



GENERAL ORDER



SERIES	NUMBER	EFFECTIVE DATE
101	9	April 29, 1979

SUBJECT:

Duties and Responsibilities of Sworn Officials

DISTRIBUTION

A

ORIGINATING UNIT

PDD

The purpose of this order is to establish the duties and responsibilities of sworn officials of the department. This order consists of the following part:

PART I Duties and Responsibilities of Supervisory and Command Personnel

- A. Assistant Chiefs of Police and Deputy Chiefs of Police.
- B. District Commanders.
- C. Division Commanders and Directors.
- D. Captains.
- E. Lieutenants.
- F. Sergeants.

PART I

A. Assistant Chiefs of Police and Deputy Chiefs of Police.

1. Assistant Chiefs of Police and Deputy Chiefs of Police shall:

- a. Perform such duties as may be assigned by the Chief of Police, and establish and maintain such records of a police nature as may be directed by the Mayor or Chief of Police.
- b. Assure that the laws and regulations governing the department are properly observed and enforced and that discipline is maintained.
- c. Advise the Chief of Police concerning all matters of importance and apprise him of conditions in the organizational elements under their command.
- d. Review and forward to the Chief of Police all special reports and requests submitted by the organizational elements under their command.
- e. Be responsible for complying with the provisions of departmental directives relative to their position.

2. Assistant Chiefs of Police shall be superior to Deputy Chief of Police.

3. This section shall pertain to District Commanders only if a particular item applies.

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B. District Commanders.

Inspector

District Commanders shall be of the rank of ~~Deputy Chief~~ and shall:

1. Be assigned to the command of the seven patrol districts and are hereby vested with authority to:

- a. Establish a command system which most effectively utilizes the manpower and material resources available to them and best fulfills the mission of the department;
- b. Divide their district into parts or beats (All changes to beat boundaries must be approved by the Chief of Police);
- c. Designate personnel who shall patrol such parts or beats; and
- d. Assign members of their command to such duties, not inconsistent with the rules and regulations of the department, as they determine necessary.

2. Be responsible for:

- a. The preservation of peace, the maintenance of order, the prevention of crime, and the detection of criminals within the bounds of their district;
- b. The enforcement of all laws, regulations, and ordinances within the purview of the police department;
- c. The proper performance of police duty by the members of their command;
- d. The enforcement of all rules and regulations of the department; and
- e. The maintenance of police discipline in their district.

3. Upon assuming command of a district:

- a. Enter on the patrol signal system book, in their own handwriting, the date and hour of entering upon such command;
- b. Make a careful inspection of the entire station house and adjoining police facilities and structures, and all other property under their supervision; and
- c. Report any defects to the Chief of Police.

4. Make or cause to be made by an official a daily inspection of the station house and adjoining police facilities and structures, all motor equipment, and all other property assigned to such district. The District Commander shall be held responsible for the cleanliness of same.

5. Requisition such supplies, work, and repairs as may be needed in their station house and adjoining police facilities and structures.

6. Be responsible for the prudent and economical use of gas, electricity, oil, gasoline, lubricants, and all other expendable property.

7. Be held strictly accountable for adherence on the part of the members of their command to the laws, rules, and regulations pertaining to property coming into the possession of the police.

8. Forward to the Chief of Police daily, before 0930 hours, reports required by department orders showing the operation of their districts.

9. Ensure that all necessary reports are properly transmitted to the Identification and Records Division, and personally bring to the attention of the Chief of Police the details of any significant or unusual event.

10. Ensure that all general or special orders, circulars, and training bulletins pertaining to the work of the force are read at all roll calls and posted on a bulletin board for that purpose.

11. Investigate all complaints made by citizens concerning the conduct of members of their command and process such complaints according to applicable laws, and policies and procedures of the department and/or District Government.

12. For minor violations of department rules where corrective action is contemplated against a member, a copy of the document reflecting minor disciplinary action shall be filed as a temporary record on the left-hand side of the member's personnel folder. In cases of more serious violations, the member shall be recommended for adverse action. Only the official personnel action form reflecting the more serious adverse action shall be filed as a permanent record on the right-hand side of the member's personnel folder. Investigative reports generated as a result of violations, together with the names and statements of witnesses, shall be filed in the element's unit level adverse action file.

