



### DUTY SUPERVISOR

This rule is issued to establish the responsibilities and duties of the position of Duty Supervisor in this Department.

Sec. 1 GENERAL CONSIDERATIONS: An officer assigned as Duty Supervisor of a District or Unit shall adhere to the rules prescribed for that position and shall be subject to all other rules and procedures prescribed for officers of his rank.

Sec. 2 A Duty Supervisor shall ensure that all subordinates perform their duties in a professional, efficient and effective manner and act in compliance with all Rules and Procedures of the Boston Police Department.

Sec. 3 In the absence of the Commanding Officer the Duty Supervisor shall be held to a full responsibility for the conduct of affairs within the district or unit to which he is assigned.

Sec. 4 A DUTY SUPERVISOR SHALL: Attend all roll calls during his tour of duty, reading all orders, notices and information to be promulgated at those roll calls and shall supervise the distribution of pertinent papers, warrants, summonses, changes in rules, regulations or procedures and perform such other duties as his Superior may assign to him.

Sec. 5 Ensure that the Patrol Supervisor properly inspects the sworn personnel at all roll calls during his tour of duty.

Sec. 6 Perform field inspections at periodic intervals during his tour of duty in addition to fulfilling other assigned duties within the station house or elsewhere. He shall particularly note that all subordinates report for duty and are properly relieved at scheduled times and shall submit a report to his Commanding Officer of any absences from assignments without proper authority or any neglect or other improper performance of duty on the part of any of his subordinates.

Sec. 7 Be responsible for the safekeeping of all persons brought to the district in custody.

Sec. 8 Assign an officer to ensure the safety and security of prisoners and the department

building. The conditions of all prisoners shall be checked at least once every 20 minutes and the results of such inspections accurately recorded on the department form provided for that purpose.

Sec. 9 Ensure that all required information is accurately recorded on the Arrest Record of all prisoners taken into custody and brought to the station house for processing during the time he is on duty. He shall examine each prisoner immediately for visible cuts, bruises or other injuries and, if any are observed, conduct a thorough investigation to determine the cause and submit the necessary reports as required by law and the Department Rules.

Sec. 10 Restrict the presence of civilians and police officers in the building to those who are authorized, have official business, or are there for the proper performance of their duties.

Sec. 11 Ensure that all matters and procedures transpiring within the station are properly performed and supervised.

Sec. 12 Ensure that all money or other property alleged to have been unlawfully obtained or which has been lost or abandoned and thereafter taken into custody by a member of the force or which shall have been seized or taken from any person arrested for any cause is properly received, recorded and adequately secured.

Sec. 13 Ensure that Beat Plans are properly fielded and that the required notifications concerning said plans are made in accordance with department procedures.

Sec. 14 Ensure that all work and other activities begun on prior tours of duty are completed during his tour of duty, if feasible.

Sec. 15 Be responsible for the proper maintenance of all required records and shall insure that adequate supplies of required forms are on hand or requisitioned.

Sec. 16 Ensure that the garage is properly maintained and has adequate supplies of fuel and oil; that the required records of their use are accurate and current; and that the sidewalks and entrances about the department buildings are free from snow or defects.

Sec. 17 Ensure that the proper notation is made in the Administrative Control Log of every instance that he is absent from his post as the Duty Supervisor with the reason for his absence and the name of the officer relieving him.

Sec. 18 Be responsible for reviewing all Incident Reports required to be submitted during his tour of duty to insure that all are properly and accurately completed and shall sign each report in the area designated for his signature.