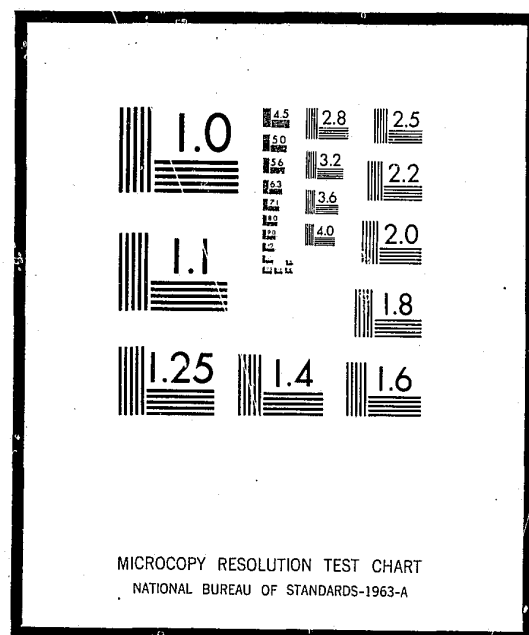


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POLICE RESPONSIBILITIES
POLICE
GAINESVILLE (FL)

ANNOTATION:
NEW STRUCTURAL PATTERNS FOR PROVIDING POLICE SERVICES FOR GAINESVILLE FLORIDA ARE PROVIDED.

ABSTRACT:
THE DUTIES AND RESPONSIBILITIES OF THE CHIEF OF POLICE, PATROL DIVISION, AUXILIARY SERVICES DIVISION, INVESTIGATIONS UNIT, AND THE YOUTH AND WOMENS UNIT ARE OUTLINED AND THE NEW ORGANIZATION MANUAL IS PRESENTED.

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PART II
PROPOSED DEPARTMENTAL ORGANIZATION
MANUAL

prepared for

Gainesville Police Department
Gainesville, Florida
William D. Joiner
Chief of Police

prepared by

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May 1969

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Index as: Department Organization
 Organization of Department
 Re-organization of Department

DEPARTMENT ORGANIZATION MANUAL

I. PURPOSE

The purpose of this order is to establish a functional organization pattern under which the Gainesville Police may discharge its numerous responsibilities most effectively. The new structural pattern will also provide for broader and more effective career programming and personnel development.

II. ORGANIZATION

The new organization of the Gainesville Police Department is as follows:

A. OFFICE OF THE CHIEF OF POLICE

Community Relations Unit

Planning and Research Unit

B. PATROL DIVISION

1st Shift

2nd Shift

3rd Shift

Tactical Unit

Traffic Specialist Unit

C. AUXILIARY SERVICES DIVISION

D. STAFF AND INSPECTION DIVISION

E. INVESTIGATIONS UNIT

F. YOUTH AND WOMEN'S UNITS

III. ORGANIZATION MANUAL

The following pages present in narrative and illustrative form the new organization manual for the Gainesville Police Department.

IV. REFERENCES:

The following chapters and paragraphs of the Duty Manual are rescinded:

Chapter II, Paragraphs 200 through 212.16

The superceded portions are to be destroyed and the attachments substituted.

V. CANCELLATION:

Special Order 69-1, dated 14 January, 1969, is rescinded.

VI. EFFECTIVE DATE:

This General Order is effective _____.

By Order of:

William D. Joiner
Chief of Police

WDJ/bdh

Distribution:

"A"
"B"

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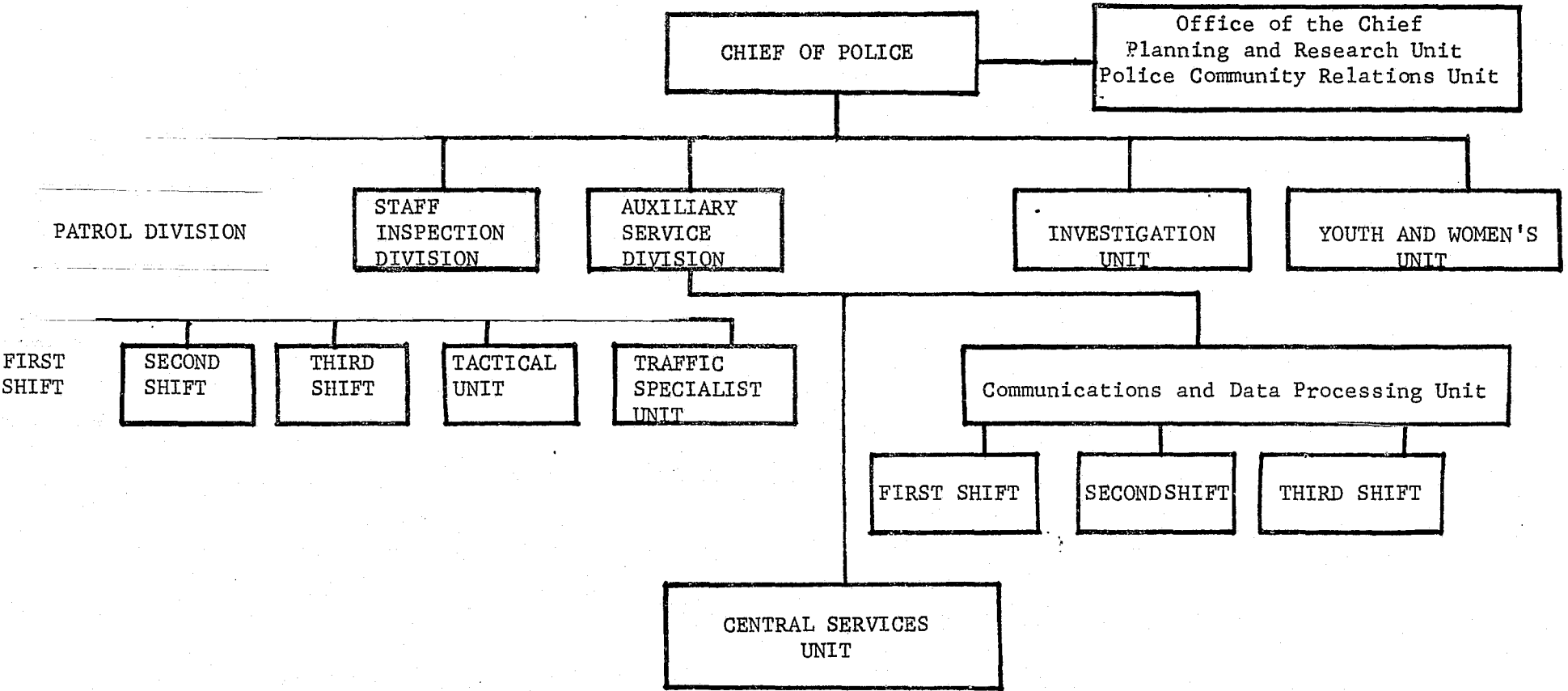
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PROPOSED STRUCTURAL ORGANIZATION



GAINESVILLE, FLORIDA POLICE DEPARTMENT

CHAPTER II

200. Chief of Police

.1 Duties and Responsibilities

- (a) He is the chief administrative officer of the Department. He is, in the final analysis, responsible for what the Department accomplishes or fails to accomplish.
- (b) He shall have control of the assignments, stationing, and transfer of all police officers and civilian employees in the Department.
- (c) He shall promptly execute all directives of the City Manager and issue such orders to the Police Department as may be required for their proper execution.
- (d) He shall organize, direct, and control all resources of the Department for the most efficient discharge of its duty to preserve the peace, protect persons and property, and obey and enforce all ordinances of Gainesville, Florida, and all criminal laws of the State of Florida and the United States of America.
- (e) He shall develop the organizational structure of the Department in accordance with professional standards and, by consideration of sound management techniques and principles, integrate related activities under the control of intermediate supervisors. He shall hold them accountable for effective conduct of such activities.
- (f) He shall plan and execute a police service program designed to prevent and repress crime, apprehend and prosecute offenders, recover and return property, and regulate certain non-criminal conduct. He shall modify the program to combat current trends as revealed by analysis of records and reports.
- (g) He shall see that the Department has acceptable standards and procedures for recruitment, selection, and promotion of Department employees and shall require the preparation and maintenance of detailed manuals of procedure for each independent division or unit by the respective commanding officer of each element.
- (h) He shall work for the enactment and strengthening of laws and ordinances for the restraint of criminal activities.
- (i) He shall cause an adequate and progressive program of employee training to be organized and conducted.

