

CHAPTER 6
RULES AND REGULATIONS
FOR
SPECIFIC OFFICERS

601 COMMANDING OFFICERS -UNIFORM PATROL.

601.1 A Commanding Officer is accountable for the maintenance and operation of the Central Headquarters, or District Station House or other Divisions, Bureaus or Units that he commands.

601.2 A Commanding Officer assures himself that all officers are physically fit and properly equipped before they are assigned to duty.

601.3 A Commanding Officer inspects or causes to be inspected, at the commencement of his tour of duty, the station building, paying particular attention to security, the general condition of the building, and the condition of all vehicles and other equipment assigned to his command.

601.4 A Commanding Officer shall inspect and check all persons in custody at the commencement of his tour of duty and cause them to be checked every half hour thereafter. He shall not allow any person to be put into or taken out of a cell without his permission and then only with a ranking officer being present.

601.5 A Commanding Officer shall maintain a permanent record of all officers under his command, including the route, car or assignment of the officers on a daily basis.

601.6 A Commanding Officer shall remain at the station to which he is assigned during his tour of duty. In the event he leaves the station he shall assign a subordinate to act in his behalf and he shall maintain radio communications during his absence.

601.7 A Commanding Officer, in cases where such services are required, shall notify the medical examiner, detectives, identification officers, photographers, the fire department, ambulances, the tactical patrol force, etc.

601.8 A Commanding Officer shall notify the Chief of Police, or in his absence, the Deputy Chief, of any important or major incident.

601.9 A Commanding Officer shall assure himself that. all requirements of the law regarding the examining of prisoners and advising them of their rights are strictly complied with.

601.10 A Commanding Officer shall ensure that all rule, regulations, policies and procedures of the department, and orders, verbal or written, from the Chief of Police are observed and obeyed.

602 PLATOON LIEUTENANT

602.1 The Platoon lieutenant shall be the second in command of the division or station to which he is assigned during his tour of duty.

602.2 In the absence of a Senior Officer, the Platoon Lieutenant shall assume the duties and responsibilities of the Division Commander, unless otherwise notified.

602.3 The Platoon Lieutenant shall provide proper supervision to those officers under his command.

602.4 The Platoon Lieutenant shall report to the Commanding Officer any neglect or violation of duty.

602.5 The Platoon Lieutenant shall perform all duties assigned to him by the Commanding Officer with the enthusiasm and dedication that befits any officer of the Department.

602.6 The Platoon Lieutenant shall assist the Commanding Officer in the performance of his duties and assist with the operation of the Division.

603 PATROL SERGEANT

The Patrol Sergeant shall be in command of all officers assigned to him on the street and shall have the following duties and responsibilities:

603.1 The Patrol Sergeant shall assist and instruct the patrolmen under his supervision in the proper discharge of their duties. Among the most important of these duties are:

- 603.1.1 Thoroughness of patrolmen in seeking to prevent crime through the patrolmen's:
- a.) Inspection of premises,
 - b.) Contact with sources of useful police information within the district patrolled,
 - c.) Advising residents and merchants within the district patrolled on methods of reducing the risk of crime to their premise,
 - d.) Friendliness toward and willingness to assist persons with whom he comes in contact while on patrol.
 - e.) Spotting potential traffic hazards, and operating Departmental vehicles with caution and courtesy as an example to the public.

603.1.2 The patrolmen's enforcement of the criminal and traffic laws and his execution of the law and current departmental procedures surrounding:

- a.) Arrest
- b.) Stops
- c.) Frisks
- d.) Searches
- e.) Use of Force
- f.) Questioning
- g.) Identifications
- h.) Handling of juveniles
- i.) Handling of the mentally ill

603.1.3 The patrolmen's knowledge of departmental procedures concerning:

- a.) Demonstrations
- b.) Family dispute calls
- c.) Court appearances
- d.) Conduct at crime scene - preliminary investigations
- e.) Handling abandoned, stolen or other property held in custody for evidence or other purposes.
- f.) Use of radios
- g.) Reports, records and forms.

603.2 Whenever a patrolman is absent from his post, fails to register for duty, neglects any of duties or displays mental or physical incompetence, the Patrol Sergeant shall investigate the matter and promptly register the findings to the Commanding Officer and be able, at a later date, to justify any decision to drop the matter either before or after the preliminary investigation.

603.2 During roll call the Patrol Sergeant shall:

603.3.1 Be present at roll call at the beginning of the tour, unless otherwise ordered.

603.3.2 Form the men in ranks and prepare the outgoing patrolmen under his supervision for duty.

603.3.3 Inspect the men to see that they are properly uniformed and equipped. Inspect the officer's revolver at least biweekly, varying the day of inspection.

603.3.4 If any patrolman is unfit for duty, report same to the officer in Charge.

603.3.5 Pass on to the patrolmen under his supervision all warrants, subpoenas, official papers, etc., that are to be delivered or served during the tour of duty. Take measures to make certain they are properly delivered, served, or returned at the end of the tour of duty.

