

Rules and Procedures

Rule 107

July 5, 1979

Rule 107 - AREA COMMANDER

This rule is issued to establish the duties and responsibilities of the position of Area Commander in this Department. It is effective immediately, superseding all previously issued directives and replaces Rule No. 21, Division Commanders, of the 1950 Manual.

Sec. 1 GENERAL CONSIDERATIONS: An Area Commander is an officer assigned by the Police Commissioner to command an Area. He shall sign and be addressed under his official title. Otherwise he shall be known for convenience in Rules and Orders as an Area Commander.

Sec. 2 AN AREA COMMANDER SHALL: Have control of all members of the Department attached to his Area, subject to the orders of his superiors and the rules of the Department. With the approval of the Chief of the Bureau of Field Services he may make minor rules for the conduct of his subordinates and for the use of the station house provided such rules are not in conflict with Department rules.

Sec. 3 Make his daily assignments consistent with Department operating procedures.

Sec. 4 Be responsible for assuring the promulgation of all Department rules, directives, orders, memoranda and circulars to his subordinates, attending all roll calls while on duty, when practicable.

Sec. 5 Be responsible for monitoring the use of sick time by those employees attached to his Area, and in the case of excessive use of sick leave by any member, he shall cause an investigation to be made to determine the cause and take the appropriate action as warranted.

Sec. 6 Be responsible to see that all overtime assignments on his Area are performed by Area personnel in accordance with Department policy, that all overtime slips are completed, properly coded, signed by him and forwarded to the Bureau of Field Services within the prescribed time.

Sec. 7 Be responsible for all department equipment and property assigned to his Area including its proper care, maintenance, cleanliness and safekeeping. He shall be responsible for the day-to-day maintenance of the police buildings assigned for use by his command and report through channels any required repairs.

Sec. 8 Be held strictly responsible for the preservation of the public peace, the enforcement of laws and the effective delivery of all police services in his Area; and for that purpose may assign the officers under his command in such parts of the Area and to such duties as he may deem expedient, under the supervision of the District Commander and/or the Chief of the Bureau of Field Services and in accordance with the rules of the Department.

Sec. 9 In case of riot or sudden emergency in his Area, forthwith proceed to the scene of the disturbance with all the force necessary and be vigilant in suppressing the disorder. Should he have any doubt of his ability to preserve the peace or to restore order he shall immediately send notice to the Bureau of Field Services.

Sec. 10 Keep himself informed as to civic, political or other gatherings of a similar public character likely to attract large numbers of persons at particular places in his Area and when necessary in his judgment or when so ordered by the Chief of the Bureau of Field Services shall assign sufficient personnel to assure order.

Sec. 11 Be responsible for the care and safekeeping of all persons arrested or taken into custody and brought to his station for any offense. Female and juvenile prisoners shall be disposed of according to Law and Department Rules and Procedures.

Sec. 12 In addition to his duties under statutes, ordinances and rules and orders of the Police Department, have general police supervision over all persons holding licenses or permits issued by the Police Commissioner, the Licensing Board or any Municipal Officers, Board or Commission. He shall make reports with recommendation when called upon so to do preliminary to the issuance of such licenses or permits. In all cases where the holder of a license or permit violates any of the conditions thereof, or violates the law, an Area Commander shall report the facts in writing, on the prescribed Department form, to the Police Commissioner, and if prosecution is made, he will forward a supplementary report to the Police Commissioner via his Bureau Chief, setting forth the disposition of the case by the court.

Sec. 13 Be careful in dealing with a person who calls upon him for approval before applying for a license upon which the Police Department must afterwards give official judgment. For a license to be granted by the Police Commissioner or any other official, or official body under Police advice, the first proper step is to file a formal application in the appropriate office. When that application reaches the Area Commander who is to pass upon it, it becomes his duty for the first time to express a free and deliberate opinion and from that opinion he should not afterwards be moved by persuasion or any influence other than the receipt of more reliable current information or an honest change in his own judgment.

Sec. 14 Frequently inspect his Area, noting general conditions, non-compliance with or violations of the statute was, city ordinances, police rules and procedures and all other matters requiring the attention of the police.

Sec. 15 Ensure that each officer under his command has a copy of the Rules and Procedures of the Department and complies with their requirements. He shall instruct, or cause to be instructed, the personnel under his command in all matters pertaining to their duties.

Sec. 16 Cause an inquiry to be made into all complaints and charges of laxity or misconduct in the performance of duty by members of his command; carefully note the case of every subordinate violating the rules and regulations or other neglect of duty or discipline and submit a written report of all such cases to the Police Commissioner and shall thereafter proceed in accordance with the provisions of the Rule pertaining to Discipline Procedures.

Sec. 17 Cause a daily inventory to be made of all portable radios assigned to his Area, and, should any be found to be missing, institute a diligent investigation as to their whereabouts, reporting all the facts to the Police Commissioner.

Sec. 18 Appoint a Superior Officer to insure that the procedures outlined in the Rule concerning the Safeguarding, Disposition and Destruction of Controlled Substances are complied with; and that a weekly inspection of the controlled substance log book and the evidence storage lockers is made to ascertain that all substances listed in the log book are in fact in the lockers or are otherwise accounted for and that the provisions of the Department rule are adhered to.

Sec. 19 Ascertain that there are sufficient vehicles for officers going on patrol, requesting additional vehicles from the Automotive Maintenance Unit, if necessary.

Sec. 20 Ensure that the vehicles assigned to his Area are accounted for, that all vehicles in use are inspected during each tour of duty for cleanliness and to ensure that all equipment is in good working order.

Sec. 21 Read and sign, if required, all reports submitted during the previous 24 hours.

Sec. 22 Make a daily tour of the station, both inside and out, to insure that all subordinates are performing properly and to note the physical condition of the building.

Sec. 23 Confer once a week with the Superior Officer designated to oversee the assignment of

paid details and overtime to insure fair and equitable distribution.

Sec. 24 Ascertain weekly that sick time or time lost due to injuries, on or off duty, is not being abused.

Sec. 25 Evaluate the strength of squads monthly to insure proper balance.

Sec. 26 Supervise and control personnel assigned to each vacation period.

Sec. 27 Confer weekly with his Detective Supervisor concerning crime patterns and trends and the deployment of personnel and similar matters.

Sec. 28 Confer weekly with the Community service Officer(s) concerning personal appearances with community leaders and persons making complaints concerning department personnel or service delivery.

Sec. 29 Check monthly the court and overtime printout for improper or needless appearances.

Sec. 30 Confer once a month with supervisors assigned to drug lockers, radio, automotive, and firearm lockers to insure proper performance.

Sec. 31 Check activity logs for performance evaluation.