- (j) He shall formulate techniques for recognizing outstanding performance by Department employees.
- (k) He shall continually strive to improve employee working conditions in order to achieve maximum efficiency and morale.
- (l) He shall establish and maintain high ethical standards for Department personnel and exercise the vigilance necessary to sustain observance of such standards.
- (m) He shall at all times inform himself of the affairs of the Department and be assured that the duties of his subordinates are properly discharged.
- (n) He shall visit and cause to be visited at irregular and unannounced times all Department divisions, units and other elements for inspection of the efficiency and effectiveness of operation. When unsatisfactory conditions are found, he shall refer them to the appropriate commanding officer for corrective action.
- (o) He shall exercise general supervision and inspection of all public places within the City and cause the laws and ordinances concerning them to be obeyed.
- (p) He shall develop and conduct a sound program designed to earn public confidence and shall interpret police policies and objectives to Department personnel, the press, and the public.
- (q) He shall maintain suitable, productive relationships between the Department and other governmental agencies and with private organizations, especially those concerned with traffic, crime prevention, and the administration of justice.
- (r) He shall submit required reports to the City Manager in such form and detail as to clearly depict conditions and police action, including the annual report which adequately presents the problems, services, and activities of the Police Department.
- (s) He shall insure prompt reporting to other City agencies of any important matter falling within their jurisdiction.
- (t) He shall utilize his staff officers (captains and lieutenants), representative of the Department's elements, to function as an executive council. He shall conduct periodic meetings of this staff to discuss and resolve current problems, establish policy, disseminate information, and as a command training vehicle.
- (u) He shall maintain an active alliance with professional police authorities and participate in programs for the mutual improvement of proficiency in combating crime and traffic problems.

- (v) He shall develop or adopt new techniques to improve the Department's effectiveness in the discharge of primary police obligations.
- (w) He shall establish and supervise a program of experience analysis and continued planning in preparation for the development of facilities to fulfill prospective requirements.
- (x) He shall supervise the preparation and presentation of a realistic annual budget estimate, but will rely on command officers for assistance in its preparation.
- (y) He shall administer the Department's fiscal affairs in a manner calculated to convert available resources into optimum effective police service, economically employed, in areas of demonstrable need.
- (z) The Chief of Police shall be required to certify to the correctness of all bills incurred by the Department.
- (aa) The Chief of Police shall be the custodian of all property coming into the possession of the Police Department and shall be accountable for all such property delivered into his custody and shall be responsible for the safekeeping, proper disposition and accurate record of same. He shall see that all property is returned to its lawful owners when no longer needed by the Department.

.2 Office of the Chief of Police. The Office of the Chief of Police shall consist of the Police Community Relations Unit and the Planning and Research Unit, and other law enforcement and civilian personnel as required to enable the Chief to perform his duties.

(A) Community Relations Unit

- (1) Duties and Responsibilities. The Community Relations Unit is charged with the administration of the Department human relations program and the gaining of support for police policies and activities. The Unit's responsibilities include, but are not limited to:
 - (a) Examining all police policies and procedures and their probable or ascertained impact upon the community and the police.
 - (b) Developing and recommending, in cooperation with the Planning and Research Unit, new or amended policies and procedures when necessary to improve departmental relations with the community.
 - (c) Observing all phases of the Department's operations to gain insight into the strengths and weaknesses of policies and procedures in their actual execution.

- (d) Acting in a staff capacity to and maintaining liaison and working with police-community relations groups, councils, or committees or other groups involved in police-community relations.
- (e) Serving as a means of communication between the public, its various components, and the police.

- (2) Community Relations Unit Commander. The Unit Commander shall be responsible for all matters pertaining to the duties and conduct of all personnel assigned to his command. His duties shall include, but are not limited to, the following:
 - (a) His administrative duties shall include planning, organizing and directing the activities of assigned personnel and maintenance of harmonious relationships with other police units and allied agencies.
 - (b) He shall exercise authority commensurate with his responsibility and be accountable directly to the Chief of Police.
 - (c) He shall promptly obey and transmit all orders of the Chief, insuring uniform interpretation and full compliance.
 - (d) He shall maintain hours of duty in accordance with the needs of his Unit, but he shall be available for duty at all times in case of special need or emergency.
 - (e) He shall familiarize himself with administrative policy and execute the service program within his area of responsibility.
 - (f) He shall examine, or cause to be examined, assignment sheets, time reports, and all other reports concerning personnel under his command as necessary to insure their proper deployment, supervision, and control.
 - (g) He shall be diligent in enforcing the observance of high ethical standards in the operations and conduct of unit personnel.
 - (h) He shall collaborate with other unit and division heads and staff officers for the purpose of:
 - i. Organizing and conducting a progressive program of personnel training.
 - ii. Improving working conditions for optimum efficiency and morale.
 - iii. Adequately recognizing outstanding personnel performance.
 - iv. Improving efficiency and cooperation in areas of common responsibility.

- v. Advancing a sound Departmental program for earning community confidence and support.
- (i) He shall systematically investigate all cases of alleged misconduct by unit personnel, except when a complaint is registered by an outside source, preparing reports and representing the Unit at examinations and hearings when required.
- (j) He shall at all times inform himself of the affairs of his Unit and be assured that the duties of his subordinates are properly discharged.
- (k) He shall, at irregular and unannounced times, inspect his command for its status of readiness, efficiency and effectiveness of operation, and the quality of supervision and on-the-job training, conformity with regulations and orders, and initiate corrective action or disciplinary measures where indicated.
- (l) He shall submit to the Chief of Police, in prescribed form and detail, such reports as may be required to accurately reflect the problems, services, and activities of the Unit.

.3 Community Relations Unit

- (a) Community relations personnel are directly accountable to the Community Relations Unit Commander.
- (b) The Unit shall be responsible for the administration of the Department human relations program.
- (c) The Unit shall endeavor to promote better understanding between police officers and persons of minority groups.
- (d) The Unit shall strive to be conscious and aware of changes in attitudes of minority groups toward police officers and shall make known to the Chief of Police such changes.
- (e) The Unit shall be responsible for supervision of human relations training for members of the Department and shall keep the Department informed of member-related problems of attitude and behavior within the scope of its activities.
- (f) The Unit shall be cognizant of the general public's attitude toward the Police Department and constantly strive to improve the public-police relationship in order to make the police operation more effective.

- (g) The Unit shall provide or arrange for personnel to speak before, and work with, groups interested in improving relations between members of the Department and the remainder of the community.
 - (h) The Unit shall write and prepare materials for publication and distribution to members of the Department to illustrate methods by which police officers can improve and contribute to the human relations program and true cooperation and consideration of others in police-community dialogue.
 - (i) The Unit shall gain support for police policies and objectives and win friendly citizen cooperation in departmental programs in order to facilitate the accomplishment of police tasks and goals.
 - (j) The Unit shall strive to evaluate public opinion and attitudes with respect to the policies, programs, and activities of the Department.
 - (k) The Unit shall plan and execute programs designed to keep the public properly informed, to gain public support, and instruct the public in crime and accident prevention activities and participation.
 - (l) The Unit shall administer the Department program for providing qualified officers to speak to interested groups about police and traffic safety subjects.
 - (m) The Unit shall arrange for and conduct tours and/or demonstrations of police facilities and/or methods for interested groups.
 - (n) The Unit shall prepare and maintain posters, exhibits, and other displays to keep the public informed about operations of the Department.
 - (o) The Unit shall establish and maintain liaison with school authorities, parent-teacher organizations, and representatives of local safety organizations and cooperate with the Traffic Specialist Unit in the development and administration of safety education programs.
- (B) Planning and Research Unit
- (1) The Planning and Research Unit Commander is directly accountable to the Chief of Police.
 - (2) The Unit shall have the basic responsibility for staff work essential to the development of departmental policies, programs and procedures, including proofing of general, special and personnel orders and memorandums.

- (3) The Unit shall serve in a staff capacity to other elements of the Department by completing and consolidating into standard departmental programs and procedures those planning projects initiated by them where possible.
- (4) The Unit shall be responsible for budget development, control and continuing analysis of budget use.
- (5) The Unit shall analyze crime and traffic data and provide information which will enable an effective focus of police effort according to current needs.
- (6) The Unit shall design, approve, and control all departmental forms.
- (7) The Unit shall survey and make recommendations relative to material and equipment contemplated for Department use.
- (8) The Unit shall conduct surveys, studies, and other detailed analyses, and make recommendations concerning efficient utilization of existing manpower, equipment, and facilities.
- (9) The Unit shall draft Department orders, bulletins, memoranda, and manuals and, upon approval, provide for their publication.
- (10) The Unit shall provide for the compilation and preparation of the Department's annual activity report and other reports necessary for effective management practices.
- (11) The Unit shall conduct follow-up analyses of plans previously adopted and currently operational and evaluate results for the purpose of making adjustments and improvements where necessary.
- (12) The Unit Commander shall assume the additional responsibilities as administrative assistant to the Chief of Police:
 - (a) He shall be responsible for relieving the Chief of many of the various administrative details of his office as directed by the Chief.
 - (b) He shall draft and supervise preparation of study reports relating to finance, policy, and other areas of special need.
 - (c) He shall meet with division and unit commanders to impart or receive information and discuss specific operational problems.

