

OFFICER IN CHARGE

A. SUMMARY

An Officer in Charge is normally a ranking officer, Lieutenant or Sergeant, from the Department who has been designated by the Chief to command a shift. He/she is responsible for the immediate supervision and control of all officers under their command and is personally responsible for their efficiency and effectiveness as members of the Department.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Officer in Charge to:

1. Provide for the daily inspection by Patrol Supervisors of members assigned to patrol. Correct any non-compliance with departmental standards of uniform or equipment.
2. Provide for all significant changes in departmental rules, regulations, policies and procedures to be explained first at roll call and later by the Patrol Supervisors and copies distributed.
3. Coordinate the deployment and activities of Traffic and Patrol personnel.
4. Be responsible for the conduct of roll calls, dissemination of information and/or materials, and inspection of officers for only such equipment as has been authorized by the Chief of Police.
5. Ensure the proper use of radio procedures by all members under his or her command.
6. Ensure the efficient operation and maintenance of the Department's communications system and the personnel assigned to this function.
7. Periodically evaluate the adequacy of the communications equipment to meet the Department's needs. Report any inadequacy using current departmental procedures and recommend the procurement of needed equipment.
8. Ensure that inspections of motor vehicles and equipment are carried out and that the results of such inspections are properly reported as required by current departmental procedures.
9. Ensure that uniformed patrol personnel not use unmarked cars without the approval of the Chief of Police or his/her designee.

10. Provide for the security, cleanliness, and maintenance of the Station House and its equipment, during his or her tour of duty.
11. Ensure that the cells are kept well ventilated and clean and that all prisoners coming into or remaining in the Station House are treated fairly and in accordance with departmental rules and procedures.
12. Ensure that all persons coming into the Station House are treated courteously.
13. Ensure proper processing of all complaints by citizens.
14. Oversee the prompt and accurate entry of all official police business submitted into the police journal.
15. Ensure that the computer files are maintained.
16. Maintain the order and security of the Station House and the proper conduct of officers.
17. Oversee and direct officers who are assigned to desk duty.
18. Take special measures to ensure that the departmental procedures are carried out regarding the handling of lost, stolen or abandoned property or property required as evidence or take from a prisoner.
19. Examine for approval or disapproval all reports or records submitted. If approved, initial the report or record in the proper place. If disapproved, order the police officer to correct the deficiencies and resubmit the report or record.
20. Maintain proper record keeping of all officers that call out sick or report back to duty. Ensure next shift has proper manpower.
21. Be responsible for the care and handling of prisoners in accordance with departmental policies and procedures and the Massachusetts General Laws-Responsibilities include, but are not necessarily limited to, the following guidelines:
 - a. Examine each prisoner upon his or her arrival at the Station House for injuries. If any are found, record the fact in writing and submit the report to the Chief of Police (M.G.L. c. 276 s. 33). Determine whether any of the injuries were inflicted by a member of the Department. If they were, note such in the report.

Investigate the circumstances of the incident for possible disciplinary action and request the officer who inflicted the injury to submit a detailed report describing the incident. Forward such report to the Chief.

- b. If the prisoner requires medical attention, activate the emergency medical system, and, if necessary, have him or her conveyed to a hospital,
 - c. When a prisoner is unconscious for any cause, immediately attempt to restore consciousness. Activate the emergency medical system. Allow no unconscious person to be placed in a cell except with the approval of a physician.
 - d. Inform a prisoner charged with operating a motor vehicle while under the influence of alcohol of their rights as required by law. Afford them a reasonable opportunity to exercise their rights. Provide such person with a copy of their rights or give them an opportunity to read a posted copy of it. Inform them of the opportunity to the breathalyzer exam.
22. Oversee arrests of juveniles and immediately notify the parents and the Probation Office; if there is no parent, the guardian or person with whom the juvenile resides and the Probation Office (M.G.L. c. 119 s. 67).
23. See that any person, including a juvenile, arrested for a felony or misdemeanor is fingerprinted and photographed. Also, have palm prints taken of arrestee.
24. Be responsible for ensuring the prompt and effective service of all summonses, court orders, subpoenas, warrants and other official documents forwarded by proper authority and have them recorded properly.
25. When a female is brought into the Station House under arrest, ensure that departmental procedures surrounding the handling of female prisoners are followed.
26. Oversee the booking process. If an arrested person has been taken directly to a hospital and is remaining there, notify the hospital and see that proper booking procedures are carried out at the hospital.
27. Inform any prisoner upon his or her being booked of his or her right to use the telephone (M.G.L. c. 276 s. 33A)
28. Oversee the bonding procedures and release of prisoners on bond.

29. Designate work assignments in conjunction with the Chief of Police or his/her designee.
30. Inform the relieving officer of all police business that is pending or would otherwise be of interest or important to him or her.
31. Perform other duties as may be assigned by the Chief of Police.