

CHAPTER 4

DUTIES AND RESPONSIBILITIES OF VARIOUS DIVISIONS, UNITS, AND SPECIAL ASSIGNMENT OF THE CHIEF'S OFFICE

410 EXECUTIVE OFFICE OF THE CHIEF OF POLICE

The Executive Office of the Chief of Police shall be considered the executive branch of the department and shall include the executive position of Chief of Police, and any other offices deemed necessary for its support.

411 THE ADMINISTRATIVE ASSISTANT

The Administrative Assistant shall be charged with relieving the Chief of routine administrative work. The Administrative Assistant, shall be responsible to the Chief for the operation of the office and all members and employees assigned to the office.

41 1.1 Rank

The Administrative Assistant shall be a ranking officer, as may be determined qualified by the Chief of Police and shall demand the respect and authority of the rank and position.

411.2 Duties and Responsibilities

411.2.1 The Administrative Assistant shall screen or cause to be screened all telephone calls for the Chief.

411.2.2 The Administrative Assistant shall supervise all clerical personnel assigned to the office of-the Chief.

411.2.3 The Administrative Assistant shall be responsible for the preparation and distribution of all paper Work produced in the Chief's office.

411.2.4 The Administrative Assistant shall ensure that all paper work adheres to department policy and procedures.

411.2.5 The Administrative Assistant shall arrange and screen all appointments for the Chief.

411.2.6 The Administrative Assistant shall keep the Chief informed of all appointments, telephone calls, and other relevant information that he has handled on behalf of the Chief.

411.2.7 The Administrative Assistant shall cause all job applicants to be investigated, interviewed, screened and tested, even though they may meet civil service requirements, to be certain that they meet the requirements of the job and the department.

412 THE SECRETARY

The secretary assigned to the Chief shall be charged with the preparation and filing of all written documents in the Chief's office.

412.1 Duties and Responsibilities

412.2.1 The secretary shall supervise any other clerical staff assigned to assist her.

412.2.2 The secretary shall prepare or cause to be prepared all internal and external correspondence and all written documents of the Chief's office.

412.2.3 The secretary shall answer the telephone and refer calls to the Administrative Assistant whenever possible.

413 THE PUBLIC RELATIONS OFFICE

The Public Relations Office shall be charged with promoting and maintaining good public and community relations. The Public Relations officer in charge shall be directly responsible to the Chief for the operation of the office and all members and employees assigned to the office.

413.1 Rank

The Public Relations Officer in charge shall be a ranking officer as may be determined-qualified by the Chief of Police and shall demand the respect and authority of the rank and position.

413.2 Duties and Responsibilities

413.2.1 The Public Relations Officer shall develop and execute a comprehensive public and community relations program in the city.

413.2.2 The Public Relations Officer shall hold meetings and discuss community and police problems with interested citizens or groups of citizens to encourage understanding and explain police policy.

413.2.3 The Public Relations Officer shall arrange for speakers, films etc., for groups that wish to more about police activities and the department.

413.2.4 The Public Relations Officer shall maintain a working relationship with the news media preparing and releasing news items to the media and arranging for representatives of the media to be present at significant events.

414 PROSECUTION OFFICE

The Prosecution Office shall be charged with the preparation and prosecution of cases before the Third District Court. The Prosecution Officer shall be directly responsible to the Chief for the operation of the office and all members and employees assigned to the office.

414.1 Rank

The Prosecution Officer shall be a ranking officers may be determined qualified by the Chief of Police and shall demand the respect and authority of the rank and position.

414.2 Duties and Responsibilities

414.2.1 The Prosecution Officer shall examine the facts of the cases, examine and interpret evidence to support these facts, place proper charges and marshal witnesses before the cases are heard.

414.2.2 The Prosecution Officer shall have supervisory responsibility over all officers while detailed to the court for providing testimony.

414.2.3 The Prosecution Officer shall maintain a liaison between the court and its representatives and the Police Department and its representatives.

414.2.4 The Prosecution Officer shall prepare and prosecute cases before the court.

414.2.5 The Prosecution Officer shall ensure that all clerical and paper work is properly prepared for the prosecution of cases.

414.2.6 The Prosecution Officer shall ensure that all witnesses are properly summoned and available for testifying.

414.2.7 The prosecution officer will sign all complaints to be issued by the courts as a result of a requisition filed by any member of the department. He will not be required to sign the complaint in any case he deems there is insufficient evidence to justify the complaint and he will notify the commanding officer of the officer involved. He shall be prepared to support his decision for not signing any complaint other than for insufficient evidence.

415 THE LEGAL ADVISOR

The Legal Advisor shall be charged with providing legal advice, counseling, guidance, consultation, and opinions to the -Chief and other members in order to increase the effectiveness of the department in the investigation and prosecution of all violations. The Legal Advisor shall be responsible to the Chief of Police for the operation of his office.

415.1 Rank

The Legal Advisor shall hold no official police rank, but shall be a licensed Attorney at Law in the Commonwealth of Massachusetts.