- (d) He shall receive and prepare official replies to inquiries, suggestions, and complaints which are received by mail, telephone, and personal visits from the general public, civilian and other organizations, and other governmental units.
- (e) He shall analyze activities within the Department for the purpose of managerial action designed to improve economy, efficiency, or improvement in general.
- (f) He shall attend meetings with various boards and commissions interested in the improvement of department policy and operations.
- (g) He shall perform such other duties as required by the Chief of Police or for the good of the service.

201. Command and Supervisory Personnel

- .1 In accordance with applicable sections of this Manual, and as otherwise directed by the Chief of Police, the general command and supervision of personnel shall be the duty and responsibility of those persons officially so designated by the Chief of Police, as provided for herein.
 - .2 Responsibilities and duties of command and supervisory personnel are delineated below. They shall:
 - (a) Exercise authority commensurate with their responsibility.
 - (b) Be considered a part of the Department's administrative staff and shall function on behalf of management.
 - (c) Take proper police action concerning any violation of the law committed in their sight or reported to them, for they are always policemen.
 - (d) Exercise authority with firmness and impartiality and under no circumstances permit personal attitudes to influence decisions.
 - (e) Support the philosophy that the people of the City are entitled to the highest level of police service the Department can provide and direct the efforts of their commands accordingly.
 - (f) Set an example for all subordinates in sobriety, dignity, courtesy, discretion, skill, diligence, and the observance of proper discipline.
 - (g) Be diligent in obtaining the observance of high ethical standards in the performance and conduct of personnel under their commands.
 - (h) Promptly obey and transmit all legitimate orders of higher authority, insuring uniform interpretation and full compliance, and convey both the intent and spirit of orders and directives.
 - (i) Perform such administrative duties as necessary, including planning, organizing, and directing the activities of their commands.
 - (j) Establish the required details and assignments necessary to carry out the functions of the Department within their respective areas of responsibility and shall be guided in the assignment of personnel by the complement available for assignment and the necessity for assigning personnel where they are needed.
 - (k) Maintain a harmonious relationship with other elements of the Department, allied agencies, and the public.
- (l) Assist in the administration of departmental programs for training personnel, improving working conditions for optimum efficiency and moral, using personnel records and performance ratings for individual guidance and improvement, recognizing outstanding personnel performance, improving efficiency and cooperation in areas of common responsibility, advancing a sound departmental program for earning community confidence and support, and the proper and economical use of Department property and equipment.
 - (m) Keep informed of the affairs of their commands at all times and be assured that the duties of subordinates are properly discharged.
 - (n) Maintain records enabling objective performance evaluations for personnel under their command.
 - (o) Sustain the actions of a subordinate when he is acting properly and within his rights.
 - (p) Support supervisory subordinates by taking appropriate action whenever the subordinates are conscientiously exercising their disciplinary responsibilities.
 - (q) Investigate, or cause to be investigated, all cases of alleged misconduct by personnel of their commands, taking appropriate action or making appropriate recommendations according to established procedures.
 - (r) Avoid, insofar as circumstances allow, censuring a subordinate in the presence of others.
 - (s) Submit to their respective superiors, in prescribed form and detail, such reports as may be required to accurately reflect the problems, services, and activities of their command.
 - (t) Continuously update their knowledge through formal classroom training, education and independent study of professional journals, books and other publications.
 - (u) Prepare, or cause to be prepared, and submit for staff review and comment by the Planning and Research Unit and approval by the Chief of Police, a comprehensive and up-to-date manual of procedures concerning each of the various operations of each division and unit. They shall be responsible for the continuing revision of manuals for the contained elements of each lower echelon of their own command.
- .3 The proper function of a commander or supervisor is to direct the efforts of others. The degree of his success shall be determined by the performance of his subordinates, not his personal productivity.

.4 Line and staff command responsibilities include the following

- (a) Commanding and supervisory officers accountable for primary police functions will exercise line, or direct authority, over all subordinates engaged in the performance of those functions.
- (b) Staff commanders and supervisors will exercise direct line authority over subordinates in their respective elements only and staff supervision of the performance of line employees in areas of mutual interest.
- (c) The exercise of staff supervision should not violate the principles of unity of command. Whenever a correction is to be made, it must be through the supervisor in command of the operation which requires correction. Except in the following situations, a staff supervisor should not issue direct orders to a subordinate who is operating under the command of a line supervisor:
 - (1) Emergencies demanding immediate action to save life or prevent injury, to avoid jeopardizing the Department's reputation, or those tending to interfere with the accomplishment of the police purpose.
 - (2) Routine dispatching or the giving of orders by a staff officer by authority of one who has line responsibility.
- (d) A staff supervisor shall report failure in the performance of duty of any line personnel to the commander or supervisor of the element involved and to his own immediate superior.

202. Patrol Division

- .1 Duties and Responsibilities. The Patrol Division is the major line element of the Police Department and is charged with performing all primary police functions, including the
 - (a) Protection of life and property.
 - (b) Prevention and suppression of criminal activity and disturbances.
 - (c) Recovery and return of stolen and lost property.
 - (d) Apprehension of offenders and assistance in their prosecution.
 - (e) Prevention of accidents and the regulation of traffic.
 - (f) Preservation of the peace.
 - (g) Provision of called-for services required for the good of the community.

It must be recognized that other operating elements of the Police Department are necessary and justified only to the extent that the Patrol Division requires their assistance to achieve its objectives. The more effective the Patrol Division, the less need there is for other more specialized elements.

- .2 Organization To facilitate the accomplishment of its purpose, the Division is organized into Shifts, Zones, Beats and is assisted by the Tactical Unit and the Traffic Specialist Unit.

Patrol Division Commander The Patrol Division Commander shall be responsible directly to the Chief of Police for all matters pertaining to the operation of all elements of his command. His duties and responsibilities include, but are not limited to, the following:

- (a) His administrative duties shall include planning, organizing, and directing the activities of assigned personnel and maintenance of harmonious relationships with other police elements and allied agencies.
- (b) He shall serve as acting Chief of Police in the absence of the Chief.
- (c) He shall promptly obey and transmit all orders of the Chief of Police, insuring uniform interpretation and full compliance.
- (d) He shall maintain hours of duty in accordance with the needs of his Division, but he shall be available for duty at all times in case of special need or emergency.
- (e) He shall familiarize himself with administrative policy and execute the service program within his area of responsibility.

- (f) He shall be responsible for the examination of reports for conformity with prescribed procedures for complete, accurate, honest, and timely investigation and reporting, returning improper or incomplete reports in reverse order through original channels of communication for remedial and/or corrective action.
- (g) He shall analyze data concerning crime and other incidents, using the facilities of the Planning and Research Unit to assist him in the development and utilization of resources and direction of operations through the use of intelligence and statistical or analytical data necessary for such decisions.
- (h) He shall examine, or cause to be examined, assignment sheets, time reports, and other reports concerning personnel under his command as necessary to insure their proper deployment, supervision, and control.
- (i) He shall be diligent in enforcing the observance of high ethical standards in the operations and conduct of Division personnel.
- (j) He shall collaborate and cooperate with other division and second unit heads and staff officers for purposes of:
 - 1) Organizing and conducting a continuing progressive program of personnel training and development.
 - 2) Improving working conditions for optimum employee efficiency and morale.
 - 3) Adequately recognizing outstanding personnel performance.
 - 4) Improving the quality of performance in areas of common responsibility.
 - 5) Advancing a sound program for earning community confidence and support.
- (k) He shall insure legal and civil treatment and the protection of the rights of all persons within the scope of police authority and shall systematically investigate all cases of alleged misconduct by Division personnel, preparing reports and representing the Division at examinations and hearings when required.
- (m) He shall at all times inform himself of the affairs of his Division and be assured that the duties of his subordinates are properly discharged.
- (n) He shall, at irregular and unannounced times, visit all components of his command, inspecting them for their respective status of readiness, efficiency and effectiveness of operation, quality of supervision and on-the-job training, and conformity with regulations and orders, initiating corrective action or disciplinary measures where indicated.

- (o) He shall exercise general supervision and inspection of all public places within the City and cause the laws and ordinances pertinent to their operation to be obeyed by those means necessary, but with emphasis upon voluntary compliance through education and guidance of the public.
 - (p) He shall familiarize himself with Departmental administrative policy and execute the service program within his area of responsibility, including the:
 - 1) Inspection of public and commercial amusement places.
 - 2) Investigation of conditions adversely affecting the health and welfare of the community.
 - 3) Administration and enforcement of all laws, ordinances, and regulations, including primary responsibility for the control or suppression of illicit traffic in liquor, narcotics, gambling, and prostitution through alert and aggressive patrol force action.
 - 4) Suppression and control of devices or activities having a gambling potential.
 - (q) He shall submit to the Chief of Police, in prescribed form and detail, such reports as may be required to accurately reflect the problems, services, and activities of the various units in the Division.
 - (r) He shall insure prompt reporting to proper authorities of any instances of negligence, violation of law, or other matter falling within the jurisdiction of any other city, state, or federal agency.
 - (s) The Division shall serve warrants and other legal papers and execute the required returns in all cases where a Division member is or may be assigned to the related case in an active status, though assistance may be requested of other elements. Out-of-jurisdiction warrants for offenses normally handled by the Division will be served by the unit which has primary responsibility for the type of offense specified in the warrant.
- .3 Shift Commanders. A commanding officer assigned as a Shift Commander shall be responsible for the efficient operation of the Patrol Division and assigned personnel throughout the City during his assigned shift or tour of duty. His duties and responsibilities include, but are not limited to, the following:
- (a) He shall be directly accountable to the Patrol Division Commander.
 - (b) He shall control and direct the activities of his shift through direct supervision, guidance, and leadership of the Zone Sergeant of the shift so that the missions of the Department and the Division will be accomplished.

