

Rules and Procedures

Rule 103

August 20, 1984

Rule 103 - Police Officer

This rule is issued to establish the responsibilities and duties of the rank of Patrol Officer. It is effective immediately, superseding all previously issued rules, orders and other directives, and replacing Rule No. 24 of the 1950 Manual, Patrolmen.

For the purpose of clarity and brevity, the pronouns "He" and "His" are used editorially throughout this rule and it should be understood that where used they are to be interpreted as applying to both male and female officers.

Sec. 1 GENERAL CONSIDERATIONS: A patrol officer, in carrying out the functions of the department, including but not limited to, the preservation of the public peace, the protection of life and property, the prevention of crime, the arrest and prosecution of violators of the law, the proper enforcement of all laws and ordinances and the effective delivery of police services shall constantly direct his best efforts to accomplish that end intelligently and efficiently and shall hold himself in readiness at all times to answer calls and obey the orders of his superiors. He shall be held to a strict accountability for the good order of the sector, beat or post to which he has been assigned to duty.

Sec. 2 A Patrol Officer shall not carry any unauthorized equipment on his person, while on duty, nor place any unauthorized equipment into a department vehicle or place it on a department animal.

A PATROL OFFICER:

Sec. 3 Shall report for duty at the time and place specified by his Superior Officer or Supervisor and shall be physically and mentally fit to perform his duty. He shall be properly uniformed and equipped and cognizant of the information required for proper performance of his duty so that he may immediately assume his assignment.

Sec. 4 Shall acquaint himself with all matters occurring since his last tour of duty which affect his responsibilities and shall be held accountable for compliance with all orders, rules, bulletins and circulars.

Sec. 5 Is encouraged to keep a private record of his work, noting all matters of importance in which he is engaged in his official capacity.

Sec. 6 A Patrol Officer shall proceed to his assignment after roll call and notify the Operations Division accordingly.

Sec. 7 Equipped with radio communications shall keep the receiver in operation at all times. When his unit is called by the Operations Division he shall immediately respond and acknowledge receipt of any communications dispatched to him even if on a previous assignment. If sent on an assignment, the officer will notify the Operations Division of his arrival at the scene and make a further notification when he has completed that assignment, furnishing the appropriate disposition which will indicate his availability for further duty. If required, the officer will obtain a Central Complaint number from the Operations Division and prepare and submit the properly completed Incident Report. Before being relieved of duty, a patrol officer will notify the Operations Division of that fact and all communications between a patrol officer and the Operations Division shall be in accordance with current communications procedures.

Sec. 8 Shall confine his patrol within the limits of his assigned sector or area except in case of emergency when he shall immediately notify the Operations Division by radio. A patrol officer will not otherwise leave his assigned area until properly relieved unless he is dispatched elsewhere by the Operations Division or a Superior Officer.

Sec. 9 Who is obliged, for police purpose, to leave his assigned area by going elsewhere or by entering a building or other premises in his area shall immediately report to the Operations Division the location and circumstances of the incident. A patrol officer who considers it necessary to leave his assigned area for any purpose other than police work shall first seek the permission of the Operations Division giving his reason and location. When permission is given, he shall report at once on his return and should he fail to report within a reasonable time the Operations Division shall notify the patrol supervisor so that he may ascertain the whereabouts of the absent officer. A patrol officer absent from his assigned area for a proper purpose, in accordance with the provisions of this rule, shall not be subject to disciplinary action.

Sec. 10 Must constantly patrol his assigned area except for halts necessary to the proper performance of duty; he must not sit down, lean against walls, posts or trees or conduct himself in any manner other than as a responsible official exposed to public observation and criticism with important work to do.

Sec. 11 Shall furnish such information and render such aid to all persons as may be consistent with his duty.

Sec. 12 Shall direct strangers and others, when requested, by the nearest and safest way to their places of destination. If said destination is within the boundaries of his assigned area he may accompany such persons to their places of destination; if not within the boundaries, and conditions warrant such action, he shall communicate with the Operations Division and be guided by the instructions received.

Sec. 13 Hearing a call for assistance shall immediately notify the Operations Division and then proceed to render aid with all dispatch. When a disturbance or other type of problem occurs,

he shall instantly proceed to the location and use his best efforts to restore order, taking the police action that is deemed necessary and proper. The officer will be responsible for notifying the Operations Division of the action taken.

Sec. 14 Assigned to patrol duty shall aid and assist officers performing traffic duty in any emergency or when directed by the Operations Division or a Superior Officer. When any public way becomes blocked by vehicles an officer shall use his best efforts to restore the normal flow of traffic, paying particular attention to pedestrians.

Sec. 15 May examine any person whom he shall see abroad whom he shall have reason to suspect of any unlawful design and may demand of him his business abroad at such a time and where he is going. This authority must be exercised reasonably and in accordance with the law.

Sec. 16 Shall acquaint himself with all public vehicles and drivers thereof permitted to stand on his assigned area. He shall note and investigate, especially during the nighttime, all vehicles the drivers or occupants of which in any manner may cause suspicion and note the registration number and description of each and report the facts to his Patrol Supervisor. He shall pay particular attention to motor vehicles of all kinds, observing their numbers and watching for those that have been reported stolen or used in a crime or that are not properly registered or legally equipped.

Sec. 17 Insofar as he can, without intruding on the privacy of individuals, shall note all removals from or into the limits of his assigned area and acquire such a knowledge of the inhabitants as shall enable him to recognize them. He shall make himself acquainted with all parts of his assigned area and with the streets, thoroughfares, courts and houses within it.