415.2 Duties and Responsibilities

415.2.1 The Legal Advisor shall consult with members of the police department on enforcement problems relating to the laws on evidence, search and seizure, arrest, and investigation techniques and render these services, when necessary, in the field at any time of the day.

415.2.2 The Legal Advisor shall research the criminal and civil law as it applies to law enforcement, review current court decisions, advise the police department on procedural changes, and recommend legislative and administrative change.

415.2.3 The Legal Advisor shall review directives, policies, procedures, rules and regulations and recommend any changes where insufficient, inaccurate or illegal action has been suggested.

415.2.4 The Legal Advisor shall act as liaison with the courts, prosecutors and other governmental legal offices and coordinate the actions of the department with such other offices.

415.2.5 The Legal Advisor shall review the Police Training Program and training bulletins and advise the commander of the training division on the content of the training material relating to Police procedures affected by law. He shall assist the commander of the training division by presenting lectures involving the elements of statutory offenses, ordinances and laws.

415.2.6 The Legal Advisor shall keep abreast of departmental policies and activities, to ensure that his advice reflects a thorough knowledge of field conditions and departmental operations.

420 PATROL SECTION

The Patrol Section consisting of the following line divisions, bureaus and special assignments will be responsible for preventing crime, protecting life and property, preserving the peace, regulating traffic, enforcing parking and traffic regulations, conducting preliminary investigations into crimes committed during the tour of duty and performing other functions consistent with their duties.

420.1 A Deputy Chief may be assigned responsibility of supervision and overall command of the patrol section. He will be responsible for the operation of the section and for the efficiency, morale and performance of duty of all members under his command. He will assure himself that division and bureau commanders comply with all rules, regulations, policies and procedures that are applicable to his particular command. He will visit each station, division and bureau under his command at least once a week as required to assure himself that they are functioning properly. He will report daily to the Chief of Police regarding Conditions and important matters within his jurisdiction.

420.2 In absence of the Deputy Chief or in event a Deputy Chief is not assigned, all division commanders and the Traffic Bureau Commander will report directly to the Chief of Police.

421 DIVISION COMMANDERS

421.1 Rank

Division commanders shall hold the rank of captain.

421.1.1 Division #1 Central, Headquarters Station will have two division commanders, one for the day shift and one for the night shifts.

421.1.2 Division #2 South End Station will have one division commander.

421.1.3 Division #3 North End Station will have a day division commander, and if conditions warrant it, a night division commander may be assigned.

421.2 Additional Duties and Responsibilities of Division Commanders.

Division Commanders will be responsible to their immediate superior for the operation of their division and for the efficiency, morale and performance of duty of all personnel under their command. In addition to general duties of division commander (301) they shall have the following duties and responsibilities.

421.2.1 A Division Commander shall study the criminal pattern within his jurisdiction observing conditions and circumstances in order to assign, deploy and take necessary action in assigning personnel so as to minimize criminal operations in his district.

421.2.2 A Division Commander shall be responsible for the order and the security of the Station House to which he is assigned.

(a) The Station House shall be used exclusively for police business. Civility and attention shall always be shown to any person who may come into the station on business.

(b) No person shall be permitted to remain or loiter in the Station or visit persons in custody without the permission of the Division Commander, or in his absence the Platoon Commander.

(c) No person, except members of the Department will be allowed at roll call except by permission of the Division Commander or in his absence the Platoon Commander.

421.2.3 A Division Commander shall ensure that personnel under his command are provided with satisfactory radio communication as may be necessary for the performance of their duties.

421.2.4 A Division Commander shall ensure that police service and assistance is readily available to the public at all times.

421.2.5 A Division Commander shall ensure that all complaints are promptly and properly investigated and appropriate action is taken.

421.2.6 A Division Commander shall review or cause to be reviewed the circumstance of the arrest of any person by personnel under his command.

421.2.7 A Division Commander shall supervise or cause to be supervised and, if necessary assist in the interrogation of all persons detained by any member of his division.

421.2.8 A Division Commander shall require that all personnel under his command comply with the rules, regulations, policies and procedures for the accomplishment of the mission of the department, giving special attention to those items that may jeopardize the safety of personnel and reputation of the department.

421.2.9 A Division Commander shall ensure that all investigations, arrests, interrogations and other procedures comply with Supreme Court decisions and state and federal laws.

421.2.10 A Division Commander shall ensure that all property coming into the possession of personnel under his command in the course of their official duties is received and forwarded with a report to the proper property officer, through the central Records Bureau, unless considered evidence, in which case he shall ensure that it is handled according to the procedures as specified in the Policy and Procedures Manual.

421.2.11 A Division Commander shall supervise roll call and assign personnel as may be required. He shall maintain a permanent daily record to produce it when required.

421.2.12 A Division Commander shall supervise all desk operations and shall oversee the reception, booking and handling of prisoners.

(a) The Division Commander shall not allow any person to be lodged or taken from a cell or detention unit without his permission.

(b) The Division Commander shall require that a ranking or superior officer under his command is present whenever a person is lodged or taken from a cell or detention unit.