- (c) He shall familiarize himself with departmental administrative policy and execute the service program within his area of responsibility, providing for:
- 1) Protection of life and property.
 - 2) Prevention and suppression of criminal activity and other disturbances.
 - 3) Recovery and return of stolen and lost property.
 - 4) Apprehension of offenders and assistance in their prosecution.
 - 5) Prevention of accidents and the regulation of traffic.
 - 6) Preservation of the peace.
 - 7) Enforcement of regulatory measures.
 - 8) Other service to the public as requested or as necessary.
- (d) He shall assist the Patrol Division Commander in the interpretation and analysis of crime and incident data and shall make appropriate recommendations.
- (e) He shall, subject to approval of the Patrol Division Commander, assign personnel under his command to most effectively meet the requirements of the service program.
- (f) He shall, when beginning a tour of duty, secure all information pertinent to the proper conduct of business from the preceding Shift Commander and at the conclusion of his tour impart such information to his relieving Shift Commander.
- (g) He shall make frequent and continuing inspections during his tour of duty to observe conditions, efficiency, and effectiveness of operations, and conformity with regulations and orders, initiating necessary corrective action and providing leadership for subordinates.
- (h) He shall be alert to the need for improved patrol techniques and submit recommendations to the Patrol Division Commander.
- (i) He shall avail himself of the service and resources of other Department elements in order to achieve common objectives.
- (j) He shall cause general supervision and inspection of all public places within the City and cause the laws and ordinances pertinent to their operation to be enforced.
- (k) He shall insure civil treatment and the protection of the rights of all persons within the scope of police authority.

- (l) He shall take personal charge of any unusual event or grave crime occurring during his tour of duty. In case of riot or other emergency, he shall immediately proceed to the scene and direct the protection of life and property and preservation of the peace.
- (m) He shall take timely action to prevent violence or disorder arising from group tensions, unlawful assemblies, or strikes.
- (n) He shall provide for continued training and improvement of probationary patrolmen assigned to his command and shall cause a monthly performance evaluation report to be prepared and submitted for each.
- (o) He shall cause all personnel under his command to be inspected at the beginning of their tour of duty to insure proper appearance and fitness for duty. Additionally, he shall, at least once each month, unless otherwise prescribed by his superior, conduct an unannounced general inspection of the entire complement of personnel assigned to his command, together with all automotive and other equipment assigned to their use. He shall submit a written report of the inspection to the Patrol Division Commander setting forth the results and such appropriate recommendations for the betterment of the service as he may deem necessary and proper.
- (p) He shall administer programs providing for fleet and personnel safety within the area of his responsibility, exerting every effort toward reduction of hazards and accidents.
- (q) He shall regulate his command so that at all times when he is absent it shall be under the supervision of a competent commander designated by him.
- (r) He shall be responsible for the conduct and activity of sergeants under his command in guiding and directing the patrol force and assuring that adequate preventive patrol is accomplished.
- (s) He shall, subject to approval of the Division Commander, assign personnel under his command to most efficiently meet the requirements of the service program.
- (t) He shall be alert to the development of community tensions of various types, and provide for prompt remedial or corrective action, necessary notification of superiors, and instruction and guidance of subordinates.
- (u) He shall be active in instructing and directing subordinates in the discovery and suppression of illicit traffic in liquor, narcotics, gambling, and prostitution and shall be considered responsible for such activities within his assigned work area.

- (v) He shall be sensitive to the conduct of youths and young adults and the existence of hazards affecting them, leading subordinates in delinquency control efforts.
- (w) He shall be aware of the development of potential hazardous or congested traffic situations and provide instruction and direction to subordinates in the enforcement of laws and ordinances and the relief of conditions interfering with the safe and expeditious movement of vehicular and pedestrian traffic.
- (x) He shall provide necessary aid and guidance to subordinates in the preparation of cases for prosecution and proper presentation of those cases in court.
- (y) He shall examine reports submitted by his subordinates for conformity with approved procedures, referring improper or incomplete reports in reverse order through original channels for remedial or corrective action.
- (z) He shall inspect, or cause to be inspected, all personnel under his command at the beginning of their tour of duty to insure proper appearance and fitness for duty. He shall also conduct, or assist the Division Commander in conducting a general inspection of personnel and equipment at least once each month.

4 Patrol Sergeants A patrol sergeant shall be responsible to his Shift Commander for the efficient operation of his command in conformity with established policies and procedures. His duties and responsibilities include, but are not limited to, the following:

- (a) He shall, under the direction of his Shift Commander, plan, organize, and direct activities within his section.
- (b) He shall exercise authority commensurate with his responsibility and be accountable to his Shift Commander.
- (c) He shall promptly obey and transmit all legitimate orders of higher authority, insuring uniform interpretation and full compliance.
- (d) He shall familiarize himself with administrative policy and execute the service program within his area of responsibility, providing for:
 - 1) Protection of life and property.
 - 2) Prevention and suppression of criminal activity and disturbances.
 - 3) Recovery and return of stolen and lost property.
 - 4) Apprehension and assistance in the prosecution of offenders.
 - 5) Prevention of accidents and the regulation of traffic.

- 6) Preservation of the peace.
- 7) Other services to the public as requested or as necessary.
- (e) He shall be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel under his command.
- (f) He shall set an example for all subordinates in sobriety, dignity, courtesy, discretion, skill, diligence, and the observance of proper discipline.
- (g) He shall insure civil treatment and the protection of rights of all persons coming within his scope of police authority.
- (h) He shall, under the direction of his Shift Commander, assist in the administration of the Department's programs for:
 - 1) Improving working conditions for optimum efficiency and morale.
 - 2) Using personnel records and performance ratings for individual guidance and improvement.
 - 3) Improving efficiency and cooperation in areas of common responsibility.
 - 4) Advancing a sound program for earning community confidence and support.
 - 5) Providing for the proper and economical use of department property and equipment.
- (i) He shall, when beginning a tour of duty, secure all information pertinent to the proper conduct of business from the patrol sergeant going off duty and, at the conclusion of his tour, impart such information to his relief.
- (j) He shall assemble personnel under his command, except school crossing guards, for roll call and pre-tour briefing, inspect them for proper appearance and fitness for duty, and provide them with the necessary information and materials for the proper performance of their duties.
- (k) He shall be responsible for the proper appearance, conduct, and performance of patrol and other police duties of the patrolmen and school crossing guards assigned to the zone under his command.
- (l) He shall conduct weekly formal inspection of personnel and equipment under his command, promptly correcting and reporting defects and shortages to his Shift Commander.
- (m) He shall make prescribed reports and keep records necessary to the effective and efficient operation of his command.

- (n) He shall devote the maximum possible time to observation and inspection of patrol operations within his zone, noting deficiencies in methods of operation and performance of subordinates, and making appropriate corrections and recommendations, always exercising a high degree of leadership.
- (o) He shall insure that subordinates engage in aggressive preventive patrol.
- (p) He shall become thoroughly acquainted with the capabilities of his subordinates and impartially report, in writing, to his Shift Commander every case of misconduct, incompetence, neglect of duty, and serious or repeated violations of the rules and regulations.
- (q) He shall be alert for and evaluate training needs and deficiencies and submit appropriate recommendations to his Commander.
- (r) He shall assist the Shift Commander in the interpretation and analysis of crime and incident data and shall make pertinent recommendations.
- (s) He shall promote fleet and personnel safety within his area of responsibility, exerting every effort toward reduction of hazards and accidents.
- (t) He shall investigate all incidents of damage or neglect to Department vehicles and equipment under his command, complete prescribed reports, and take necessary corrective or remedial action.
- (u) He shall support an effective field effort by requiring the expeditious transaction of necessary business at the police facilities by his subordinates. He shall himself remain in the field except when absolutely necessary to do otherwise.
- (v) He shall exercise general supervision and inspection of all public places within his sector and cause the laws, ordinances, and regulations pertinent to their operation to be enforced.
- (w) He shall instruct and direct subordinates in the discovery and suppression of illicit traffic in liquor, narcotics, gambling, and prostitution.
- (x) He shall instruct and direct subordinates in investigations and in effective case preparation and presentation.
- (y) He shall examine reports written by subordinates to insure accuracy, neatness, proper content, and conformity with established reporting procedures, referring incorrect and incomplete reports back to the subordinate for correction and providing the indicated remedial instruction.