603.3.6 Ensure that all matters announced at roll call such as changes in Departmental procedure or teletype reports, are understood by the men.

603.4 The Patrol Sergeant on each tour of duty shall leave the Station House with the officers under his command and inspect them as often as practical to determine whether they are on their posts and executing their duties. At least once during each tour of duty personally check all foot patrolmen and officers on special posts or paid details within his sector.

603.5 The Patrol Sergeant shall frequently respond to routine calls for the purpose of observing the manner in which patrolmen under his supervision respond to and handle their radio calls. Note the degree of promptness, proficiency and confidence of the men.

603.6 The Patrol Sergeant shall interview complainants periodically to see that complaints have received proper attention.

603.7 The Patrol Sergeant when on active duty shall remain in the streets of his sector unless called elsewhere for police purposes.

603.8 The Patrol Sergeant, whenever a serious crime or incident is reported within his sector, shall immediately proceed to the scene, take command if necessary, and supervise the officers there to ensure that all Departmental procedures affecting police conduct at crime scenes are executed.

603.9 The Patrol Sergeant shall coordinate in-the-street activity of officers in the command with the personnel from the other bureaus and units of the Department and seek the assistance of these bureaus and units when needed.

603.10 The Patrol Sergeant shall be accountable for all happenings against the peace, good order and the law generally within his sector. He shall be responsible for the conduct of his subordinates and may initiate disciplinary action, when warranted, for minor infractions.

604 PATROLMEN

604.1 The Patrolman shall know the assigned route. This includes residents, merchants and institutions; roads, alleyways and paths; conditions that contribute to crime; the patterns of criminal activity; resources for emergency or other assistance, such as the location of call boxes, fire boxes and telephones; and public housing project layouts.

604.2 At roll call, the patrolman shall be attentive to orders or information announced that affect his duties. Give particular attention to reports of crime or of conditions that may lead to criminal behavior or danger to the public on the route. Also, pay close attention to announcements explaining Departmental procedures or new developments in the law surrounding topics important to successful police work.

604.3 If any matters discussed at roll call are not understood, before proceeding to the tour, the patrolman shall request his supervising sergeant to clarify the matter. (Note: Misunderstanding or ignorance of subjects announced at roll call is no excuse for later misconduct.)

604.4 The patrolman shall review the lists and descriptions of wanted and missing persons and stolen automobiles before going on patrol.

604.5 The Patrolman, while on patrol, shall:

604.5.1 Remain on the assigned route throughout the tour except when a police or personal necessity requires a temporary absence.

604.5.2 If required to leave the route for police or personal necessity:

- a) At first opportunity report to his supervising sergeant or other officer of rank that he has left the route and the reason for it.
- b) Upon return, notify the radio dispatcher.

604.5.3 If equipped with a walkie-talkie, he shall be familiar with and follow the department policy and procedures on portables.

604.5.4 He shall continuously seek to prevent, detect or anticipate crime. To accomplish this

- a) He shall inspect premises for doors ajar, broken windows or other conditions conducive to crime or indicative of criminal activity.
- b) He shall carefully observe and take notes of the action of persons who might be involved in crime. Pass this information on periodically to his supervising sergeant.
- c) When suspicion of persons, wrongdoing has become definite, he shall stop and question them.
- d) He shall get information on criminal activity through informal contacts with and questioning of the residents, workers, merchants and passersby on the route.
- e) He shall inform the residents, workers and merchants on the route of steps they can take to protect their persons or property from crime. To fulfill this responsibility, always be up-to-date on new developments in the art of crime prevention.
- f) He shall vary the sequence and schedule of his patrol so that the potential criminals cannot anticipate his being in a given place at a given time.
- g) He shall frequently patrol areas or places where criminal activity often occurs.
- h) He shall carefully observe all junk shops, pawn shops or other premises which may be used to fence stolen goods. Take note of the identity of suspicious persons transacting business there and keep alert for property that has been reported stolen.

- i) He shall observe all places of business and note the location of safes, cash registers, night lights, alarm systems, habits of the staff, time of opening and closing, nature of the business, number and location of exits, and means of securing, such as locking doors, windows, gratings and skylights or other barriers.

604.5.5 The Patrolman shall be alert for all nuisances, impediments, obstructions, defects or other conditions that endanger or hinder the safety, health or convenience of the public.

- a.) He shall take immediate steps consistent with patrol responsibilities to
- b.) If a hole or other obstruction dangerous to the safety of pedestrians or drivers of motor vehicles is discovered, he shall direct traffic around the obstruction or take other suitable corrective action. At first opportunity notify his Commanding Officer.
- c.) Where other measures are needed, he shall notify the Patrol Supervisor and proceed as ordered.