(c) The Division Commander shall ensure that all prisoners are informed of their rights and will be responsible for the care and safe custody of the prisoners under his control.

421.2.13 The Division Commander shall require that accurate reports are submitted when applicable, and that said reports are completed as soon as practicable and forwarded to the central Records Bureau.

421.2.14 The Division Commander shall ensure that overtime for pay purposes is not abused, authorizing such overtime only when appropriate and necessary.

421.2.15 The Division Commander shall remain at the station to which he is assigned, unless properly relieved.

(a) If the Division Commander leaves the station for any reason, he will assign a ranking or superior officer to act in his behalf, advising said officer where and how he can be contacted in event of emergency.

(b) In event of any major incident such as a serious fire, major crime, disturbance, etc. he will immediately proceed to the scene and assume command until relieved by proper authority. He will also provide for someone to act in his behalf at the station.

421.2.16 The Division Commander shall notify the detectives, identification bureau, fire department, medical examiner, ambulance drivers, tactical force etc. in any case where their services are required.

421.2.17 The Division Commander shall notify the Chief of Police or in his absence the Deputy Chief of Police of any important incident or major crime.

421.2.18 The Division Commander shall inform the platoon commander reporting for duty of all the police business that is pending and any other information that he should be aware of.

421.2.19 The Division Central Headquarters Station Commander, in addition to the above duties, will also be responsible for the following functions.

(a) Maintaining a central complaint desk, radio dispatcher, telephone switchboard operation, patrol wagon, ambulance service, central control of persons held in custody.

(b) At the beginning of each month the day division commander will submit to the Chief of Police a list of persons lodged in the lockup by out of town departments for the preceding month consisting of the date, name, address and charge of person arrested and name of arresting officer and department.

(c) At the beginning of each month, the day division commander will submit to the payroll clerk an itemized list and bills for the feeding of persons lodged in the lockup for the preceding month.

(d) The day division commander will cause to be transported to District Court all persons, with their personal property, who have not been bailed and were detained in the lockup overnight.

422 PLATOON COMMANDERS IN THE PATROL DIVISIONS

422.1 Rank

Platoon Commanders with the rank of lieutenant will be in command of the relief on duty in each division, subject to the orders and supervision of the division commander.

422.2 Duties and Responsibilities

422.2.1 Platoon Commanders will be responsible to their division commander for the operation of their platoon and for the efficiency, conduct, appearance and performance of duty of all personnel under their command.

422.2.2 Platoon Commanders will assist the division commander in the performance of his duties and shall perform such additional duties as may be required by the division commander.

422.2.3 In the absence of the division commander, platoon commanders will assume all duties, responsibilities and powers of the division commander.

423 TRAFFIC BUREAU

The Traffic Bureau shall be charged with the directing and controlling of traffic and the enforcement of traffic regulations. The Commander of the Traffic Bureau in accordance with the duties and responsibilities of a bureau commander (302), shall be responsible to his immediate superior for the operation of the bureau, and all units and members an employees assigned to the bureau.

423.1 Rank

The Bureau Commander shall hold the rank of lieutenant or sergeant and shall demand the respect and authority of the rank and position.

423.2 Additional Duties and Responsibilities

423.2.1 The Bureau Commander shall observe, analyze, and evaluate traffic conditions and draw conclusions, prepare plans and make recommendations for traffic control improvement.

423.2.2 The Bureau Commander shall make special assignments to properly police events that require extra attention.

423.2.3 The Bureau Commander shall supervise the investigation of all traffic accident cases received, especially those classified as hit and run, and assist with the prosecution of persons charged with violations of traffic laws.

423.2.4 The Bureau Commander shall be responsible for the issuing of all citations for traffic and parking violations.

423.2.5 The Bureau Commander shall maintain a daily record of all traffic violations and other activities of the bureau.

423.2.6 The Bureau Commander shall work cooperatively with the Civilian Defense Liaison Officer to assist with the training and assignment of crossing guards.

423.2.7 The Bureau Commander shall be responsible for the investigation of all used and new car dealer licenses.

423.2.8 The Bureau Commander shall follow up on all fatal accidents and ensure that hearings on such are held when required.

423.2.9 The Bureau Commander shall supervise, control and assign parking supervisors.

430 INVESTIGATION SECTION

The Investigation Section consisting of the following line divisions and bureaus will be responsible for the further investigation of all criminal offenses initiated by its members, those reported by the patrol section and such other investigations that may be required by the Chief of Police.

430.1 A Deputy Chief may be assigned responsibility of supervision and overall command of the investigation section. He will be responsible for the operation of the section and the efficiency, morale and performance of duty of all members under his command. He will assure himself that division and bureau commanders comply with all rules, regulations, policies, and procedures that are applicable to their particular command. He will report daily to the Chief of Police, regarding conditions and important matters within his jurisdiction.

430.2 In absence of the Deputy Chief or in event a Deputy Chief is not assigned, the commanding officer of the Criminal Investigation Division will assume all duties, responsibilities and powers of the section commander, in addition to those of the division commander.