- (z) He shall initiate recommendations for commendations to adequately recognize outstanding performance of subordinate personnel.
 - (aa) He shall observe the conduct of youths and young adults, report conditions conducive to delinquency, and lead subordinates in delinquency control efforts.
 - (bb) He shall observe traffic conditions and situations, instructing and directing subordinates on the enforcement of laws and ordinances and in the relief of conditions interfering with the safe and expeditious movement of vehicular and pedestrian traffic.
 - (cc) He shall train and assist probationary patrolmen assigned to his command and shall submit written monthly evaluation reports concerning their abilities, deficiencies, and progress.
 - (dd) He shall not establish a fixed time and location schedule for meeting his subordinates.
 - (ee) He shall take proper police action concerning any violation of the law committed in his sight or reported to him, for he is always a policeman.
 - (ff) He shall be responsible for answering radio calls unless marked out of service by the Communications Center. He shall respond to radio calls for assistance to other officers or for emergency police service calls and may be assigned as the responsible investigating officer by the Communications Center.
 - (gg) He shall respond with patrol beat officers to calls in his area of responsibility which appear to be of major proportion and to fires in areas where traffic may become congested, and shall take appropriate action.
 - (hh) Repeated complaints by members or non-members regarding poor performance of duty or any other misconduct of the subordinates of a patrol sergeant shall render that sergeant liable for a charge of neglect of duty if he has not previously taken necessary action and/or brought the situation to the attention of his Shift Commander.
- .5 Patrolmen A patrolman shall be responsible for the efficient performance of his duties in conformity with the policies and procedures of the Department. His duties and responsibilities include, but are not limited to, the following:
- (a) He shall exercise authority consistent with the obligations imposed by his oath of office and be directly accountable to his assigned supervisor, promptly obeying all legitimate orders.
 - (b) He shall maintain harmonious relationships with his associates by courteous and considerate demeanor, guarding himself against envy, jealousy, or other unfriendly feeling, and refraining from all careless communications to their discredit.

- (c) He shall coordinate his efforts with those of other members of the zone, shift, or other Department elements so that their teamwork may insure continuity of purpose and optimum achievement of service program objectives.
- (d) He shall communicate to his superiors and to his co-workers all information he may obtain which is pertinent to the achievement of common objectives, including, when applicable, the supervision and guidance of school crossing guards or other civilian members of the Department.
- (e) He shall be subject to recall at any time in case of special needs or emergencies. Ordinarily his hours of duty will be established by his superiors. He shall respond punctually to all of his assignments.
- (f) A patrolman shall be responsible to his supervisor, within his assigned patrol beat, for:
 - 1) Protection of life and property.
 - 2) Prevention and suppression of criminal activity and disturbance.
 - 3) Recovery and return of stolen and lost property.
 - 4) Apprehension and assistance in the prosecution of offenders.
 - 5) Prevention of accidents and the regulation of traffic.
 - 6) Preservation of the peace.
 - 7) Other services to the public as requested or necessary.
- (g) He shall conduct himself in accordance with ethical standards, both on and off duty.
- (h) He shall, by continual study and research, be familiar with techniques and ideas designed to improve police performance.
- (i) He shall assist in the department programs for:
 - 1) Improving efficiency and cooperation in areas of common responsibility.
 - 2) Advancing the departmental program for earning community confidence and support.
 - 3) Proper and economical use of departmental property and equipment.
- (j) He shall acquire and record information concerning events that have taken place since his last briefing and be attentive to instructions.

- (k) He shall report for duty physically fit, mentally alert, neatly and properly groomed, and with prescribed uniform and equipment.
- (l) He shall, unless otherwise ordered, report to his superior for inspection, instruction, and dismissal at the conclusion of his tour of duty.
- (m) He shall record his activity during his tour of duty in the prescribed manner.
- (n) He shall supervise and inspect all public places and activities within his assigned area and enforce all laws, ordinances, and regulations concerning their operation.
- (o) He shall devote the maximum possible time to the performance of his basic duties, remaining in substations or other police facilities only when necessary.
- (p) Before beginning his tour of duty, he shall inspect the vehicle assigned to him and report any damage or deficiency. He shall not operate any vehicle which is legally not fit or unsafe for use.
- (q) During his tour of duty, he shall use the vehicle assigned to him in the most safe and economical manner, avoiding hazardous or careless operation, as prescribed elsewhere in the Departmental Manual.
- (r) He shall promptly report, on prescribed forms, all accidents involving the vehicle assigned to him or any vehicle he is using, operating, or causing to be towed or impounded.
- (s) He shall maintain his arms and equipment in a functional, presentable condition, promptly correcting and reporting defects to his supervisor.
- (t) He shall complete and submit reports of crimes, motor vehicle accidents, and other incidents in conformity with established procedures.
- (u) When assigned to desk duty, he shall diligently perform the duties necessary to efficient, effective, and economical operation.
- (v) He shall receive, serve, and prepare returns on citations, writs, and documents, providing information to enable subsequent service if unable to serve them personally.
- (w) He shall exert every effort to satisfy the needs of citizens requesting service, assistance, or information, and courteously explain any instance where jurisdiction does not lie with the Police Department, suggesting procedures to be followed, and assisting further if the citizen is ill, confused, illiterate or unable to do so for good reason.

- (x) He shall insure civil treatment and the observance of the legal rights of all persons coming within his scope of authority.
- (y) He shall be accountable for the securing, receipting, and proper transporting of all evidence and property coming into his custody.
- (z) He shall be diligent in his efforts to discover and suppress illicit traffic in liquor, gambling, narcotics, and prostitution, reporting such activity to his superiors when it is discovered.
- (aa) He shall enforce traffic laws and ordinances and seek to eliminate conditions interfering with the safe and expeditious movement of vehicles and pedestrians. He shall be alert to the need for improvement in traffic control, and report defective traffic signs, signals, and devices or other safety hazards.
- (bb) When directing the movement of vehicular traffic, he shall take a conspicuous and safe position, making his signals clear and positive.
- (cc) He shall be sensitive to the conduct of youths and young adults and the existence of hazards affecting them, and participate in the delinquency control effort.
- (dd) He shall be alert to community tensions of various types, notifying his superiors of potentially dangerous or undesirable situations and preventing disorder.
- (ee) He shall be alert to the conditions tending to cause crime, take preventive action, and notify his superiors of the situation and the action he has taken. He shall inform citizens of conditions which they can correct to prevent crime.
- (ff) He shall determine the degree of security of business places after their normal working hours when necessary for burglary and fire prevention. He shall inspect selected buildings reported unoccupied to see that they are secure. If any evidence of tampering or entry is found, he shall immediately summon aid to search the premises and apprehend the trespassers.
- (gg) He shall stop and interview any person whom he has probable cause to believe to be engaged in unlawful activity, request the reason for his presence, and record his identity as prescribed. If he receives answers indicating a reasonable probability that a crime has been committed by the person, is refused an answer, or is met with resistance not warranted by the inquiry, he shall make an arrest, provided there is a legal basis for the arrest, or shall include the suspicious circumstances in a report so that appropriate follow-up action may be taken.
- (hh) He shall note and record the license numbers and descriptions of vehicles seen under questionable circumstances and make an investigation.

- (ii) He shall familiarize himself with his area of assignment and conduct a diligent patrol, accentuating prevention rather than apprehension, giving particular attention to locations most susceptible to the occurrence of crime or traffic accidents.
- (jj) He shall become familiar with the geography of the City, including public transportation routes, locations of streets and highways, prominent and important buildings and locations, transportation centers, and other information which will enable him to render helpful information and assistance, when requested.
- (kk) He shall confine his basic patrol efforts to his area of assignment. If required to leave for any reason, he shall request the permission of his supervisor and the dispatcher prior to the time he leaves, or as soon as possible if in an emergency situation. He shall notify the dispatcher of any interruption to patrol activity, and obtain permission to go out of service.
- (ll) Upon discovery of a crime, he shall move promptly to apprehend the offender, either through individual effort or by full utilization of departmental resources. When pursuit or apprehension is not feasible, he shall make a thorough investigation and speedily relay information to other units or agencies, normally through the Communications Center, to enlist their aid.
- (mm) He shall conduct a thorough investigation of all offenses within his area of assignment and scope of activity. He shall collect evidence and record data which will aid in identification, apprehension, and prosecution of offenders and the recovery of property in accordance with established policy.
- (nn) Failure to detect crime, cope with traffic conditions, or prevent repetition of disorder by appropriate official action within his area of assignment may be prima facie evidence of negligence.
- (oo) He shall provide prompt and adequate assistance to sick, injured, or destitute persons.
- (pp) He shall be alert to the City's responsibilities to keep public highways, streets, avenues, alleys, sidewalks, lights, and signals, public grounds, bridges, and viaducts open and/or operable, in good repair, and free from nuisance and shall cause notice to be given to the appropriate city, county, or state agency concerning unsafe or improper conditions.
- (qq) He shall promptly report street lights out and defective fixtures.
- (rr) He shall inspect places or activities where permits or licenses are required and shall take appropriate action in all instances where necessary authority has not been procured.

