

Rules and Procedures

Rule 104A

June 8, 1984

Rule 104A - PATROL SUPERVISORS

This rule is issued to establish the responsibilities and duties of the position of Patrol Supervisor in this Department. It is effective immediately, superseding all previously issued rules and directives.

Sec. 1 GENERAL CONSIDERATIONS: An officer assigned as a Patrol Supervisor of an Area or Unit shall adhere to the rules prescribed for officers of the rank.

A Patrol Supervisor shall ensure that all subordinates perform their duties in a professional, efficient and effective manner, and act in compliance with all Rules and Regulations of the Boston Police Department.

Sec. 2 ROLL CALL INSPECTION:

Patrol Supervisors shall inspect the sworn personnel assembled at each roll call during their tour of duty to ensure that they are physically fit for duty, are properly equipped, and have in their possession all of the report forms and other printed material which are incidental to their duties.

Sec. 3 FIREARM INSPECTION:

Patrol Supervisors shall ensure that the firearms of the officers assembled at roll call are inspected every Thursday. The results of such inspections shall be recorded in the Administrative Journal and in the Administrative Detail Book.

The Commander at each District Station shall designate a safe unloading/loading area for the purpose of safely conducting firearm inspections. Patrol Supervisors conducting weekly firearm inspections shall only utilize the designated unloading/loading area and, taking no more than two (2) officers at a time to this area, shall have the officers administratively unload their weapons, one at a time.

Prior to taking possession of and inspecting a firearm, the Patrol Supervisor shall ensure that the following steps are strictly adhered to by all officers directed to administratively unload their weapons:

Administrative Unloading Procedure

- Officers shall unload their weapon only in the designated unloading/loading area.

- Officers shall remove the magazine from their weapon, while the firearm remains holstered, and put the magazine into a pocket.
- Officers shall remove the weapon from its holster, keeping their finger off the trigger and outside the trigger guard, and lock the slide open ejecting any chambered round and placing such ejected round in their pocket.
- Officers shall visually and physically inspect the chamber and the magazine well to ensure that there is not a live round in the chamber.
- Officers shall then hand their weapon, with the slide locked open, grip end first, to the Patrol Supervisor for inspection.

After inspecting the weapon solely for cleanliness, the Patrol Supervisor shall return the weapon to the officer, with the slide locked open, grip end first, and instruct the officer to administratively reload the weapon in the designated unloading/loading area. Patrol Supervisors shall direct officers to immediately clean any weapon which requires it and then re-submit it for inspection prior to assuming patrol duties.

The Patrol Supervisor shall ensure that the following steps are strictly adhered to by officers directed to administratively reload their weapons:

Administrative Reloading Procedure

- Officers shall drop the slide on the empty weapon and re-holster, while at the designated unloading/loading area.
- Officers shall, while the weapon remains holstered:
 - a. insert the magazine into the magazine well;
 - b. ensure that the magazine clicks into place;
 - c. tug on the magazine to ensure that the magazine has seated properly; and
 - d. run their hand around the grip end of the weapon to make sure that clothing has not snagged between the weapon and the magazine.
- Officers shall then remove the weapon from its holster and, keeping their finger off the trigger and outside the trigger guard and keeping the weapon pointed in a safe direction, chamber a round.
- Officers shall then re-holster the weapon and, while the weapon remains holstered:
 - a. remove the magazine from the magazine well;
 - b. insert the previously ejected round (or a new round) into the magazine;
 - c. re-insert the magazine into the magazine well;
 - d. ensure that the magazine clicks into place;
 - e. tug on the magazine to ensure that the magazine has seated properly; and
 - f. run their hand around the grip end of the weapon to make sure that clothing has not snagged between the weapon and the magazine.

Except for those officers directed to immediately clean their firearms and submit them for re-inspection, all officers shall return to their duties immediately after their firearm has been inspected and reloaded.

Sec. 4 Issue portable radios and the keys to motor vehicles to the personnel under his

command immediately after roll call and record the name and I.D. number of the officers to whom they are issued on the prescribed Department forms.

Sec. 5 Ensure that a Vehicle Inspection Form has been properly completed and submitted for each vehicle being used during his tour of duty before any vehicle is put into service.

Sec. 6 Ensure that the patrol officers being relieved shall return the portable radios, keys to department vehicles and their Activity Logs before they are dismissed from duty.

Sec. 7 Check periodically the department vehicles parked in the vicinity of the police station to ensure that all such vehicles are secure and parked properly; such a check is to be made at least once during each tour of duty, when practicable.

Sec. 8 Prior to beginning his patrol familiarize himself with all important matters which have occurred since his last tour of duty, especially matters still pending and incidents likely to recur in the Area.

Sec. 9 Patrol his assigned area unaccompanied in a marked radio-equipped vehicle, except as may be otherwise ordered, and shall be held accountable for the proper supervision of the subordinates under his command.

Sec. 10 When possible, respond to 911 calls when units under his command are dispatched especially when such units request additional time in order to complete their duties in a proper and professional manner.

Sec. 11 Ensure that the patrol units under his command remain within their assigned areas, unless dispatched elsewhere and that all patrol officers complete their Incident Reports in the field. They shall go to the station house only when ordered or dispatched there and only when it is necessary for the proper conduct of police business. Consistent with department policy and procedures, he shall collect and review, in the field, all of the Incident Reports compiled by his subordinates during his tour of duty and ensure that they are complete before he delivers them to his Duty Supervisor.

Sec. 12 Respond to the serious crimes, major fires, sudden deaths and emergency situations which occur within his assigned area for the purpose of organizing resources most effectively. At the scene of a disaster or an incident where the need for police services appears to be of a long duration or when many officers will be needed to assist, the first Superior Officer arriving at the scene shall assume command, set up a Command Post near the scene, establish communication with the Operations Division, and shall remain in command until relieved by an officer of higher rank.

Sec. 13 Respond to any report of a community disorder within his assigned area and insure that

the provisions of all special orders concerning Community Disorder Field and Reporting Procedures are complied with.

Sec. 14 Investigate and report any incident concerning an officer under his command who is injured while on duty; or any damage to, or loss of, department property coming to his attention or which has occurred during his tour of duty.

Sec. 15 Make periodic inspections of the licensed premises within his assigned area, especially those suspected of illegal activity, and make an entry to that effect on his Activity Log particularly noting the name and addresses of the premises and conditions as found.

Sec. 16 Record his work completely and accurately on his Activity Log and submit his Log to the Duty Supervisor at the conclusion of each tour of duty.

Note: Amended by Special Order 97-54, issued December 4, 1997, which updated Roll Call and Firearm Inspection Procedures.