431 CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division will be responsible for the further investigation and prosecution of all felonies, thefts, frauds, forgeries, check cases, anonymous phone calls, bomb hoaxes, aggravated assaults and such other misdemeanors that cannot be further investigated by the patrol section, except those cases specifically assigned to other bureaus for investigation.

431.1 Rank

The Commander of the Criminal Investigation Division will hold the rank of captain. Second in command will be a lieutenant.

431.2 Duties and Responsibilities

In addition to the general duties of a division commander (301), he will have the following duties and will be responsible to his immediate superior for the operation of his division and the conduct, efficiency and performance of duty of all members under his command.

431.2.1 The Division Commander shall supervise or cause to be supervised, and if necessary, assist in the interrogation of all suspects detained by members under his command.

431.2.2 The Division Commander shall insist that all personnel under his command comply with the standard rules, regulations, policies and procedures for the accomplishment of the mission of the department, giving special attention to those items that may jeopardize the safety of his personnel or the reputation of the department.

431.2.3 The Division Commander shall ensure that all investigations, arrests, interrogations and other procedures conform to department rules and regulations, and state and federal laws.

431.2.4 The Division Commander shall cooperate fully with other divisions and bureaus, make investigations for them, and provide information and assistance to them, when such action does not conflict with any investigation being conducted by his division.

431.2.5 The Division Commander shall personally visit the scene of major or unusual crimes to assure himself that proper investigation is being conducted. He will immediately notify his immediate superior of such incidents and any information in connection there-with.

431.2.6 The Division Commander shall cause to be kept a daily record of all significant events involving his division and personnel under his command and submit reports to his immediate superior when required.

431.2.7 The Division Commander shall inform the patrol section commander or in his absence the patrol division and bureau commander any information in his possession relative to the identity of persons known to be carrying weapons, suspected of committing crimes, the existence of stake outs, and any other information which may affect the safety of personnel or could aid in the apprehension of suspects or prevention of crimes.

431.2.8 The Division Commander shall act as liaison officer for the department with other town, city, state or federal law enforcement agencies for police purposes. He will also confer with other division and bureau commanders of the patrol section for the purpose of discussing operations and/or cases of mutual concern. He will assist other agencies in apprehension of persons wanted.

431.2.9 The Division Commander shall be responsible for the assignment of personnel to cases within his division and shall review caseloads periodically to ensure that the caseload is fairly distributed among personnel under his command.

431.2.10 The Division Commander shall be responsible for the forwarding of evidence from any member of the department to other agencies for examination, tests etc. and ensure the continuity and proper identification and handling of evidence so sent.

431.2.11 The Division Commander shall be responsible for the reception, safe custody and return to the rightful owner all stolen property that comes into possession of any member of the department, except firearms and narcotic drugs.

(a) The Division Commander shall further assure himself that reports accompany such property. He will keep proper records identifying such property with all pertinent information thereof and will obtain receipts whenever such articles are returned.

(b) The Division Commander may assign a property officer for this purpose.

431.2.12 Under the direction of the section commander, he shall be responsible for general supervision and coordination of all other bureaus, in the investigation section. The Division Commander shall maintain central records of all personnel in all bureaus for purpose of days off, sickness, vacation overtime and pay.

432 THE ORGANIZED CRIME INTELLIGENCE BUREAU

The Organized Crime Intelligence Bureau shall be charged with the investigation and/or follow-up investigations of criminal violations and the prosecution of such violators in all cases involving gambling, narcotics, prostitution, loan sharking, pornography, morals, and liquor law violations. The Commander of the organized crime intelligence bureau in accordance with the duties and responsibilities of a bureau commander (302) shall be responsible to his immediate superior for conducting the operation of the bureau and all units and members and employees assigned to the bureau.

432.1 Rank

The Commander of the Organized Crime Intelligence Bureau shall hold the rank of lieutenant or sergeant as may be determined qualified by the Chief of Police, and demand the respect and authority of the rank and position.

432.2 Additional Duties and Responsibilities

432.2.1 The Bureau Commander shall be responsible for the investigation and prosecution of all cases involving gambling, narcotics, prostitution, loan sharking, pornography, morals, and liquor law violations.

432.2.2 The Bureau Commander shall confer with the commander of the investigation section, the commander of the Criminal Investigation Division, and other bureau commanders, from time to time, to discuss cases and operations that are of mutual concern.

432.2.3 The Bureau Commander shall review the caseload periodically to ensure that the work is fairly distributed among members of the bureau.

432.2.4 The Bureau Commander shall maintain records of all activities and persons involved with violations under the jurisdiction of the division.

432.2.5 The Bureau Commander shall cause all liquor establishments to be regularly checked for license violations.

432.2.6 The Bureau Commander shall cause all establishments that have been issued licenses for gaming devices or raffles to be checked for compliance with the laws.

432.2.7 The Bureau Commander shall be responsible for the security of all narcotics and other evidence confiscated by members of his bureau and shall ensure that proper disposition is made to the Food and Drug Administration or other such proper authority.