604.5.6 The patrolman shall carefully investigate all complaints assigned to him or which are brought to his attention by citizens. Take whatever action consistent with his police powers and duties to see that the situation complained of is rectified. In those situations where the legal remedy of the complaint lies outside the jurisdiction of the Police Department, politely advise the complainant of the fact and refer him to the proper authority.

604.5.7 The patrolman shall be of service to all and regulations and report to his supervising sergeant all cases where violations exist.

604.5.8 The patrolman shall be of service to all people on the route seeking help.

604.5.9 The patrolman shall remain aware of his visibility due to his uniform and avoid all situations, other than ones strictly in the line of duty, that could be cause, whether founded or ill-founded, for malicious gossip or the compromise of the department's good name.

604.5.10 When traffic becomes congested and assistance is needed, he shall take measure to direct the flow of traffic to ease the congestion. If more than a temporary absence from his regular duties is required, notify the Patrol Supervisor and proceed as ordered.

604.5.11 The patrolman shall be accountable for serious crimes occurring on the route that go undetected because of his negligence or that could reasonably have been prevented. Furthermore, he shall be accountable when a condition dangerous to the health, safety or convenience of the public continues to exist on the route without his reporting it or taking corrective measures. And be accountable for his activities if the public complains of inadequate or improper police services on the route.

604.5.12 Upon hearing the approach of a fire engine, an ambulance, or a police vehicle responding to an emergency, he shall go to the nearest street intersection and take measures to insure the safe and speedy passage of such vehicle.

604.5.13 He shall respond immediately to the report to a crime on or near the route and follow Departmental crime scene procedures.

604.5.14 He shall make a constant and special effort to handle juveniles with understanding and tact and to abide by the legal and Departmental procedures that are required.

604.5.15 He shall cause all lost children, insane or demented persons who have strayed and are wandering in the streets, to be taken to their homes or to the Station, if within the limits of his route.

604.5.16 He shall refer all persons in need or want to an appropriate agency that may assist them.

604.5.17 He shall note all cases of contagious disease and unsanitary conditions on his post.

604.5.18 In case of sudden deaths, accidents, or drowning, he shall render immediate aid and report any action to his superior, immediately.

604.5.19 He shall note and report all violations of the laws and all complaints, ascertaining the names of offending persons and all necessary information and evidence for the purpose of prosecutions. When he is a witness to any violation he shall issue a warning, a summons or make an arrest depending on the nature of the violation.

604.5.20 He shall watch strictly the conduct of all persons of known bad character and be able to recognize whenever necessary, be cognizant of their movements, haunts, residence, and occupations and he shall report anything of suspicious nature to his superior.

604.5.21 He shall note and report all places violating liquor laws or gaming laws where prostitution is being practiced, or where other moral violations/are occurring.

604.5.22 He shall note all junk shops, second-hand dealers, pawn brokers, and other establishments or persons who deal in such goods to ensure that such goods are not stolen.

604.5.23 He shall note and report all traffic violations observed on his post, including any information that would lead to the apprehension of the violator.

604.5.24 He shall note and report all cases involving cruelty to animals.

604.5.25 He shall note, examine the credibility, and if necessary report all beggars and peddlers observed on his route.

604.5.26 He may approach and question any person who he may suspect of any unlawful purpose, giving due consideration to the rights of the individual.

604.5.27 He shall not interfere in civil matters except to prevent a breach of the peace or to suppress a disturbance.

604.5.28 He shall deliver all money, property or personal belongings coming into his possession by whatever means or for whatever reason while in the line of duty to the proper officer, the owner or other proper person and submit a report regarding such to his superior.

605 PERSONNEL ASSIGNED TO RADIO PATROL CARS

(NOTE: When there are two officers in a car, the driver is designated the "operator," and the other is called the "observer." Together they shall be referred to as "crew." The crew shall be duly licensed drivers, and shall together share responsibility for the proper performance of their police duties and the effective execution of all orders. When one officer is assigned to man a radio patrol car alone, he is responsible for executing the duties of both observer and operator.)

605.1 At the beginning of each tour, they shall make a thorough inspection of the car and its equipment. If defects are discovered or equipment is absent, notify the Patrol Sergeant. During the tour, be responsible for the loss of any equipment or damage to the vehicle due to their negligence. Immediately request any needed repairs or equipment. Be responsible for necessary cleanliness of the car and see to it that it is sufficiently supplied with water, gasoline, lubricating oil and the requisite amount of air in the tire. If the car is involved in an accident during the tour, have the accident investigated according to department procedures.

605.2 They shall be constantly ready to respond to a police emergency while carrying out the regular patrol duties of being on the lookout for criminal incidents or safety hazards, gathering useful information from formal and informal questioning of persons, and giving crime prevention information to the residents and commercial establishments within the sector.

