

## **Rules and Procedures**

### **Rule 103-A**

**May 31, 1979**

#### **Rule 103-A - POLICE OFFICERS ASSIGNED TO DEPARTMENT MOTOR VEHICLES**

This rule is issued to establish the responsibilities and duties of Police Officers assigned to department motor vehicles. It is effective immediately, superseding all previously issued rules, orders, and other directives and replaces Rule 25, 28, and 29, Patrolmen, Radio Patrol Cars; Motorcycles; Patrol Wagons and Ambulances of the 1950 Manual of the Department.

Sec. 1 GENERAL CONSIDERATIONS: A police officer assigned to duty in a department motor vehicle shall adhere to the rules prescribed for such service and shall be subject to all other rules and regulations prescribed for Police Officers insofar as they are not in conflict with the specific rules which apply to duty in a department motor vehicle.

Sec. 2 A POLICE OFFICER ASSIGNED TO DUTY IN A DEPARTMENT MOTOR VEHICLE: Shall operate only the vehicle to which he/she has been assigned except in an emergency or on the order of a Superior Officer.

Sec. 3 Shall operate that vehicle only if he/she has a valid license to operate that class of motor vehicle issued by the Massachusetts Registrar of Motor Vehicles and has been certified to operate that class of motor vehicle by the Supervisor of Automotive Maintenance.

Sec. 4 Shall, unless otherwise directed, report to his/her District or Unit at the time prescribed where the vehicle to which he/she is assigned will be turned over to him/her.

Sec. 5 Shall report to his/her Patrol Supervisor, immediately, if the vehicle, which has been assigned to him/her, is otherwise assigned, or if it is unfit for use.

Sec. 6 Shall when designated as operator make a thorough examination of the vehicle assigned to him/her and its equipment, before starting out on patrol and shall record the complete result of this inspection on the prescribed Department form used for that purpose which shall be submitted, forthwith to his/her Patrol Supervisor.

NOTE: If possible, try to make the inspection in the presence of the officer from whom you took the vehicle. NEVER TAKE OVER A POLICE VEHICLE FOR WHICH YOU WILL BE HELD RESPONSIBLE, UNTIL YOU MAKE A THOROUGH INSPECTION OF IT AT THE TIME.

Each car is equipped with a spare tire, jack and wrench. Open the trunk of the car and see that they are there. Be sure that the spare tire is properly inflated, if it is not, HAVE IT REPAIRED AT ONCE. Officers are not expected to make repairs to cars; it is their duty to drive the car CAREFULLY and to KEEP IT CLEAN both inside and out. Officers are required to change flat tires

when they occur; and then bring them to the shop at once and have them repaired. Do not run on tires that are not up to correct pressure.

Avoid striking curbstones or going over objects, as the low-pressure tires are more easily damaged, especially the sidewalls. In many instances, the front end is thrown out of alignment when the front wheels strike a curbstone resulting in a rather costly repair to the vehicle.

Sec. 7 Shall, when designated as the operator, be responsible for the necessary cleanliness of the vehicle to which he/she is assigned and shall insure that it is sufficiently supplied with water, fuel and lubricating oil and that the requisite amount of air is in the tires.

Sec. 8 Shall be held responsible for failure to report any damage to the vehicle entrusted to his/her care and for any assigned department property or equipment missing from such vehicle when such damage or missing property or equipment should have been clearly discoverable by the inspection required at the beginning of his/her tour of duty.

Sec. 9 Shall operate the vehicle at a moderate rate of speed and in such manner as will enable him/her to observe any conditions or occurrences in his/her assigned area, which may require police attention.

Sec. 10 Shall not go to his station or unit to make out reports but shall prepare all reports in his/her vehicle and submit them as directed to the Patrol Supervisor. In emergencies, when the presence of an officer is required at the station, the request for his/her return shall be made by the Duty Supervisor to the Operations Division.

Sec. 11 Shall have the radio receiver of his/her vehicle in operation at all times during his/her tour of duty. He/she shall respond immediately to the Operations Division when his/her particular unit is called and shall strictly adhere to current communication procedures as outlined in Section 8 of Rule 103, Police Officer.

Sec. 12 Shall not, except in case of an emergency or other proper performance of duty, permit any person, other than an officer of rank, to ride in or on the vehicle to which he/she is assigned except as ordered by the Police Commissioner or authorized by the Operations Division.

Sec. 13 Shall not, at any time during his/her tour of duty, leave his/her vehicle unattended except in an emergency or when authorized to do so. If obliged to leave the vehicle for police business the Operations Division shall be notified, the radio receiver turned off, and the vehicle locked.

Sec. 14 Who has occasion to pursue a motor vehicle because of a violation of the law shall notify the Operations Division immediately, furnishing a description of the vehicle, the location of the incident and the direction in which the pursuit is proceeding together with all other material facts, which may aid in the apprehension. Radio contact shall be maintained

throughout the pursuit. The officer or officers concerned shall proceed in accordance with the provisions of the rule dealing with Pursuit Driving.