432.2.8 The Bureau Commander shall review all search warrants obtained by any officer under his command.

432.2.9 The Bureau Commander shall meet with the Chief and section commander on a weekly basis to discuss conditions in the city relative to the responsibility of the Bureau.

432.2.10 The Bureau Commander shall cooperate with the Public Relations Officer and provide capable speakers when requested.

433 THE JUVENILE BUREAU

As the State Laws provide special safeguards for children with special emphasis on solutions and adjustment of the child's problems, the Juvenile Bureau shall be charged primarily with the protection of the children and the prevention of juvenile crime or delinquency. When necessary, the bureau shall be charged with the investigation, arrest and prosecution of juvenile violations.

The commander of the juvenile bureau in accordance with the duties and responsibilities of a bureau commander (302), shall be responsible to the section commander for conducting the operation of the bureau and all units and members and employees assigned to the bureau.

433.1 Rank

The Commander of the juvenile Bureau shall hold the rank of lieutenant or sergeant as may be determined qualified by the Chief of Police and shall demand the respect and authority of the rank and position.

433.2 Additional Duties and Responsibilities

433.2.1 The Bureau Commander shall develop and promote the use of a program for delinquency prevention intended to eliminate those factors which induce criminal tendencies and conditions which promote criminal activities among juveniles.

433.2.2 The Bureau Commander shall coordinate the functions of his bureau to cooperate with other public and private agencies and organizations concerned with the social welfare of juveniles.

433.2.3 The Bureau Commander shall ensure that all complaints and leads regarding juveniles are properly investigated and processed.

433.2.4 The Bureau Commander shall cause to be visited places which may contribute to juvenile delinquency.

433.2.5 The Bureau Commander shall be responsible for the decision of whether or not a juvenile is to be referred to the court.

434 THE FIREARMS LICENSE AND CONTROL BUREAU

The Firearms License and Control Bureau shall be charged with the licensing of all firearms as required by Law, the supply and maintenance of all department firearms and combat equipment, and assist in the training of members in the use of firearms, riot operations, and hand-to-hand combat.

The Bureau Commander in accordance with the duties and responsibilities of a bureau commander (302), shall be responsible to the section commander for conducting the operation of the bureau and all units and members and employees assigned to the bureau.

434.1 Rank

The Commander of the Firearms Licensing and Control Bureau shall hold the rank of lieutenant or sergeant as may be determined qualified by the Chief of Police and shall demand the respect and authority of the rank and position.

434.2 Additional Duties and Responsibilities

434.2.1 The Bureau Commander shall be responsible for the department revolver ranges and their safe operation, and shall ensure that only authorized persons utilize them.

434.2.2 The Bureau Commander shall be responsible for all firearms, projectiles, missiles, combat equipment, explosives, and other such weapons coming into the possession of the department.

434.2.3 The Bureau Commander in cooperation with the Training Officer, shall be responsible for training members in the use of firearms, and combat equipment, riot formations, bomb handling, and hand-to-hand combat.

434.2.4 The Bureau Commander shall cause all department firearms, weapons, ammunition, gas supplies, gas masks, etc. to be inspected at least annually to determine their serviceability and security.

434.2.5 The Bureau Commander shall be responsible for maintaining a department arsenal and for ensuring that an adequate inventory is kept in readiness.

434.2.6 The Bureau Commander shall be responsible for the investigation of applicants, recommendation of applicants for licensing, issuance of licenses and all records regarding firearms, licensed to persons under the jurisdiction of the department and the City of New Bedford.

434.2.7 The Bureau Commander may cause a member of the bureau to respond to the scene of a crime to investigate the use of firearms or explosives and to conduct any tests that may be necessary in the investigation.

434.2.8 Subject to the approval of the Chief, the Bureau Commander, may issue, suspend or revoke firearms licenses.

434.2.9 When a license is revoked or suspended, the Bureau Commander shall be responsible for confiscating such firearms as were covered by the license and shall arrange for the disposition of such firearms.

434.2.10 The Bureau Commander shall ensure that all persons issued any equipment or supplies are fully qualified to receive and operate or use them.

434.2.11 The Bureau Commander will receive and keep in his custody and return to the lawful owner, or lawfully dispose of and keep the necessary records thereof on all firearms coming into the possession of any member of the department that are found, turned in, or held as evidence. He will check on all such firearms through the firearms section of the state police. He will make further investigations of all cases where firearms are involved and ensure appropriate action is taken.

435 IDENTIFICATION BUREAU

The Identification Bureau shall be charged with collecting, identifying, preserving, handling and transporting evidence or records pertaining to crime including fingerprinting, photography, and such other means of identification.

The Commander of the Identification Bureau, in accordance with the duties and responsibilities of a bureau commander (302), shall be responsible to the section commander for conducting the operation of the bureau and all units and members and employees assigned to the bureau.

435.1 Rank

The Commander of the Identification Bureau shall hold the rank of lieutenant or sergeant as may be determined qualified by the Chief and shall demand the respect and authority of the rank and position.