605.3 They shall always "drive" the vehicle with due regard for the safety of themselves and others. When on patrol drive at a speed in such a manner as will enable them to see any conditions in the sector which may require police attention. Except in police emergencies, be subject to all laws, ordinances and regulations governing the operations of motor vehicles by civilians. When because of a police emergency it is necessary to exceed posted speed limits, etc., be careful to minimize the danger to themselves and others. (M. G. L.,C.89, S.7, 7B).

605.4 They shall constantly patrol the sector.

605.4.1 They shall not leave the car unnecessarily unattended.

605.4.2 Whenever they leave the car, they shall remove the keys, and unless either member is close by, lock the doors.

605.4.3 They shall not take the car out of the sector except for a police emergency or upon the order or approval of the Commanding Officer, the Dispatcher, or the Patrol Sergeant. When an emergency requires the car to be taken outside the sector, they shall inform the Dispatcher at the earliest possible time consistent with police duties.

605.4.4 They shall take radio patrol car to the Station House only when duty so requires, for instance when transporting a prisoner there. They shall not take the car from the sector to fill out reports or forms at the Station House, except with the permission of the Patrol Sergeant or the Dispatcher. In any event, they shall complete all business transacted at the Station House during duty hours with dispatch and return the car to its sector as quickly as possible.

(NOTE: When a report is to be made out at the Station House, the observer shall do so. While the observer is occupied at the Station House for such purpose, the operator is to resume regular patrol and avoid any stops at the Station House that are longer than is necessary to drop off or pick up the observer.)

605.4.5 They shall allow only such persons authorized by the Chief, the Commanding Officer, or the Patrol Sergeant to ride in the car.

606 RADIO DISPATCHER

606.1 The Radio Dispatcher shall receive calls and dispatch without waiting for specific instructions, such policemen, ambulances, fire apparatus, rescue squads, public utility emergency service vehicles, or other personnel and equipment as may be needed to handle the complaints and requests for police service. He shall immediately report any deployment of police officers beyond their regularly assigned routes or sectors to the Patrol Supervisor.

606.2 When in receipt of a request by a radio patrol car crew to leave its sector, the Radio Dispatcher shall immediately contact the Patrol Supervisor to get his approval. He shall communicate the Patrol Supervisor's response to the requesting Radio Patrol Car.

606.3 The Radio Dispatcher shall periodically announce the call letters of the New Bedford Police Department as issued by the Federal Communications Commission and the time of the transmission.

606.4 The Radio Dispatcher shall keep personnel who have been dispatched on hazardous calls fully informed of all facts affecting the safety or efficiency of their response to the call.

606.5 The Radio Dispatcher shall be familiar with and follow the department policies and procedures on radios and walkie-talkies.

606.6 The Radio Dispatcher shall acquire a thorough knowledge of the location and layouts of all streets, buildings, parks, housing projects and other facts relating to the city so as to maximize the accuracy and speed of dispatches.

606.7 The Radio Dispatcher shall be familiar with all emergency procedures that relate to holdups, alarms, fire, medical aid or other matters requiring urgent police attention in order to be capable of instantly activating them.

606.8 The Radio Dispatcher shall respond to all complaints received by the immediate dispatch of police personnel.

606.9 The Radio Dispatcher shall contact the Patrol Sergeant whenever a form must be filled out at the Station by an officer then on patrol.

606.10 If unable after a reasonable time to make contact with an officer on patrol, the Radio Dispatcher shall so inform the Patrol Sergeant.

606.11 The Radio Dispatcher shall record all communications to mobile units on radio slips, noting a brief description of the call, the date and time, the number of the car sent and the Dispatcher's name, according to procedures.

607 COMPLAINTS DESK OFFICER

The Headquarters Division Commander may assign any officer under his command to cover the desk and officer so assigned shall have the following duties and responsibilities:

607.1 The Complaints Desk Officer shall man the desk.

607.2 Subject to the supervision of the officer in charge, the Desk Officer shall receive complaints or general inquiries.

607.3 The Desk Officer shall at all times be neatly and properly attired and cooperate with the people in a patient manner, remembering that the image he projects is frequently the image the people will go away with of the Department.

607.4 The Desk Officer shall make proper referrals when the matter cannot be handled at the desk.

607.5 When a citizen enters the Station House and indicates a desire to submit a formal complaint against a member of the Department, the Desk Officer shall refer the person to the officer in Charge.

607.6 The Desk Officer shall be familiar with the contents of recent journal entries so as to be prepared to answer inquiries received concerning them.

607.7 The Desk Officer shall keep the Officer in Charge of the Desk fully informed of all significant events.

607.8 The Desk Officer shall restrict telephone conversation to police business discussing any complaint or inquiry in a succinct manner.

607.9 The Desk Officer shall answer the telephone identifying his rank, name, and station according to Department procedures.

607.10 In the event an emergency call is received from a surrounding town, the Desk Officer shall receive the call, record the information, and then notify the appropriate police department of the emergency.