13. Normally, incidents involving members of the department which require an investigation and report shall be handled in their entirety by officials of the member's assigned command except in the following:

- a. Incidents wherein a member is involved in and arrested for a criminal offense by a member of another command.
- b. Incidents wherein an official of another command invokes the provisions of G.O. 1202.4 due to misconduct on the part of the members.
- c. Incidents wherein a member of another command is the victim of an unlawful act or is subjected to an act which constitutes serious misconduct on the part of another member.

Retention of police power

*Watch
Comm
Apt.*

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(Revised 8-20-82)

- d. When officials of the member's assigned command are responsible for the investigation, but are not available for immediate response, officials from the command in which the incident occurs must proceed with the investigation. In cases handled by officials of a command other than the involved member's, a copy of all reports and recommendations shall be forwarded to the member's commanding officer for his information, and shall be filed in the element's unit level adverse action file.

14. Where necessary, either attend, or cause to be attended by an official of their command, inquests and hearings before a prosecutor or courts when a member of their command is involved as a defendant or a principal.

15. In case of a major crime, an unusual incident, or disaster, immediately proceed to the scene with all available force and direct the efforts of the police in protecting property and preserving the peace.

~~*~~ 16. Inform the Chief of Police when it becomes evident that the regular force of a district is insufficient for the proper protection of life and property.

17. Keep themselves informed of all meetings and similar occasions likely to attract large numbers of persons at particular places in their district, and ensure proper police service at such meetings or assemblages.

18. Be advised by the watch commander when there is a fire within the district which necessitates his presence, and report promptly to assume command.

19. Be responsible for the proper care and treatment of all prisoners brought to their station house and for the proper disposition of collateral received or property taken from prisoners.

20. Except by express permission of the Mayor or the Chief of Police, permit no part of the station house or other police facilities or structures to be used for other than police business. No person other than members of the department, those calling on police business, and those under arrest or detained shall be allowed to remain in a station house or office.

21. Permit no person in a station house or office for the purpose of selling or offering for sale goods of any description or to solicit for any purpose whatever, nor allow the installation of any vending machine in a station house or office without permission from the Mayor or Chief of Police.

22. Permit no posters or placards, other than those relating to or essential for police purposes, to be placed or hung in their station house, except by permission of the Chief of Police.

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23. Permit no public property to be used for private purposes.

24. Exercise rigid surveillance over all places where secondhand property is bought, sold, or exchanged and frequently examine, or caused to be examined, the premises where such business is conducted and the books and records required to be kept by such dealer.

25. Exercise rigid surveillance of all public billiard and pool rooms and bowling alleys, and take prompt action in the event of any violation of the laws and regulations in the conduct of such places. They shall acquaint themselves with the sentiment of the businessmen/women and residents in the neighborhood of all pool rooms and bowling alleys in order to make knowledgeable reports on applications for licensing of such places.

26. On Saturdays of each week, thoroughly inspect, or cause to be thoroughly inspected, revolvers in use by members of their command and insure that they are being properly cared for. The revolver of any member who is off duty on the day of inspection shall be inspected on his or her next tour of duty.

27. Upon learning that a member of their command is unable to perform duty because of a disability, insure that the proper police surgeon is notified, and promptly investigate and report upon any suspicious circumstances in connection with such disability.

28. Ensure that clearance procedures are adhered to by members separating from the department and, at the expiration of a member's last active tour of duty, that his revolver, holster, identification card, badge, and cap plates are surrendered.

29. Assign or detail a member of their command for special duty in civilian dress in accordance with departmental policy.

30. Except when it is not possible to do so, arrange the tours of duty of captains assigned to their command so that there will at all times be a captain on duty on both the evening and midnight tours of duty.

31. Work the day tour of duty and remain on active duty until the day section is relieved.

32. Ensure that whenever the temperature is 20 degrees or lower, at the beginning of the midnight tour of duty, those officers assigned to street duty in other than heated mobile units, patrol for only one-half of the tour of duty. For the remaining half tour officers shall be assigned either to a heated mobile unit or remain in their assigned stationhouse in order to be available for any call for police service.

