

Watch Commanders

444.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with departmental policies, procedures, practices, functions and objectives. To accomplish this goal, a Lieutenant heads each watch.

444.2 DESIGNATION AS ACTING WATCH COMMANDER

When a Lieutenant is unavailable for duty as Watch Commander, in most instances the senior qualified sergeant shall be designated as acting Watch Commander. This policy does not preclude designating a less senior sergeant as an acting Watch Commander when operational needs require or training permits.

444.3 WATCH COMMANDERS DUTIES

The following are a list of Watch Commanders duties. Other duties may be assigned as needed by a Deputy Chief or Chief of Police.

- Notify the Chief and Operations Bureau Deputy Chief of any significant case(s)
- Report significant security concerns to TSA. As required by 49 C.F.R. §1580.203(b), the TSA's Transportation Security Operations Center (TSOC) will immediately be notified telephonically by the Watch Commander during any incident involving any potential threats or significant security concerns. The telephone number for the TSOC is 1-866-615-5150.
- Coordinate Transportation operations and police activity with Central whenever necessary
- Make entries in the public log as follows:
 - Include:
 - Positive community/COPPS events
 - Adult arrests
 - Juvenile arrests/citations for felonies
 - Any string of associated incidents involving multiple victims
 - Any significant felony even when a suspect is not arrested (temporary exceptions may be made to delay the log entry if disclosing information would compromise the investigation and apprehension of an outstanding suspect, the entry should still be made at a later date)
 - Battery of BART employee
 - Bicycle thefts
 - Any entry into the confidential watch commander's log should have an accompanying, redacted, entry into the public log

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- Incidents that will draw significant public/media interest
- Provide:
 - Date, time, and location
 - Suspect name, age, and city of residence (do not include ethnicity)
 - Code violation,
 - If prohibition order was issued
 - Method of bicycle theft, when applicable
 - Case number
- Make entries into the confidential log as follows:
 - Include:
 - All cases that would be of benefit for subsequent shifts to know about
 - All cases that require notification, per policy 358 and the notification matrix
 - Provide:
 - Incident summary, date, time, and location
 - Suspect name(s), DOB(s), and City of Residence
 - Description of outstanding suspect(s)
 - Victim injuries and loss
 - Involved officers and detective names
 - Case number
- Approve call outs for K-9 use by outside agencies
- Accept or refer IA complaints
- Verbally update relief Watch Commander
- Ensure proper info is received and dispatched to patrol
- Notify Communications Department of inquiries from press regarding BPD activity prior to releasing information.
- Handle logistics request during emergencies
- Activating EOC if required
- Take sick calls and make BAP entries.
- Monitor overtime and inverse to fill empty assignments.
- Call out Criminal Investigations for in-custody Part I crimes and significant cases.
- Monitor Alameda County PC declarations for approval status.

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- Document circumstances surrounding incidents that involve train delays of 30 minutes or more in an email message to the Operations Bureau Deputy Chief and Chief of Police.