435.2 Additional Duties and Responsibilities

435.2.1 The Bureau Commander shall be responsible for the successful completion of all investigations performed by the bureau.

435.2.2 The Bureau Commander shall be responsible for the preparation of all files of prisoners or persons arrested by the department including all fingerprints or palm prints and photographs. The Bureau Commander shall provide non-criminal fingerprinting service for reasons that may include security, civil service, out-of-state hackney, firearms permits, citizenship papers, visas, boy scout merit badges and other purposes that are of interest to the community.

435.2.4 The Bureau commander, when assigned, shall be responsible for the gathering of evidence at the scene of a crime.

435.2.5 The Bureau Commander shall ensure that the continuity of evidence within the bureau is maintained through standardized receipts whenever evidence is received or transferred.

435.2.6 The Bureau Commander shall maintain security of the bureau files and release information only to those authorized to receive it.

435.2.7 The Bureau Commander shall ensure that all autopsies performed for suspicion of a criminal action are attended by an officer of the bureau for the purpose of obtaining evidence.

436 POLICEWOMEN BUREAU

The Policewomen Bureau will be responsible for assisting in the investigation, prosecution, interrogation or any other matter in which females or young children are involved.

The Commanding Officer of the Policewomen Bureau in accordance with the duties and responsibilities of a bureau commander (302) will be responsible for conducting the operation of the bureau and all units, members and employees assigned to the bureau.

436.1 The Bureau Commander shall be the highest ranking policewoman available.

436.2 Additional Duties and Responsibilities

436.2.1 The Bureau Commander shall be responsible for all assignments of personnel under her command and will review caseloads periodically to ensure that the workload is fairly distributed.

436.2.2 The Bureau Commander shall be responsible for the proper investigation of all cases assigned to the bureau for investigation.

436.2.3 The Bureau Commander shall confer with the section commander and commanding officers of other divisions and bureaus for the purpose of discussing cases and conditions of mutual concern, in particular where females are involved.

436.2.4 The Bureau Commander shall provide assistance, when requested by the commanding officer of any other division or bureau, when a female is involved and will submit reports to such commanding officer regarding such case.

436.2.5 The Bureau Commander shall provide assistance for the desk, dispatching or switchboard operation in emergency situations when requested by the division commander.

436.2.6 The Bureau Commander shall have supervisory control of police matrons for the purpose of assignment, days off, vacations and sick time and pay and will keep proper records towards those ends. She will be responsible for performance of duties of the police matrons and will confer with the patrol division commander regarding such duties.

436.2.7 The Bureau Commander shall assure herself that all personnel under her command are in proper uniform at all times except when civilian dress may be necessary for specific assignments.

440 AUXILIARY SERVICE DIVISION

The Auxiliary Service Division will be responsible for providing personnel, technical, supply and maintenance service to all divisions, bureaus and units of the department.

The Division Commander for the Auxiliary Service Division, in accordance with the duties and responsibilities of a division commander (301), shall be responsible to the Chief of Police for the operation of his division and for the conduct, efficiency and performance of duty of all personnel under his command.

440.1 Rank

The Commander of the Auxiliary Service Division will hold the rank of captain or other such rank as determined by the Chief of Police. In absence of the division commander the records bureau commander will assume all duties, responsibilities and powers of the division commander.

440.2 Additional Duties and Responsibilities of the Division Commander.

440.2.1 The Division Commander shall ensure that all divisions, bureaus and units are continually and automatically supplied and provided with all of the technical and personnel services, equipment and supplies, repairs and maintenance that is required for the proper function of the department.

440.2.2 The Division Commander shall ensure that department vehicles are maintained in a safe, economical and efficient operating condition.

440.2.3 The Division Commander shall be responsible for the cleanliness, repair and maintenance of the station buildings and grounds, including fixtures and property. He will assign the senior building custodian to supervise this unit.

440.2.4 The Division Commander shall be responsible for securing, maintaining and assigning department equipment to various divisions and bureaus, except firearms, riot control agents and personal equipment of officers, such as badges, cap devices etc.

440.2.5 The Division Commander shall be responsible for the requisition, storage, disbursement and inventory of all equipment, supplies and material, including the printing of forms and notices used by the department, except firearms, riot control agents and officer's personal equipment. He will assign a competent person to act as supply officer or supply clerk.

440.2.6 The Division Commander shall be responsible for the maintenance of all records of the department regarding police activities, reports of crimes and other incidents, all expenditures, purchases and payroll, personnel roster, department equipment and other miscellaneous reports, except confidential reports, complaints against any member of the department and personnel folders of department employees and officers.

440.2.7 The Division Commander shall ensure that monthly and annual reports are compiled and forwarded to the city, state and federal agencies as required by law.

440.2.8 The Division Commander shall maintain liaison with the city auditor and the city purchasing agent.

440.2.9 The Division Commander shall ensure that department policy and procedures of the purchasing agent and city auditor are followed, regarding expenditures of the department and requisitioning and purchasing of equipment and material for the department. He will ensure that economy is practiced in the department and that expenditures are maintained within the budget allowance. He will notify the Chief of Police when it appears that the budget allowance may be exceeded.