- (ss) He shall note conditions which adversely affect the appearance, safety, and health of the community, enforcing applicable laws, ordinances, and regulations and/or making referrals to agencies having primary responsibility.
- (tt) When detailed to the location of any assemblage of people, he shall be alert to prevent injury to persons, disorder, or damage to property.
- (uu) When in uniform, he shall assist in the movement of vehicles operating under emergency circumstances.
- (vv) He shall take necessary and appropriate action whenever circumstances dictate, whether in or out of his assigned work area or on or off duty.

.6 Recruit Patrolmen All personnel appointed to the Gainesville, Florida, Police Department as a law enforcement trainee or recruit shall be considered civilian employees until they shall have successfully completed the prescribed basic police training course and have been awarded a certificate of completion, tendered the oath of office, and assigned to regular police duty as a probationary patrolman. Their duties and responsibilities include, but are not limited to, the following:

- (a) A recruit patrolman shall be responsible for the efficient performance of his duties in conformity with the policies of the Department and the direction of the officer in charge of his training.
- (b) He shall attend classes of instruction in police practices, procedures, laws and ordinances, and rules and regulations and other appropriate subjects. He shall apply himself diligently to acquire a thorough understanding of all instruction presented.
- (c) He shall familiarize himself with all rules and regulations governing the duties, responsibilities, conduct and demeanor of police officers.
- (d) He shall refrain from taking routine police action, making an arrest or exercising police authority in any manner during the training period, except in felony cases or when assisting a duly authorized law enforcement officer. He shall render immediate aid if necessary to prevent injury or death.
- (e) He shall be punctual, obedient, honest, truthful, sober, courteous, industrious, and shall maintain physical fitness.
- (f) During the training period, he shall wear such clothing as may be prescribed by the officer in charge of training.
- (g) He shall at all times maintain a well-groomed appearance, and shall maintain his clothing and equipment in a proper state of cleanliness and repair.

- (h) He shall not absent himself from any training session except for good cause and then only with express permission from the Staff and Inspection Division Commander or his designated representative. When unable to attend any session, he shall so inform the Training Unit at a reasonable time before class convenes.
- (i) He shall exercise care in the use of police premises, property, and equipment and shall be subject to the same regulations governing the use of such equipment as those applicable to regular members of the Department.
- (j) He shall not carry firearms on his person during his training period, except by direction of the officer in charge of training.
- (k) He may be suspended or dismissed from duty, during or at the termination of his probationary period, or have his probationary period extended for up to six months, for any of the following causes:
 - 1) Conduct unbecoming a police officer.
 - 2) Infraction of rules and regulations.
 - 3) Insubordination or the lack of amenability to disciplines.
 - 4) Failure to satisfactorily meet the requirements of the police service, or to obtain passing grades, while in the basic police training course.
 - 5) Inability to learn police procedures and practices.
 - 6) Lack of physical and mental coordination.

.7 Tactical Unit. The Tactical Unit shall serve as a compact, flexible, and highly mobile operational striking force utilized to reduce the incidence of certain types of crimes and incidents, through its ability to apply concentrated additional manpower in given locations and at times when a need for such force is indicated. To maintain operations at an optimum level of effectiveness, the Unit must be sufficiently flexible to cope with a rapidly changing variety of unusual, difficult, and complex police problems.

- (a) The Tactical Unit Commander shall be directly accountable to the Patrol Division Commander.
- (b) K-9 teams, if retained, are assigned to the Tactical Unit.
- (c) To a large degree, information and statistics furnished by the Planning and Research Unit of the Department will provide the basis for day-to-day and hour-to-hour assignment and deployment of personnel. Special problems of crowd control, dignitary escorting, and similar scheduled operations shall be handled as conditions require and shall be coordinated with assignments recommended by the Planning and Research Unit.

- (d) To provide the necessary flexibility, personnel will work in uniform or civilian clothing, plain or marked cars, and one- or two-man cars, as assignments demand.
 - (e) All Tactical Unit personnel shall be acutely aware of the necessity for, and shall strive to promote a cooperation and harmonious working relationship with other personnel of the Department in the interest of efficient and effective over-all operation.
 - (f) Personnel shall respond to any immediate need for police service; however, personnel will not normally "jump calls" assigned to other units.
 - (g) Personnel shall be governed by the rules, regulations, duties, and responsibilities specified for Patrol Division personnel of like rank insofar as they apply to Tactical Unit assignments.
- .8 Traffic Investigation Specialist. The Traffic Specialist supervisor shall be directly accountable to the Patrol Division Commander and his responsibilities include, but are not limited to, the following:
- (a) The thorough investigation of all serious injury and fatal vehicular accidents. This may be accomplished by assisting with or conducting the preliminary and/or the follow-up investigation.
 - (b) The thorough investigation of all accidents involving police vehicles, in cooperation with responsible City agencies.
 - (c) The collection and preservation of physical and other evidence, including photographs and measurements, statements from witnesses, necessary reports, and the preparation of court cases for the prosecution of offenders in assigned cases.
 - (d) When available, assist members of the Auxiliary Services Division in the administering of chemical and other testing of persons arrested for driving under the influence of intoxicants or drugs.
 - (e) The "follow-up" investigation of all hit-and-run accidents, exerting every effort to identify, apprehend, and charge drivers who are involved in accidents and leave the scene thereof without fulfilling attendant legal requirements.

203. Staff and Inspection Division

- .1 Duties and Responsibilities. The Staff and Inspection Division is responsible for performing the major staff functions of the Department. It is, in effect, an extension of the Chief's own personality and office. The responsibility of the Staff and Inspection Division include those staff functions which provide for:
 - (a) Department and personnel development.
 - (b) Control of departmental policies and practices.
 - (c) Intelligence on known criminals and attempts at organized crime.
 - (d) Information on possible problems of personnel integrity.
- .2 Organization. The Division by its very nature encompasses a large area of focus, much of which does not necessitate the functioning of specific units, with the exception of Intelligence Unit. Personnel assigned to the Division, with the noted exception, thus may perform functions and activities as indicated.
- .3 Staff and Inspections Division Commander. The commander of the Staff and Inspections Division shall have responsibility for all matters pertaining to the operation of the division and units assigned to his command, including but not limited to, the following:
 - (a) He shall be directly accountable to the Chief of Police and exercise authority commensurate with his responsibility.
 - (b) He shall be familiar with the administrative policies of the Chief of Police and shall supervise the planning, organizing, and directing necessary to carry out those policies.
 - (c) He shall promptly obey and transmit all orders of the Chief of Police, insuring uniform interpretation and full compliance.
 - (d) He shall maintain hours of duty in accordance with the needs of the Division but he shall be available for duty at all times in case of special need or emergency. He shall respond punctually to all assignments.
 - (e) He shall be diligent in enforcing the observance of high ethical standards in the operations and conduct of division personnel.
 - (f) He shall assist in devising acceptable standards for, and in conducting the processes of, recruitment, selection, and promotion of department personnel. This responsibility extends to the administration of programs for an Internal Board of Inquiry and Recommendation and an Internal Academic Selection Board.

- (g) He shall collaborate with other division and unit heads and staff officers for purposes of:
- 1) Organizing and conducting a progressive program of personnel training.
 - 2) Improving working conditions for optimum efficiency and morale.
 - 3) Adequately recognizing outstanding personnel performance.
 - 4) Improving efficiency and cooperation in areas of common responsibility.
- (h) He shall at all times inform himself of the affairs of his Division and be assured that the duties of his subordinates are properly discharged.
- (i) He shall submit to the Chief of Police, in prescribed form and detail, such reports as may be required to accurately reflect the problems, services, activities, and functions of the various units in the Division.
- (j) He is responsible for recording, supervising, and controlling the investigation of complaints received against Department members.
- (k) He shall insure that any allegation of misconduct made against a member is investigated thoroughly and objectively.
- (l) He shall, if directed or requested, assist in disciplinary investigations conducted by commanding officers.
- (m) He shall investigate all breaches of integrity and cases involving moral turpitude on the part of departmental personnel.
- (n) He shall prepare and make available to the Board of Inquiry results of investigation of any incident presented to the Board of Inquiry.
- (o) When a citizen has filed a complaint against a member of the Department but declines to testify before the Board of Inquiry, he shall present the citizen's case to the Board.
- (p) The Division Commander is responsible for a continuous process of staff inspection throughout the Department, conducted outside the normal lines of authority and responsibility, for the purpose of keeping the Chief of Police informed of the performance and condition of readiness of the various departmental components. The inspection process will consist of a constant observation and evaluation of every phase of police activity, carried out by

Inspection teams composed of members of the various major elements of the Department temporarily assigned to such duties. It will necessarily be sensitive to areas of weakness or defect, and will be particularly alert to the need for development and employment of positive means for the improvement of service and morale. The inspection process is designed to answer the following questions:

- 1) Are established policies, procedures, and regulations being carried out to the letter and in the spirit for which they were designed?
- 2) Are these policies, procedures, and regulations adequate to attain the desired results?
- 3) Are the resources at the Department's disposal, both personnel and material, being utilized to the fullest extent?
- 4) Are the resources adequate to carry out the mission of the Department?
- 5) Does there, or could there exist, any deficiency in personnel integrity, training, morale, supervision, or policy which should be corrected or removed?