Sec. 15 Shall drive his/her vehicle to a destination by the most direct route and the speed of the vehicle at all times shall be regulated with due regard for the safety of the public. When responding to requests for assistance or service under emergency driving conditions shall follow strictly the provisions of the Department rule concerning Emergency Driving.

Sec. 16 Shall transport sick or injured persons in his/her vehicle only under emergency conditions when an ambulance is unavailable and such use must be sanctioned by a Superior Officer or the Operations Division as authorized by Rule 203, Handling of Accident Victims and Emergency Medical Cases.

Sec. 17 Shall not tamper in any way with the radio equipment and shall not make frivolous or unnecessary broadcasts nor interfere in any way with the regular police radio broadcasts in violation of Federal Communication Commission rules. He/she shall notify the Operations Division immediately of any defect in the operation of the radio. If unable to transmit this information he/she shall immediately inform his/her Duty Supervisor of the condition and be guided by his/her directions.

Sec. 18 Shall notify the Operations Division immediately if he/she is sent from his assigned area on orders not transmitted by Operations Division.

Sec. 19 Who is the first to arrive at the scene of an emergency shall as soon as is practicable notify the Operations Division of the nature of the emergency and be guided by the instructions he/she receives.

NOTE: The first vehicle arriving at the scene will be used as the communication vehicle, whether from Headquarters or some other Unit, and shall remain in constant radio contact with the Operations Division giving complete detailed reports of conditions at the scene. Officers assigned to vehicles will use good judgment so that only vehicles assigned to the emergency by Operations Division will converge at the scene of a crime when it seems obvious that the perpetrators have fled. All operators of vehicles shall be alert for radio broadcasts from vehicles at the crime scene and make every effort to apprehend vehicles and/or suspects persons in the area.

Sec. 20 The officer(s) assigned to the vehicle designated in Section 19, as the communications car will be held strictly responsible for the procedure prescribed and will remain constantly on the air at the scene until excused from such duty by the Operations Division.

Sec. 21 When designated as operator, shall immediately submit a detailed report in writing to his/her Duty Supervisor of any accident in which the vehicle he/she was operating is involved. He/she shall be held responsible for any damage to his/her assigned vehicle, which is

due to his/her negligence. He/she shall report to his/her Duty Supervisor, immediately, all needed repairs and maintenance requirements of his/her assigned vehicle.

Sec. 22 When designated an operator, shall at the conclusion of his/her tour of duty deliver to the relieving Supervisor the keys to the vehicle that was assigned to him/her.

Sec. 23 RADIO PATROL CARS: Used for patrol duty in a police district, shall patrol prescribed sections of the district, to be known as sectors, except as may be otherwise directed by the Area or District Commander or the Operations Division.

Sec. 24 A radio patrol car shall be manned by two police officers, in uniform, except as may otherwise be ordered by the Police Commissioner, one of whom will be the operator, the other the observer, to be so designated by the Duty Supervisor.

Sec. 25 PATROL WAGONS: Are to be used for proper police purposes only and it shall be the responsibility of police officers assigned to patrol wagons to insure that this rule is not violated. Generally, these purposes are the transportation of prisoners and property lawfully coming into the possession of the police and the movement of police personnel in the necessary performance of duty. Any other use of a department wagon must be authorized by a Superior Officer or the Operations Division.

Sec. 26 A patrol wagon will at all times be manned by two officers in uniform, one assigned as the operator and the other as the observer, to be so designated by the Duty Supervisor, except as may be otherwise ordered by the Area or District Commander.

Sec. 27 A police officer assigned as operator of a patrol wagon should not use this vehicle for conveying persons from one hospital to another or from a hospital to the home of a patient except for charitable purposes with the authorization of the Operations Division.

Sec. 28 A police officer assigned to patrol wagon duty shall render all necessary assistance to officers in securing prisoners and the observer will be held strictly responsible for the safe custody of prisoners and property placed in his/her charge for conveyance in a patrol wagon.

Sec. 29 A police officer assigned as observer of a patrol wagon shall, whenever assigned or permitted by the Operations Division or a Superior Officer, to transport a sick or injured person ride in the rear compartment of the wagon with the person being conveyed.

Sec. 30 When property or prisoners are being transported in a patrol wagon it shall be the responsibility of the observer to insure that the rear doors of the wagon are securely fastened.

Sec. 31 Whenever practicable, the observer shall ascertain the name of the arresting officer and the charge to be lodged against each prisoner placed in his/her wagon.

Sec. 32 MOTORCYCLES: Police officers assigned to Motorcycle Duty shall operate as a single unit and ride alone unless authorized by the Operations Division or the officers' Commanding Officer.

NOTE: Rule 103C amended by Special Order 96-4, January 9, 1996, POLICE OFFICER AS A RANK: References in Rule 103C to the rank of Patrol Officer amended to read as Police Officer.