440.2.10 The Division Commander shall submit weekly reports to the Chief of Police on the expenditures for the department, showing the amounts expended for wages, overtime and general expenses, the total amount expended to date in each category and the amount left.

440.2.11 The Division Commander shall assign a competent person to act as budget and payroll clerk.

440.2.12 The Division Commander shall be responsible for registering bicycles, returning bicycles to rightful owners, conducting investigations, providing safety programs in the use of bicycles (this will be in conjunction with safety officer) and keeping necessary records. He will assign a competent officer to perform these duties and act as Bicycle Registration officer.

440.2.13 The Division Commander shall be responsible for the reception, custody and return to rightful owner of all lost or found property that comes into possession of any member of the Department, except stolen property, firearms or narcotics or other drugs. The Division Commander shall ensure that the records bureau maintains complete records in this matter and may delegate the supply officer to maintain security of this class of property.

440.2.14 The Division Commander shall make necessary arrangements for conducting public auctions as needed for the disposal of personal property in custody of the department, complying with all requirements of the law regarding public notices etc.

440.2.15 The Division Commander shall maintain a civilian assignment pool for the purpose of supplying dispatchers, telephone and switchboard operators and clerical help to various divisions and bureaus. He will regulate days off, vacations, leaves of absence and relief's for such personnel, keeping records thereof. Whenever he is unable to provide relief's or assignments of such personnel, he will notify the commanding officer of the division or bureau concerned.

440.2.16 The Division Commander shall submit weekly reports to the Chief of Police from the division commanders indicating the names of the officers who are on vacation, reported sick or are injured on duty.

440.2.17 The Division Commander shall submit monthly reports to the Chief of Police indicating the major crimes committed within the city as compared to the previous year.

441 THE RECORDS BUREAU

The Records Bureau shall be the information center of the department and shall be charged with the compilation of statistics, the summarization and analysis of reports and offenses, the storage of official and permanent police records or reports, and providing the police department with factual information necessary for proper police administration and operation.

The Commander of the Records Bureau, in accordance with the duties and responsibilities of a bureau commander (302) shall be responsible to the division commander for the operation of the bureau and all units and members and employees assigned to the bureau.

441.1 Rank

The Bureau Commander shall hold the rank of lieutenant or sergeant as may be determined qualified by the Chief of Police and shall demand the respect and authority of the rank and position. In the absence of a division commander he will assume all the duties and responsibilities of a division commander.

441.2 Additional Duties and Responsibilities

441.2.1 The Bureau Commander shall be responsible for the accurate recording and filing of all department records and reports not otherwise specifically retained in other bureaus or divisions.

441.2.2 The Bureau Commander shall compile all statistical crime reports for the department.

441.2.3 The Bureau Commander shall be responsible for the security and release of all information on file.

441.2.4 The Bureau Commander shall maintain and operate the teletype for communication purposes and keep the necessary records thereof.

441.2.5 The Bureau Commander shall receive, record and maintain custody of all lost and found property, except firearms and narcotic drugs, returning same to the rightful owners and maintaining the necessary records thereof.

441.2.6 The Bureau Commander shall prepare a daily bulletin of incidents and arrests for the preceding day to be distributed to all divisions and bureaus.

442 THE MOTOR VEHICLE UNIT

The Motor Vehicle Unit shall be charged with the maintenance and repair of all motor vehicles of the department. The Supervisor of the Motor Vehicle Unit shall be responsible to the division commander for the operation of the unit and all employees assigned to the unit.

442.1 Rank

The supervisor of the Motor Vehicle Unit shall hold the Civil Service rating of Supervisor of Motor Vehicles or may be an officer specifically assigned to supervise the unit.

442.2 Additional Duties and Responsibilities

442.2.1 The Unit Supervisor shall maintain records of all repairs, maintenance, and the cost of labor and materials on each vehicle in the department.

442.2.2 The Unit Supervisor shall report to the Division Commander whenever any vehicle is no longer fit for further service and whenever possible allowing sufficient lead time for replacement to occur before it is removed from service.

442.2.3 The Unit Supervisor shall determine the need for repair of any vehicle and ensure that such needs are met.

442.2.4 The Unit Supervisor shall maintain supervisory contact with any private company that may perform any vehicle service to the department.

442.2.5 The Unit Supervisor shall requisition all replacement parts for vehicles.

442.2.6 The Unit Supervisor shall be responsible for scheduling all work so as to provide regular periodic servicing of motor vehicles and to ensure that such servicing occurs.

442.2.7 The Unit Supervisor shall prepare an annual financial report for the department.

443 THE BUILDING MAINTENANCE UNIT

The Building Maintenance Unit shall be charged with the maintenance, repair, minor remodeling and cleanliness of all department facilities. The Supervisor of the Building Maintenance Unit shall be responsible to the Division Commander for the operation of the unit and all employees assigned to the unit.

