



Ocean City Police Department

General Order

Subject: Duty Officer; Duties and Responsibilities		No. G.O. 300 E-2	
Rescinds: 300 D-2 Dated: 05/01/1988	Amends:	Related Directive: G.O. 300 E-1	
Approval Date: March 1, 2005	Effective Date: March 1, 2005	Distribution Date: March 17, 2005	Distribution Type: A
References:			

.10 General

- A. The "duty officer" is a member of the police command staff holding the rank of Police Lieutenant. The position may fall within the job description of a police Captain under special circumstances or by assignment of the Chief of Police.
- B. The most senior Police Lieutenant working at any one time, without regard to divisional assignment, during the course of a tour of duty shall be considered the duty officer unless otherwise directed through order or memorandum. A "tour of duty" is defined as any work period within a twenty-four (24) hour day.
- C. The duty officer shall wear the uniform of the day (Class "B" or Class "C") as outlined in General Order 800 I-1 while serving in this capacity.
- D. A Police Sergeant will not serve in the capacity of the "duty officer" but must abide by the notification requirements as set forth in this policy when the duty officer is not working.

.20 Duties & Responsibilities

It is the responsibility of the duty officer to notify the affected division commander(s) when senior level command personnel are off-duty under the following circumstances:

- A. Homicide, suicide, unattended or suspicious death.
- B. Fatal motor vehicle collision.
- C. Rape, robbery, armed robbery or any serious felony offense that the duty officer deems necessary to make a notification to command staff.
- D. Q.R.T. response.
- E. Hostage situation.
- F. Multi-casualty event or mass evacuation.

- G. Serious fire and/or HAZMAT spill.
- H. Arrest of or confrontation with a prominent person.
- I. Serious injury to a citizen by a member of the Department.
- J. Injury sustained by a member of the Department during the performance of their duty.
- K. Any incident in which a member or members of the Department are called to perform law enforcement duties as a result of the mutual aid agreement with the Worcester County Sheriff's Office and the Maryland State Police.
- L. When the Mayor, member of the Town Council, or Town Manager requests the presence of a division commander or the Chief of Police.
- M. Any incident in the judgment of the duty officer which is serious enough to notify the affected division commander.

.30 Notifications

- A. if the duty officer is unable to notify the affected division commander, the duty officer shall notify the Chief of Police directly of the circumstance outlined under .20.
- B. A police captain serving in the capacity of the duty officer shall assure the affected division commander is properly notified of the circumstances outlined in .20.