
Duty Officer

422.1 PURPOSE AND SCOPE

This policy provides guidelines for the Duty Officer.

422.2 POLICY

The duty officer's station will be staffed 24 hours per day to ensure the Duty Officer is available for patrol deputy sheriffs.

For procedures related to Duty Officer, see the St. Mary's County Sheriff's Office LE Procedures Manual: [Duty Officer's Station](#)

422.3 DUTY OFFICER RESPONSIBILITIES

The Duty Officer shall have overall responsibility and accountability for the operation of the duty officer's station on an assigned shift. Duties may include, but are not limited to:

- (a) Building Security
- (b) Temporary Holding Area
- (c) Station Clerks
- (d) Communication with Public
- (e) Citizen Counseling and Advice
- (f) Firearms Licensing Information
- (g) Complaint Control Number (CCN) Ledger
- (h) Warrants
- (i) Protective Orders/Peace Orders
- (j) Missing Persons Log
- (k) Electronic Monitoring Log
- (l) Juvenile Transport Log
- (m) Citation Book
- (n) Civil Process Log
- (o) Call-out Books
- (p) Vehicle Storage Log/Vehicle Release
- (q) Requests from Other Agencies
- (r) Sick Leave Notification
- (s) Walk-in Reports
- (t) Computers/Equipment
- (u) Crime Solvers

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- (v) Command Central System
- (w) Public Information Requests
- (x) Critical Incident Notifications
- (y) Battery Jump Starter & DC Power Source
- (z) Risk Management
- (aa) Narcotics Processing Unit (NPU)

For procedures related to Duty Officer Responsibilities, see the St. Mary's County Sheriff's Office LE Procedures Manual: [Building Security](#) and [Duties and Responsibilities](#)