Sec. 18 Shall note the conduct of all suspicious persons and all persons of known bad character and make such observations as will enable recognition of them at any time. He shall particularly note their movements, habits and associations and the premises they frequent. He shall ascertain their names, addresses and occupations, if any, and submit a Field Interrogation and/or Observation Report with all the information he has obtained to his relieving Supervisor.

Sec. 19 Shall take notice of all places and persons on his assigned area engaging in any business or activity which requires a license and shall report in writing to his Commanding Officer all unlicensed places or persons requiring a license and all cases where the provisions of a license are not complied with. He will be prepared to give information to his superior officers concerning the nature of all businesses being conducted in his assigned area.

Sec. 20 Shall inform himself as to the places on his assigned area in which violations of the law are believed to exist and shall take the necessary police action and if uncertain as to how to proceed he shall report to his Patrol Supervisor. He shall keep a record of all suspected gaming houses, houses of ill fame, disorderly houses, places suspected of trafficking in illicit liquor or of being resorted to for the illegal sale, distribution or use of controlled substances, resorts for persons of known bad character and all places resorted to for questionable conduct and

promptly report the same on a Field Interrogation and/or Observation Report. He shall observe night walkers and those who improperly accost persons upon the street and shall do all in his power to protect all persons from insult or annoyance.

Sec. 21 While on duty, shall note all street and sidewalk obstructions, all defects in streets or sidewalks from which accidents may occur, removing or remedying them when practicable; all places for which temporary permits are granted for buildings or where obstructions or excavations exist or are being made and see that suitable safety precautions are provided for the public travel; all street lamps out of repair and not lighted or extinguished at the proper time; any damage or malfunction of traffic control devices or damage to all buildings erected or in the process of erection contrary to law or which may have become unsafe or any buildings in which an unwholesome dangerous or noisome trade is carried on; all defects or other matters affecting the safety or convenience of the public or the interest of the city and shall make a report thereof without delay to his Duty Supervisor directly or through the Operations Division.

Sec. 22 Who discovers any condition dangerous to life and limb shall notify the Operations Division at once and do all in his power to remedy the condition and remove the hazard. He shall take special notice of all vacant or unoccupied houses to prevent vandalism; be vigilant to prevent fire or waste of water; see that fire escapes are not obstructed; call the attention of abutters to the state of sidewalks and roofs rendered dangerous by snow, ice or other causes or when obstructed by any article; take note of all offensive matter thrown into the street or when streets are improperly obstructed. When the laws and ordinances, orders, rules and regulations for the government of such cases, upon notice given, are not forthwith obeyed he shall ascertain the names of the offending parties and submit an Incident Report to his Duty Supervisor for complaint and prosecution.

Sec. 23 Shall, during the time that business houses are closed, exercise the greatest vigilance, frequently trying and examining accessible doors and windows of such buildings in his assigned area. He shall investigate all suspicious circumstances that present themselves and shall be held responsible for failure to discover and report any accessible doors or windows of business establishments broken open in his assigned area during his tour of duty. If any windows or doors are found broken open or found open or unlocked from apparent negligence he shall promptly inform the Operations Division of all the circumstances and be guided by the instructions received. The Operations Division will notify the Area concerned which in turn will so inform the owner, tenant or representative of the premises. When necessary, assistance will be summoned to safeguard such windows or doors.

Sec. 24 Shall see that sidewalks are not obstructed by persons loitering thereon to the inconvenience of pedestrians.

Sec. 25 Shall direct persons without funds and shelter to the temporary home for women on Chardon Street or, if men, to the Pine Street Inn.

Sec. 26 Who discovers that a serious offense has been committed and the person committing

the crime has escaped, shall immediately notify the Operations Division of all the particulars with a description, if possible, of the perpetrator.

Sec. 27 On duty will be permitted to suspend patrol for the purpose of eating but only for such period of time as is authorized and only when permission for the same has been received from the Operations Division. Officers who have been granted this permission are to remain on the air and available for response to any emergency call should the situation require. (See S.O. No. 84-41, dated 8/9/84.)

Sec. 28 Shall be responsible for the thorough searching of any person he places under arrest or takes into custody before he places the prisoner in a department vehicle for transportation.

Sec. 29 To whom a portable radio has been assigned shall be responsible for the care and safety of said radio while in his custody. He shall deliver the radio, together with his Activity Log, to his relieving Supervisor at the conclusion of his tour of duty.

Sec. 30 Who while on duty deems it necessary to warn or correct a person or to issue a citation for an infraction of the traffic regulations, shall do so in a firm but brief and civil manner and without obstructing traffic flow or creating congestion.

Sec. 31 When it is necessary to arrest the operator of a vehicle for a violation, the officer shall, if possible, order the offender out of the traffic flow to the street curb and make such arrest without unnecessary loss of time or the obstruction of traffic. When an arrest is made under such circumstances, proper measures for safeguarding the vehicle of the arrested person must be taken. It shall be the responsibility of the arresting officer to dispose of the car in the following manner:

1. leave it with a person having apparent authority to assume control of it; or
2. park it legally, close the windows, lock it, if possible, and attempt to notify the registered owner; or
3. leave it at the side of the road with windows closed and locked, if possible, if traffic is not obstructed and arrangements can be made for its removal without undue delay; or
4. have it towed for safekeeping.

Sec. 32 When an officer is securing a vehicle on the street (for example, a vehicle involved in an accident or one which was operated by a person now under arrest), which contains valuable property he shall whenever possible, ask the owner of the property how he wants it disposed of. When the owner is unavailable or is unable to express his wishes the officer before securing the vehicle shall remove the property and deliver it to his Duty Supervisor, together with his report of the incident and an inventory of the property removed. When circumstances indicate

the necessity, a written notification of what property was removed and where it may be claimed should be left in the vehicle.