443.1 Rank

The Unit Supervisor shall hold the Civil Service rating of Senior Custodian and shall have no official rank within the Police Department.

443.2 Additional Duties and Responsibilities

443.2.1 The Unit Supervisor shall be responsible for the repair and maintenance of all department facilities and grounds.

443.2.2 The Unit Supervisor shall be responsible for the regular cleaning of all department facilities.

443.2.3 The Unit Supervisor shall be responsible for requisitioning and maintaining supplies and equipment for the operation of the unit.

443.2.4 The Unit Supervisor shall maintain liaison with city electricians, plumbers, and carpenters for repairing police facilities.

450 THE TRAINING, INSPECTION AND PLANNING DIVISION

The Training, Inspection and Planning Division will be charged with inspecting and analyzing current practices and procedures, and to plan research and develop new methods, procedures, systems and improvements for the department. The Division Commander in accordance with duties and responsibilities of a Division Commander (301) will be responsible to the Chief of Police for the operation of the division and all personnel under his command. The Division Commander will be in a staff position and will not have any command authority, except in emergencies, over personnel assigned to other divisions or bureaus.

The Division Commanders or members of his division, authorized by him, acting as representative of the Chief of Police, are authorized to inquire and inspect the procedures and policies used by any other divisions, bureaus, units or special assignment for the purpose of evaluating and making recommendations for improvement thereof. Commanding Officers of such other divisions, bureaus, or units will cooperate and assist in such inquiry or inspection.

450.1 Rank

The Commander of the Training, Inspection and Planning Division shall hold the rank of captain or such other rank as determined by the chief of Police, the holder of such rank having the necessary qualifications and ability for this particular assignment.

450.2 Additional Duties and Responsibilities of the Division Commander

450.2.1 The Division Commander shall ensure that all personnel receive the proper training needed for the proper performance of their assignments.

450.2.2 The Division Commander shall cause inspections to be made of procedures, methodology practices, etc., within the department in order to determine if the various segments of the department are functioning efficiently and effectively.

450.2.3 The Division Commander shall be responsible for recommending the elimination of outmoded practices and systems, and to plan, develop and recommend to the Chief of Police implementation of new concepts that will improve the operation of any division, bureau, unit or the whole department.

450.2.4 The Division Commander shall be responsible for the training and assignment to various divisions and bureaus of all cadets, college interns or other civilians assigned to the department for police training.

451 PLANNING AND INSPECTION BUREAU

The Planning and Inspection Bureau will be charged with keeping the department abreast of all new trends, investigating department practices, developing plans for improvement of the department and providing recommendations for solutions to problems of operations.

The Planning and Inspection Bureau Commander will be responsible to the division commander for the operation and efficiency of the bureau and all personnel under his command.

451.1 Rank

The officer in charge shall hold such rank and have such qualifications and ability required for this assignment as determined by the Chief of Police.

451.2 Additional Duties and Responsibilities

451.2.1 The Bureau Commander shall be responsible for maintaining liaison with L.E.A.A. and other governmental agencies regarding grants, awards, funds, etc. in which the department is involved. He will maintain all necessary records towards these matters.

451.2.2 The Bureau Commander shall prepare and submit to the Chief of Police all proposals for funding by outside agencies, maintaining records thereof.

451.2.3 The Bureau Commander shall be responsible for the administration and coordination of all programs conducted by the department, including those supported by outside funds, unless specifically assigned to other personnel on order of the Chief of Police.

451.2.4 The Bureau Commander shall act as a representative of the Chief of Police and shall have authority to inquire into the operation and records of all divisions, bureaus and units of the department.

451.2.5 The Bureau Commander shall make such further analysis regarding crime rate, department operation, deployment and effectiveness as may be required by the Chief of Police.

452 THE TRAINING OFFICER

The training officer shall be responsible to the Division Commander for the effectiveness of the training program, including personnel that may be under his direction.

452.1 The Training Officers will hold such rank and have the necessary qualifications and abilities required for this assignment as determined by the Chief of Police.

452.2 Additional Duties and Responsibilities of a Training Officer

452.2.1 The Training Officer shall establish and conduct a training program for all recruits. The Training officer shall establish and conduct a training program for civilian employees, such as cadets, parking supervisors etc.

452.2.2 The Training officer shall establish and conduct in-service training sessions as they are deemed necessary.

452.2.3 The Training Officer shall enlist the services of other members of the department who have special talent or knowledge to assist with the training program.

452.2.4 The Training Officer shall encourage members to further their formal education and shall provide counsel, assist in enrolling members, arrange for materials needed that are supplied by the department and keeping necessary records thereof.

452.2.5 The Training Officer shall arrange for members to participate in special training programs conducted outside of the department.

452.2.6 The Training Officer shall be responsible for devising and administering such examinations to personnel, employees or applicants for employment to the department as may be required by the department.

452.2.7 The Training Officer shall be responsible for the training, efficiency and progress of police cadets, including other civilians who may be assigned to the department for police training.