608 PRISONER VAN OPERATOR

The Headquarters Division Commander may assign any qualified officer under his command to operate the Prisoner Van and the officer so assigned shall have the following duties and responsibilities:

608.1 The Prisoner Van Operator shall be familiar with, and abide by, all Department rules, regulations and procedures which apply to foot patrolmen and patrolmen assigned to radio patrol cars insofar as they do not conflict with their specific duties.

608.2 The Prisoner Van Operator shall be responsible for the operation and maintenance of the Van.

608.3 Upon reporting for duty, the Prisoner Van Operator shall thoroughly inspect the wagon, promptly reporting any defect or damage, to the Officer in Charge.

608.4 The Prisoner Van Operator shall follow and be subject to all general regulations pertaining to the care of and accountability for departmental property.

608.5 When on a run, the Prisoner Van Operator shall remain in radio contact with the Station House at all times, notifying the Station House of all significant facts, including destination, time of arrival, time of departure, number of prisoners, nature of conveyance, etc.

608.6 The Prisoner Van Operator shall refuse transportation by the wagon to all except:

- a. Persons under arrest
- b. Persons sick or injured
- c. Members of the Department
- d. A clergyman, physician or a friend of the person under care or custody accompanying a sick or injured person who is not under arrest, or a prisoner who is seriously injured.

608.7 The Prisoner Van Operator shall be thoroughly familiar with up-to-date first-aid procedures so as to be always prepared and willing to render first aid to persons in need.

608.8 The Prisoner Van operator shall render all necessary assistance to other officers in securing prisoners and placing them in the wagon.

608.9 Before permitting prisoners who have not been properly searched enter the wagon, the Prisoner Van Operator shall hold such prisoners under guard while the Arresting Officer searches the prisoner in accordance with departmental search procedures for concealed weapons.

608.10 The Prisoner Van Operator shall be accountable for the protection and well being of prisoners conveyed in the wagon and for the property of prisoners placed in their custody.

608.11 The Prisoner Van Operator shall complete and maintain a daily log recording the time of each trip, destination, number of prisoners, sick or injured persons or property conveyed, etc.

608.12 The Prisoner Van Operator at all times shall drive the wagon with due regard for the safety of themselves and others. Except in police emergencies be subject to all laws, ordinances and regulations governing the operation of motor vehicles by civilians. When, because of a police emergency, it is necessary to exceed the posted speed limits, etc., always seek to minimize the danger to themselves, the wagon and to others. There is never an excuse for recklessness.

608.13 The Prisoner Van Operator shall search wagon upon arrival at the station after transporting prisoners there.

608.14 The Prisoner Van Operator shall adhere to the laws regarding the transportation of juveniles and the policies and procedures of the department relative to the transportation of prisoners.

609 AMBULANCE OR EMERGENCY VEHICLE OPERATOR

609.1 The operator shall keep the ambulances neat, clean and in proper serviceable condition, complying with health laws relative to fumigation of the ambulances, when such service is required.

609.2 The operator shall operate and maintain the ambulance or emergency vehicle according to department rules.

609.3 Upon reporting for duty, the operator shall thoroughly inspect the ambulance promptly reporting any defect or damage.

609.4 The operator shall maintain the ambulance in a properly running and clean order, making certain that there is sufficient gas and oil, and air in the tires.

609.5 The operator shall follow and be subject to all general regulations pertaining to the care and accountability for departmental property.

609.6 The operator shall refuse transportation by the ambulance to all except:

- a. Persons under arrest
- b. Persons sick or injured
- c. Members of the department
- d. A clergyman, physician or a friend of the person under care or custody, accompanied a sick or injured person who is not under arrest, or a prisoner who is seriously injured.

609.7 The operator shall be thoroughly familiar with up-to-date first-aid procedures so as to be always prepared and willing to render first aid to persons in need.

609.8 The operator shall be accountable for the protection and well being of persons conveyed in the ambulance.

609.9 The operator shall at all times drive the ambulance with due regard for the safety of themselves and others. Except in police emergencies, he shall be subject to all laws, ordinances and regulations governing the operation of motor vehicles by civilians. When, because of a police emergency, it is necessary to exceed the posted speed limits, proceed down a one-way street the wrong direction, etc., he shall always seek to minimize the danger to themselves, the ambulance and to others. There is never an excuse for recklessness.

609.10 The operator shall search vehicle upon arrival at the station after transporting someone.

609.11 The operator shall periodically check the oxygen bottles.

609.12 The operator shall maintain a daily log, including the time, date, age and address, name of patient, location patient picked up and delivered, person calling for service and name of driver.

610 TRAFFIC SERGEANT

610.1 He shall assist the Bureau Commander in the performance of his duties.

610.2 In the absence of a superior officer he shall assume the duties and responsibilities of the Division Commander, unless otherwise notified.

610.3 He shall report to the Commanding Officer any neglect or violation of duty.

610.4 He shall be the Commander of the Parking Supervisor Unit.

611 TRAFFIC PATROLMAN

611.1 Insofar as they are applicable and do not conflict with the duties defined below, he shall carry out the responsibilities of the patrolman.