The Division shall conduct the inspectional process objectively and in cooperation with the commanders of the various departmental components.

- (q) He shall serve as Acting Chief of Police in the absence of the Chief and the Patrol Division Commander.

- 4 Personnel assigned to the Division other than those assigned to the Intelligence Unit shall perform the following functions as assigned:
- (a) Designated personnel will work in cooperation with the City Personnel Office in the recruitment and selection of personnel, including the establishment of eligibility standards, development and application of testing procedures, applicant interviewing, applicant background investigations, and administration of evaluation procedures.
 - (b) Prepare, obtain approval for, and maintain job descriptions and a comprehensive integrated pay and classification plan for all personnel positions of the Department, or assist in doing so.
 - (c) Provide for and schedule periodic medical examinations for all Department members for the purpose of assuring the continued good health of all members, or assist in doing so.
 - (d) Assist in the administration of promotional examinations.

- (e) Maintain complete personnel files for all Department members, including a "special skills" file or cross-index.
- (f) Provide for the compilation of assignment rosters and maintain time records of all personnel.
- (g) Issue all badges and official identification papers.
- (h) Publish, in cooperation with the Planning and Research Unit, letters and/or personnel orders or memorandums concerning all transfers, promotions, demotions, and other actions affecting personnel status.
- (i) Administer the reserve program if one is established.
- (j) Administer the departmental safety program.
- (k) Administer the departmental awards and commendation program.
- (l) Administer the cadet program.
- (m) Be responsible for the administration of the departmental training facility, and shall conduct or otherwise provide for recruit training for all members as directed.
- (n) Conduct, assist, or otherwise provide for the conduct of pre-service training, in-service training, command and supervisory training, specialist training, and other educational or training programs as necessary for the good of the Department.
- (o) Prepare and process records reflecting all training received by all Department members.
- (p) Administer, and encourage full participation in, the educational incentive program for off-duty officers, and compile and disseminate to interested personnel information concerning outside schools, seminars, and other sources of training or education related to police matters, and provide for guidance and counseling of individual members for college or university degree programs.
- (q) Obtain and record information concerning personnel possessing specialized skills, trades, or experience of value to the Department in the accomplishment of its missions. Such data shall be forwarded to the interested elements immediately upon its receipt.
- (r) Review and approve all lesson plans used by instructors to insure acceptable format and content in agreement with Department policy.

- .5 Intelligence Unit. The Intelligence Unit Commander shall be directly accountable to the Staff and Inspections Division Commander and shall be responsible for the provision of intelligence information about crime and criminals, and subversive groups and their activities.
- (a) The Intelligence Unit Commander shall be directly accountable to the Staff and Inspection Division Commander.
 - (b) The Unit shall be primarily concerned with the observation and reporting of the whereabouts and movements of known criminals and attempts to organize criminal activity.
 - (c) Personnel of the Unit should not make arrests, except under special circumstances established by departmental policy, in order to maintain the greatest possible degree of anonymity.
 - (d) The Unit shall be concerned primarily with the nature and over-all activity of criminals and criminal organizations rather than individual criminal acts or crimes.
 - (e) The Unit shall gather information relative to persons and organizations that threaten local or national security and those devoted to engendering racial hatred and disturbances.
 - (f) The Unit shall gather information concerning acts of violence occurring in connection with labor disputes, strikes, or organizing activities.
 - (g) The Unit shall develop and maintain a harmonious working relationship with the intelligence facilities of other police departments to facilitate an interchange of information relative to extensive movements and activities of known criminals and relationships of the criminal elements of various areas of the nation.
 - (h) The Unit shall maintain a comprehensive file of all information gathered and shall prepare and submit reports, charts, graphs, and other data depicting the information in a meaningful manner.
 - (i) The Unit will not be utilized to conduct internal investigations.

204. Auxiliary Services Division

- .1 Duties and Responsibilities. The Auxiliary Services Division has the responsibility of providing auxiliary, technical, and special services to the rest of the Department, to help other elements accomplish their primary objectives, and including those activities concerned with:
- (a) Records receipt, distribution, maintenance, review, and retrieval, hereinafter referred to as data processing.
 - (b) Identification of persons through technical processes.
 - (c) Communications services.
 - (d) Care and custody of prisoners (if retained as an integral function of the Gainesville Police Department).
 - (e) Property and evidence custody and safekeeping.
 - (f) Maintenance of facilities and equipment.
 - (g) Provision and distribution of supplies and material.
 - (h) Laboratory service (photographic) and transmittal of evidence to crime laboratory.
 - (i) Vehicle maintenance.
 - (j) Mail and delivery service.
- .2 Organization. To facilitate the accomplishment of its purpose, the Division is organized into the following units:
- (a) Communications and Data Processing Unit.
 - 1) Communications Center.
 - 2) Data Processing.
 - 3) Property and Evidence.
 - 4) Report Review.
 - (b) Central Service Unit.
 - 1) Detention [see, however, 204.1 (d)].
 - 2) Maintenance Scheduling.
 - 3) Supply.
- .3 Auxiliary Services Division. The Commander of the Auxiliary Services Division shall be responsible for all matters pertaining to the operation of all units assigned to his command; these include, but are not limited to, the following:

- (a) He shall be accountable directly to the Chief of Police and exercise authority commensurate with his responsibility.
- (b) He shall obey and transmit promptly all orders of the Chief of Police, insuring uniform interpretation and full compliance.
- (c) Ordinarily, his hours of duty shall be in accordance with needs of the Division, but he shall be available for duty at all times in case of special need or emergency.
- (d) He shall familiarize himself with administrative police and execute the service program within his area of responsibility.
- (e) He shall collaborate with other division and unit heads and staff officers for the purpose of:
 - 1) Organizing and conducting a progressive program of personnel training.
 - 2) Improving working conditions for optimum efficiency and morale.
 - 3) Adequately recognizing outstanding personnel performance.
 - 4) Improving efficiency and cooperation in areas of common responsibility.
 - 5) Advancing a sound departmental program for earning community confidence and support.
- (f) He shall at all times inform himself of the affairs of his Division and be assured that the duties of his subordinates are properly discharged.
- (g) He shall submit to the Chief of Police, in prescribed form and detail, such reports as may be required to accurately reflect the problems, services, and activities of the various divisions and units in the Division.
- (h) He shall serve as acting Chief of Police in the absence of the Chief, the Patrol Division Commander, and the Staff and Inspections Division Commander.

.4 To facilitate the accomplishment of its purposes, the Communications and Data Processing Unit is functionally divided into the Communications Center, Data Processing, Property and Evidence, and Report Review, though, for the most part, the entire Unit will serve under singular command.

.5 Communications and Data Processing Unit

- (a) The Unit Commander shall be accountable directly to the Auxiliary Services Division Commander and shall assure that the Communications and Data Processing Unit correctly carries out the following functions: The operation of radio, telephone and other communications facilities; the receipt, maintenance, retrieval and processing of data (commonly referred to as police records). His duties will also include, but are not limited to, the following:
 - 1) He shall control and direct the activities of his unit through supervision and evaluation of records and reports.
 - 2) He shall familiarize himself with administrative policy and execute the service program within his area of responsibility by:
 - a) Providing proper around-the-clock operations of those functions prescribed in this Manual.
 - b) Maintaining appropriate functional relationship among all functions within the Communications and Data Processing Unit.
 - c) Assuring compliance with the high ethical standards required of Auxiliary Services Division personnel.
 - 3) He shall assist the Division Commander in analyses of the proper functioning of the Unit and make appropriate recommendations.
 - 4) He shall, subject to approval of the Division Commander, assign personnel under his command to most efficiently meet the requirements of the service program.
 - 5) He shall make periodic inspections of the various functions at various times to observe conditions, efficiency of operation, and conformity with regulations and orders, initiating necessary corrective action.
 - 6) He shall be alert to the need for improved techniques in the services function and submit recommendations to the Division Commander.
 - 7) He shall avail himself of the services and resources of other Department elements in order to achieve common objectives.
 - 8) He shall provide for continued training and improvement of personnel assigned to his unit and shall cause a monthly performance evaluation report to be prepared and submitted for each.

