the Field Operations Division captain.
4. Upon notification of insufficient staffing, officers from the department’s specialty units will be temporarily reassigned to the Patrol Unit until it is staffed to the established minimum (48). Reassignments will be made within 7 calendar days of notification.
5. Decisions about temporary reassignments will be the shared responsibility of the Field Operations and Support Services Division captains. Their decision should be guided by, among other things: auxiliary unit staffing strength, operational needs of the department, expected disruption of home life, and input from the supervisors of those bureaus and units from which reassignments will be made.

**E. Patrol Squads, Minimum Staffing**

1. Patrol squads will be required to be staffed with a minimum number of operational officers for every shift as follows:

Squad 1	Squad 2	Squad 3	Squad 4	Squad 5	Squad 6	Squad 7
6	6	6	6	6	5	5

2. It is the responsibility of the squad sergeant to ensure the required minimum number of officers are present and operational for the entirety of each scheduled shift.
3. Given this responsibility, sergeants must exercise sound judgment when reviewing leave requests. Leave authorization or denial decisions must incorporate consideration of the immediate operational impact and the broader supervisory duty to maintain Patrol Unit readiness.
4. If a patrol squad falls below its minimum staffing level, the sergeant will assess available resources to develop an immediate solution. Solutions may include, but are not limited to:
  - a. authorizing voluntary overtime;
  - b. calculating the staffing levels of overlapping patrol squads to determine whether surplus officers offer adequate cumulative staffing;
  - c. requiring mandatory holdover of officers from another patrol squad;
  - d. temporarily utilizing officers from specialty units; or
  - e. implementing call-backs of off-duty officers for mandatory overtime.
5. If the sergeant is unable to adequately staff their assigned patrol squad, they shall notify the duty lieutenant, who will ensure minimum staffing levels are met.
6. All mandatory work assignments shall comply with department policies and procedures governing overtime.
7. When making decisions about holdovers or mandatory overtime, the enforcing supervisor must consider factors including, but not limited to: consecutive hours worked, extra or off-duty assignments, cumulative fatigue, and the frequency and/or equitable distribution of mandated assignments

The duty lieutenant may temporarily increase minimum staffing levels for one or more patrol squads if an articulable need exists.

## **V. ACCOUNTABILITY**

Any Ogden Police Department employee found to have knowingly, intentionally, or negligently acted in violation of this policy will be subject to remedial and/or disciplinary action, up to and including termination, in accordance with the processes outlined in Ogden Police Department Policy 01A: Remedial and Disciplinary Procedure.

## **VI. FINAL AUTHORITY**

The Chief of Police retains final operational and decision-making authority in matters related to this and all other departmental policies. Decisions or actions enacted by the Chief are final, subject to all applicable legal and regulatory constraints.