C. Division Commanders and Directors.

Inspectors assigned as Division Commanders or Directors shall be governed by the provisions of this order as they apply to their particular assignment, and comply with the provisions of other departmental directives relative to their position.

Captains.

Captains shall:

1. When on duty and in the absence of the Commander or Director, assume all the authority, duties, and responsibilities of such Commander or Director.
2. On special assignments, perform such duties as are assigned them by the direction of the Chief of Police or others in authority.
3. Attend roll call and personally inspect personnel prior to their going on duty; and permit no member to go on duty whose uniform is not in accordance with the rules of the department or who presents an unclean or untidy appearance.
4. Visit members of their command on patrol duty as often as practicable, and take appropriate steps to correct any violation of the rules or dereliction of duty which they may observe.
5. Visit and inspect every portion of their district at least once each week, and carefully note and take measures to correct any violations of the laws and regulations observed by them.
6. Examine daily all books and records required to be kept in conformity with established law and the rules of the department.
7. Examine all reports, of whatever nature, and be responsible for the accuracy and truth of their contents.
8. Not leave the confines of their district except on police business.
9. Be relieved of duty upon being succeeded as watch commander or upon ascertaining that all assignments for the tour of duty are completed or in the process of being completed, or have been properly transferred or suspended.
10. Be governed by the provisions of this order as they apply to their particular assignment, and comply with the provisions of other departmental directives relative to their position.

E. Lieutenants.

Lieutenants shall:

1. When on duty and in the absence of the Commander or Director and Captain, assume all the authority, duties, and responsibilities of such Commander or Director.

2. On special assignment, perform such duties as are assigned them by the Chief of Police or others in authority.

3. Attend roll call.

4. Not leave the confines of their district without the permission of the watch commander.

5. Insure that the laws and regulations governing the department are observed and enforced and that discipline is maintained.

6. Insure that all section assignments for the tour of duty are completed, or properly transferred or suspended, before being relieved of duty.

7. Be governed by the provisions of this order as they apply to their assignment, and comply with the provisions of other departmental directives relative to their position.

F. Sergeants.

Sergeants shall:

1. Familiarize themselves with the laws and regulations for the government of the department, and advise and direct the actions of those subordinate to them.

2. Be responsible for the preparation of roll call and insure that officers are attentive to the reading of orders, dispatches, and complaints. Additionally, they shall:

a. Keep a record of the names of officers who have been given warrants, subpoenas, notices, and official papers for service or attention;

b. At the completion of roll call, assist in the inspection of the officers; and

c. At the conclusion of roll call inspection, direct the officers to proceed by the nearest route to their assignments and, unless otherwise directed by a official, leave the station immediately and maintain a constant patrol in their assigned area.

3. Instruct and assist officers under their supervision in the proper performance of their duties.

4. Respond as often as practicable during each tour of duty on calls for police service and insure that proper police action is taken.

5. Review for accuracy and completeness all reports submitted by officers.

6. In the event they are unable to locate an officer on his beat or post, arrange to have the beat or post covered and then institute an immediate investigation as to the cause of the officer's absence.

7. Comply with the directives of the department, and note and promptly report any misconduct or violation of the rules and regulations on the part of any subordinate.

8. Be held responsible for the proper conduct and appearance of subordinates. They shall be deemed guilty of neglect of duty and inefficiency when officers under their supervision are habitually lax and indifferent in the performance of duty.

9. Not leave the confines of their district without the permission of the watch commander.

10. At the expiration of their tour of duty:

a. Examine the patrol signal system book and radio run logs for accuracy and completeness, and investigate and report any discrepancies in same;

b. Ascertain that all summonses, warrants, and notices given to officers for service have a proper disposition;

c. Note the appearance of officers checking off duty and take appropriate remedial action when necessary; and

d. Note in the patrol signal system book the time each officer under their supervision is relieved of duty.

11. Insure that their assignments and those of officers under their supervision for the tour of duty are completed, or properly transferred or suspended, before being relieved of duty.

12. Be governed by the provisions of this order as they apply to their particular assignment, and comply with the provisions of other departmental directives relative to their position.


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Chief of Police

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