

HOUSE OFFICER

A. SUMMARY

1. The House Officer is a patrol officer attached to the Patrol Division and assigned to duty inside the Police Station. His/her duties and responsibilities are varied and many of them require specialized expertise and training.
2. He/she must be knowledgeable and experienced in handling the public and in the overall operations of the Department since he/she will be responsible for attempting to see that all individuals who come to the station for assistance are serviced to their satisfaction.
3. He/she must also know and understand all police dispatching and emergency situation procedures in order to help ensure the safety of officers assigned to the field and of the general public.

B. GENERAL DUTIES AND RESPONSIBILITIES

1. Assist in a courteous and efficient manner all persons who come to the station on business or for service. This assistance shall include: accepting and recording crime complaints; providing copies of reports and records; directing visitors to the person or persons they wish to see and providing information to the public as requested and if possible, according to established procedures, entering towed vehicles into the computer system, releasing towed vehicles.
2. Take down all necessary information and make out all necessary reports on crimes and incident which are telephoned in to the Department, and which do not require that a patrol officer be dispatched to the location or that the complainant come to the Station.
3. When necessary, in emergencies or periods of high workload, assist dispatch with calls for service and other patrol related functions.
4. Conduct all designated duties relating to the control of persons held in the holding facility in accordance with Department policies and procedures, including monitoring prisoners.
5. Fill all private details, when the Detail Sergeant is not available and all open shifts, in accordance with established Department procedures and any general or special orders.
6. The House Officer shall advise and update his/her relief of any pending police matters of importance or any other pertinent information before going off duty.

7. Fulfill any other duty or responsibility assigned by the Chief of Police and/or that is mentioned or outlines in the Brookline Police Department Policies and Procedures manual or Rules and Regulations.
8. From Special Order 2004-10, the House Officer working the last ½ shift will inspect the Medical kits and AED kits located in the Public Safety Building (booking room, fitness room and front desk).
9. The House Officer is responsible for visitors to the Public Safety Building. The House Officer shall verify and identify all visitors. The visitor shall be logged into the visitor log and given a visitor pass which they will display on their persons. The House Officer shall contact the appropriate individual and direct the visitor to their location.
10. The House Officer or designee made by the Commanding Officer shall conduct all designated duties relating to the control of Persons held in the holding facility in accordance with the departmental policies and procedures including monitoring prisoners, which is every half hour unless otherwise directed by the Commanding Officer-Platoon on Duty. When the House Officer makes a physical check of a prisoner(s), the check shall be recorded by the use of a proximity card.
11. At the beginning of each shift, the House Officer shall conduct a security check including a check for weapons and contraband in the prisoner cells and the holding area. These checks shall be conducted regardless of whether or not a prisoner is currently being house. These checks shall be recorded by swiping all on the Cell Block Check Form. Any unusual conditions found or observed should be reported immediately in writing to the Commanding Officer-Platoon on Duty.
12. Once a week a designated last half House Officer shall conduct a weekly Holding Facility Inspection Report and at least monthly a test of the Duress Alarm System shall be conducted. This form will be forward to the Accreditation Manager.
13. The House Officer shall be responsible for the receiving of packages. A log shall be kept that indicates the date and time the package was received, the House Officer shall sign that he or she received the package and contact the party the package is intended for. The person who picks up the package shall also sign off on when he or she received the package.
14. The House Officer, at the end of each tour of duty, shall print out the CAD activity report for the previous shift. This report should cover all calls with assigned case numbers.
15. The House Officer on the first half shift shall be responsible for assuring the front door of the Public Safety Building is secured at 2300 hrs.
16. Perform other duties as assigned by the Commanding Officer-Platoon on Duty or the Commanding Officer of the Patrol Division.