611.2 He shall acquire a thorough knowledge of all criminal law as well as all laws, ordinances, rules and regulations relating to motor vehicles, with particular attention to those elements which constitute violations.

611.3 He shall direct and expedite the flow of traffic at assigned intersections and or patrol specific thoroughfares as the Commanding Officer shall direct - keeping in mind his duty as a Traffic Patrolman in preventing accidents, protecting pedestrians and improving the free flow of traffic.

611.4 He shall enforce the parking ordinances and motor vehicle laws in his area. At all times he shall take such action which is consistent with departmental policy, good police work and common discretion as to whether to instruct, warn, or arrest violators and do so without informality or favoritism. He shall exercise judgment in line with a fair and neutral standard that is consistent with the objectives of the Department.

611.5 When it is necessary to warn or correct a person for a slight infraction of the traffic regulations or motor vehicle laws, he shall do so in a firm but polite manner and, if possible, without obstructing the flow of traffic. He shall not engage in needless conversation with civilians which may interfere with police duties.

611.6 When called from a traffic post for emergency police service, he shall respond immediately and notify the station at the earliest possible opportunity.

611.7 He shall strictly observe current regulations governing the attire and demeanor of uniformed patrolmen. When directing traffic, at night or during periods of poor visibility he shall wear the prescribed traffic belt.

611.8 He shall not conceal himself and his vehicle in an attempt to apprehend violators of motor vehicle laws.

611.9 He shall be civil and courteous at all times, and never berate any driver or pedestrian, realizing he is representing the Department and all police in general.

612 PARKING SUPERVISORS

612.1 A Parking Supervisor shall patrol her post and devote her entire time and energy to the enforcement of parking regulations and shall observe and report the presence of any hazardous condition in the highway. She shall enforce the traffic regulations as they relate to overtime parking, parking in prohibited areas, double parking or other parking violations.

612.2 A Parking Supervisor shall report promptly to the station for roll call at the designated time.

612.3 A Parking Supervisor shall remain on her assigned post until the expiration of her tour of duty and shall not enter the station before her assigned time for dismissal.

612.4 A Parking Supervisor shall notify the officer in charge of any damaged or defective parking meter or traffic standard that comes to her attention during her tour of duty.

612.5 A Parking Supervisor shall conduct herself according to the rules of conduct pertaining to any officer or Policewomen in the department.

613 POLICEWOMEN

613.1 Policewomen shall specialize in cases where women and children are involved.

613.2 She shall have a thorough knowledge of the public and private social and other agencies in the New Bedford area providing services that could be beneficial to the women and children handled. She shall know the location, hours of service, function, facilities, and, if possible, the personnel of each agency.

613.3 She shall be especially familiar with the law and departmental policies and procedures, relating to sex cases, domestic relations and juveniles, and have the requisite knowledge of all other policies and procedures of the department. She shall review the department policies and procedures periodically and submit recommendations for changes, particularly as they relate to female offenders, sex crimes, etc.

613.4 She shall, in handling cases assigned or discovered while on patrol, pursue these alternatives alone or in conjunction with other officers.

- a.) Legal Action - when an offense requires a formal court disposition. In such cases, follow the regular departmental procedures for securing and preserving evidence and for presenting it in court.
- b.) Referral - when an offender would be better served by aid from an appropriate social agency than by legal action.
- c.) Personal Aid - when, particularly in cases of minor infractions, the police purpose will be better served by informal reprimands, advice, consultation with parents, etc.

613.4 She shall, in handling cases assigned or to steer potential female, juvenile delinquents from becoming offenders in fact and to discover cases of child abuse. She shall have a thorough understanding of the causes of delinquency, its significance and the techniques for treatment and prevention of it. She shall understand the social, physical, economic and personality needs of girls. After discovering a potential female offender she shall keep in touch with her.

613.6 In dealing with girl offenders, she shall be gentle and do all that is possible to shield them from publicity and from older offenders. She shall be both protector and advisor to women and children.

613.7 To prevent offenses by women and children, she shall undertake, among others, the following activities:

- a.) Regularly patrol and supervise public places where young people congregate, such as dance halls, hotels, cafes, parks, roller skating rinks, bowling alleys and theaters. When actual or potential crime is discovered, take appropriate action to prevent any worsening of the situation.
- b.) When crime producing conditions are discovered request the aid of the operators of the establishment concerned, responsible authorities, and/or citizen groups in correcting these conditions. Submit a report indicating the action taken to the Commanding officer.
- c.) Investigate complaints about young people unlawfully employed as minors or who are exposed to solicitation or exploitation.
- d.) Search for missing, unprotected and runaway children.
- e.) Always seek to coordinate any actions taken regarding juvenile offenders or potential offenders with their parents or guardians.
- f.) Consistent with police policy, cooperate in all other respects with juveniles parents.
- g.) Cooperate with military, health, government and other appropriate agencies in locating and advising women and girls suffering from venereal disease.

613.8 She shall cooperate with any unit in the department which may ask for her assistance and investigate all appropriate cases referred to her. In particular, assist other members of the department, when requested, to obtain evidence for the arrest and prosecution of female offenders.

613.9 She shall spend only as much time in the office as is necessary to make reports and conduct interviews.

614 POLICE MATRON

614.1 Police Matrons shall maintain the Matrons Quarters and the female cell block area in a state of cleanliness, order and good repair

614.2 Under the direction of the officer in Charge, Police Matrons shall be responsible for the well being and safekeeping of all female prisoners and shall be alert to their needs.

614.3 Police Matrons shall not place an unconscious female in a cell. Whenever a female is injured, ill, unconscious or needs medical attention, the Police Matron is to notify the officer in Charge, requesting medical assistance, if needed.

614.4 Police Matrons shall search all female prisoners. only authorized male officers may be present when a Police Matron is searching a female in preparation to placing her in a cell.

614.5 Police Matrons shall remove from the prisoner all articles which might be used to effect an escape, cause personal harm, or be used as a weapon (e. g. belts, handkerchiefs, hanging jewelry, weapons).

614.6 Police Matrons shall handle all articles removed from a prisoner according to department policy and procedures.

614.7 Police Matrons shall accompany any officer who enters the female cell block area and shall report to the Commanding Officer any unauthorized male who enters the area or any authorized male who enters the area unaccompanied by a Police Matron.

614.8 Police Matrons shall treat women and girls who are under arrest with special care and kindness.

614.9 Police Matrons shall care for lost children brought into the Station House, when on duty.

614.10 When Police Matrons have a female in custody, the door to the Matrons Quarters shall remain open.

614.11 Police Matrons shall not leave the Matrons Quarters unattended whenever there is a female in custody or leave the station without permission of the officer in Charge. Whenever a female is in custody, a Police Matron may leave only when relieved.

614.12 Police Matrons shall communicate all significant information to the officer in Charge.

614.3 Police Matrons shall maintain a daily log, entering the name, age, address, charge, and arresting officers name of every female lodged in the detention cell, including those individuals held as lodgers, and any other important matters that should be recorded. Each matron shall sign the log as the end of her tour of duty.

615 THE CIVILIAN DEFENSE LIAISON OFFICER

The Civilian Defense Liaison Officer shall be charged with cooperatively working with the New Bedford Civil Defense Office in the development and enforcement of safety procedures for the city and to develop plans and coordinate police involvement in city emergencies or disasters.

615.1 The Civilian Defense Liaison Officer shall act as an agent of the Chief of Police in all matters affecting the New Bedford Civil Defense Program.

615.2 The Civilian Defense Liaison Officer shall serve as a member of the Advisory Board of the New Bedford Civil Defense, of the Community Shelter Plan Advisor Committee, and as representative of the Chief and Civil Defense Director on the Port Emergency Planning Commission.

615.3 The Civilian Defense Liaison Officer shall be on a twenty-four (24) hour standby duty for emergencies, natural disasters, on-the-job training assignments of the Civil Defense Auxiliary Police and any other unusual circumstances that may arise in connection with the Civil Defense Department.

615.4 The Civilian Defense Liaison officer shall be responsible for the training, assignment and supervision of the Auxiliary Police Volunteers.

615.5 The Civilian Defense Liaison Officer shall assist in the training of regular police officers in shelter management.

615.6 The Civilian Defense Liaison Officer shall assist the Civil Defense Director in obtaining shelter licenses, in the handling and storing of Civil Defense supplies and equipment, and in supervising Civil Defense personnel or inmates of the Bristol County House of Correction when assistance is required in the handling of such supplies and equipment.

615.7 The Civilian Defense Liaison Officer shall screen applicants for Civil Defense assignments with local police and FBI sources.

615.8 The Civilian Defense Liaison officer shall cause to be investigated any theft or loss of shelter supplies or other equipment and supplies.

615.9 The Civilian Defense Liaison Officer shall attend state and local Civil Defense training meetings, emergency operating center exercises, United States Civil Defense Council meetings and other such Civil Defense meetings and exercises.

615.10 The Civilian Defense Liaison Officer shall cooperate with the Traffic Bureau in the assignment of Auxiliary Police to crosswalks or other details.

615.11 The Civilian Defense Liaison Officer shall design, plan, implement and enforce a city-wide safety program including:

- (a) A safety education program in each of the city schools.
- (b) Television and radio safety programs for the community.
- (c) Assistance with bike hikes, bike rodeos, etc.
- (d) Checking on safety conditions relative to schools, streets, signs, crosswalks, etc.
- (e) Speaking at scout meetings and other meetings on safety.
- (f) Instructing school safety patrols.
- (g) Collecting and disseminating safety literature.

616 RECORD ROOM OFFICER OR CLERK

616.1 He shall check and ensure that all records are completed properly before they are filed.

616.2 He shall maintain the files and records in an orderly manner allowing ready access and storage of data.

616.3 He shall ensure that only authorized persons have access to information in the files and that such information is properly handled so as not to lose or misplace any records.

616.4 He shall not allow unauthorized persons access to the files.

616.5 He shall report all unauthorized persons searching or entering the files to his commanding officer.

617 THE SUPPLY OFFICER

617.1 The Supply Officer shall requisition all materials, supplies and equipment for the department.

617.2 The Supply Officer shall be responsible for the inventory and control of all department equipment, except that assigned to specific officers, units, divisions or bureaus.

617.3 The Supply Officer shall maintain a satisfactory inventory of materials and equipment to meet the continual requirements of the department.

617.4 The Supply Officer shall provide proper security for all materials and equipment in storage.

617.5 The Supply Officer shall maintain records of all dispersion or assignment of materials and equipment.

617.6 The Supply Officer shall conduct periodic inspections of all department equipment under his jurisdiction to determine its serviceability and arrange repair and maintenance when needed.

617.7 The Supply Officer shall be responsible for the printing of department materials.

618 BUDGET, ACCOUNTS AND PAYROLL CLERK

618.1 The Clerk shall requisition all materials, supplies and equipment for the department.

618.2 The Clerk shall ensure that all expenditures adhere to the approved budget and shall notify the Division Commander when the rate of expenditure of any line item indicates a possibility of exceeding that appropriated.

618.3 The Clerk shall ensure that a comprehensive set of books or records are maintained indicating all financial transactions.

618.4 The Clerk shall ensure that personnel pay records are maintained and that payroll transmittals are submitted on time to city hall.

618.5 The Clerk shall ensure that all purchases and expenditures allowed by the department and made according to department and city policy procedure.

619 AUTO MECHANIC

619.1 He shall inspect vehicles periodically for damage and need of repair and shall report the findings to his Supervisor.

619.2 He shall repair and maintain all vehicles in good operating condition.

619.3 He shall service all vehicles periodically.

620 TELETYPE OPERATOR

The Operator shall send, receive and record all teletype messages to or from the Law Enforcement Agencies Processing Systems (LEAPS) or National Crime Information Center (NCIC).

The Operator shall store and file teletype messages in a place designated for their keeping.

621 THE BICYCLE REGISTRATION OFFICER

621.1 The Officer shall maintain records on all bicycles registered in the city.

621.2 The Officer shall issue registration plates and certificates for all bicycles.

621.3 The Officer shall work with the Juvenile Bureau in the investigation of stolen bicycles.

622 TELEPHONE SWITCHBOARD OPERATOR

622.1 The Operator shall receive and send all telephone messages pertaining to police business in a courteous and helpful manner.

622.2 The Operator shall answer, indicating the department name, name of operator and rank (if applicable), as indicated by department policy and procedures.

622.3 The Operator shall inquire if a call for an outlying district or station will require police service. If the answer is positive, the call shall be connected to the Central Headquarters Complaint Desk.

622.4 The Operator shall notify the Commanding Officer and the telephone company of any malfunction of the switchboard or telephone equipment.

622.5 The Operator will not allow any unauthorized person(s) to congregate or loiter in the telephone switchboard room and shall notify the Commanding Officer if assistance to prevent such loitering is necessary.

623 CUSTODIANS (MALE AND FEMALE)

623.1 A Custodian shall maintain the facilities assigned in clean condition.

623.2 A Custodian shall maintain all equipment used in serviceable condition.

623.3 A Custodian shall maintain supply of paper towels, toilet tissue and other items in the rest rooms.

623.4 A Custodian shall report all damage or need of repair of any facility to the Unit Supervisor.

624 CLERK

624.1 A Clerk shall perform such clerical and secretarial duties as required by the person to which she is assigned.

625 POLICE CADET

625.1 He shall conduct himself in accordance with the rules and regulations pertaining to all police officers.

625.2 He shall not be considered an officer and shall not perform police functions as they pertain to the apprehension, arrest or prosecution of persons who have or are suspected of committing a crime.

625.3 He shall maintain and file records, operate office machines, answer telephones, receive complaints, enter and index official documents, prepare routine reports, prepare and tabulate facts and figures for statistical purposes and have similar duties of an administrative rather than an enforcement type.

625.4 He shall not carry arms, nor shall he have any power of arrest, other than that of an ordinary citizen.

625.5 He shall not be subject to or entitled to the benefits of any retirement, pension law or civil service.

625.6 If and when he is appointed a permanent full-time police officer, he may receive credit for retirement purposes providing he pays into the Annuity Saving Fund of the Retirement System such amount as the Retirement Board determines equal to that which he would have paid had he been a member during his training period (M. G. L., C. 147, S. 22).