- 9) He shall cause all personnel under his command to be inspected at the beginning of their tours of duty to insure proper appearance and fitness for duty. Additionally, at least once each month, he shall conduct a general inspection of the entire complement of personnel assigned to his command, together with all equipment assigned to their use. He shall submit a written report of the inspection to the Division Commander setting forth the results and such recommendations for the betterment of the service as he may deem proper.
 - 10) He shall be responsible for the research, development, documentation, and implementation of the automated data processing system.
 - 11) He shall assist in the determination of the need for certain kinds of information and the methods of programming and processing in order to provide results which are meaningful and of value to the Department.
 - 12) He shall constantly research and develop means and methods of providing improved results, both in quality and quantity, from the utilization of automated data processing facilities.
 - 13) He shall cause the collecting, processing, tabulating and recording of data regarding crime, arrests, work load, traffic, personnel, and other areas which are of significant value in the administration and operation of the Department.
 - 14) He shall cause the retrieval and provision, in meaningful form through the utilization of the Department's automatic data processing facilities, of information of value in the efficient and effective accomplishment of police responsibilities.
 - 15) He shall maintain a continuous staff relationship with the Planning and Research Unit.
 - 16) During the absence or non-working time of the Division or Unit Commander, the Unit shall be under the Shift Commander.
- (b) Shift Commander is not a permanent position but is responsibility assumed either by the ranking person on a shift or a designated individual. Example: the Shift Commander may be the Communication and Data Processing Unit Commander, the Report Review Officer or a dispatcher. The individual assigned as the Unit Shift Commander shall be responsible for the efficient operation of the prescribed elements throughout the Unit and elements of the Division when regular command or supervisory personnel are not on duty. The Shift Commander in addition to his regularly assigned duties shall be responsible for the efficient operation of the prescribed elements throughout the Unit or Division during his tour of duty.

- 1) He shall be accountable through the chain of command to the Division Commander.
- 2) He shall direct and control the activities of his shift through direct supervision of all divisional personnel so that unity of command will be preserved.
- 3) He shall familiarize himself with administrative policy and execute the service program within his area of responsibility by:
 - a) Providing proper operation of those functions prescribed by the manual.
 - b) Maintaining the relationship between all the functions within the Communications and Data Processing Unit.
 - c) Assuring compliance with the high ethical standards required of Auxiliary Services Division.
- 4) He shall assist the Unit Commander in the analyses of the proper functioning of the Division and shall make appropriate recommendations.
- 5) He shall assign personnel under his supervision, subject to approval of the Unit Commander, to most efficiently meet the requirements of the service program.
- 6) He shall secure all information pertinent to the proper conduct of business from the preceding shift commander when beginning a tour of duty and, at the conclusion of his tour, impart such information to his successor.
- 7) He shall make inspections during his tour of duty to observe conditions, efficiency of operation, and conformity with regulations and orders, initiating necessary corrective action.
- 8) He shall be alert to the need for improved techniques in the services functions and submit recommendations to the Unit Commander.
- 9) He shall avail himself of the services and resources of other Department elements in order to achieve common objectives.
- 10) He shall cause all personnel under his command to be inspected at the beginning of their tour of duty to insure proper appearance and fitness of duty. He shall assist the Unit Commander conducting the monthly inspection.

(c) Communications Center

- 1) The ranking dispatcher in the Communications Center shall be accountable directly to the Communications and Data Processing Supervisor or Shift Commander.
- 2) Assigned personnel, when beginning a tour of duty, shall secure all information pertinent to the proper conduct of business from the preceding ranking dispatcher and at the conclusion of his tour impart such information to his successor.
- 3) The Center shall receive all incoming phone calls, providing courteous and proper response to calls for police service, and properly route to the appropriate element other types of calls.
- 4) The Center shall assign and dispatch police field units in response to complaints and calls for police service.
- 5) The Center shall issue and assign Case Report Numbers (CRN) to complaints and incidents according to prescribed procedures.
- 6) The Center shall prepare radio dispatch information for automated data processing operations, and shall maintain other logs and records of radio transmissions, assignments, and so forth, as prescribed by the Communications Center Manual.
- 7) The Center shall receive and process requests from line officers for record checks, license registration information and other vital data.
- 8) The Center shall provide immediate notification to commanding officers and other departments or agencies of major or unusual police incidents according to established procedures.
- 9) The Center shall operate the radio network and teletype facilities.

(d) Data Processing Function

- 1) Assigned personnel shall receive, process, store, and maintain police records, including crime, accident, arrest, and supplementary reports.
- 2) Personnel, upon initial receipt of police reports, shall reproduce and distribute copies of interested divisions and units.

- 3) Personnel shall retrieve and provide to other elements of the Department information requested to assist them in the more efficient and effective accomplishment of their objectives.
- 4) Personnel shall retrieve and provide to outside agencies and citizens information in accordance with established policy.
- 5) Personnel shall receive, register, maintain, and administer the service of all warrants, executions, commitments, writs, and other legal directives.
- 6) Personnel shall cross-index and process all data in such a manner that information concerning persons, property, incidents, modus operandi, and so forth, are readily accessible.

(e) Property and Evidence Functions

- 1) Assigned personnel shall receive, index, store, and control all recovered, stolen, and abandoned property coming into police custody and effect its prompt return to its rightful owners as provided by law and Departmental policy.
- 2) Personnel shall receive, index and provide proper custody and preservation of all property confiscated as evidence.
- 3) Personnel shall provide for the towing, impoundment, and release of all vehicles coming into police custody as provided by law and Departmental policy.
- 4) Personnel shall provide for the safekeeping of property removed from impounded vehicles.
- 5) Personnel shall strive to determine the ownership of recovered property which is not being held for evidence or satisfaction of legal obligations in order that such property may be returned to owners as promptly as possible.
- 6) Personnel shall conduct periodic auctions of unclaimed property, including vehicles, as authorized and prescribed by law and Departmental policy.

(f) Report Review Function

- 1) Personnel assigned to Report Review shall be accountable directly to the Communications and Data Processing Unit Commander.
- 2) Personnel shall review all reports for proper execution, classification, accuracy, completion, and timeliness, referring improper or incomplete reports to the originating division or unit for immediate correction or completion.

3) Personnel shall review all reports for data processing purposes to insure accuracy of statistics derived from the reports, though coding and other processing are handled by other elements.

4) The functions performed by assigned personnel do not relieve the reporting officer and his superiors of the basic and primary responsibility for proper reporting.

.6 Central Services Unit The Services Unit Commander shall be accountable directly to the Auxiliary Services Division Commander and shall be responsible for all building, vehicle and radio equipment maintenance, and control and disbursement of supplies.

(a) Central Detention (Applicable only if activity remains in the Department.)

1) The Central Detention personnel shall be accountable directly to the Auxiliary Services Division Commander.

2) Personnel shall provide for the detention and care of prisoners in Police Department custody.

3) Personnel shall fingerprint and photograph arrested persons as provided for by law and Department policy.

4) Personnel shall be mindful of and provide for the personal and civil welfare of prisoners, including necessary meals, medical care, safety from other prisoners, and for the use of the telephone.

5) Personnel, in cooperation with the Patrol Division, shall conduct the necessary movement of prisoners for appearance in court, special showups, and interviews within the security area by investigators, attorneys, and members of their families.

(b) Maintenance

1) Maintenance personnel shall schedule maintenance of Departmental buildings which is not of such nature and scope to require contractual services of outside agencies or firms.

2) Personnel shall schedule janitorial service in Department buildings.

3) Personnel shall schedule repair, maintenance and other services for all Departmental vehicles.

4) Personnel shall be responsible for the Department's motor pool of vehicles not permanently assigned to individuals.

5) Personnel shall be accountable for the removal and installation of all radio and warning equipment in vehicles.

6) Personnel shall maintain, control and disburse all supplies, personal equipment and firearms and ammunition.

205. Investigations Unit

.1 Duties and Responsibilities The Investigations Unit shall be responsible for the solution and proper disposition of all assigned cases. It also will assist in continuous investigations and prosecution following the arrest of offenders. Duties and responsibilities of the Unit and its members include, but are not limited to, the following:

(a) The Unit shall maintain a harmonious working relationship with all other elements in the interest of an effectively coordinated police effort.

(b) The Unit shall be responsible for the identification, apprehension, and interview of persons suspected of committing those crimes not solved by members of the Patrol Division upon initial investigation, except as otherwise provided for in this Manual.

(c) The Unit upon request will collect, identify, and cause to be preserved necessary physical evidence for use in court and, if lawful to do so, for return to its rightful owner.

(d) The Unit shall prepare cases and present them to the prosecutor for the formal charging and prosecution of offenders.

(e) The Unit shall recover, identify, and arrange for the return of stolen property to its rightful owner promptly and without undue delay.

(f) The Unit shall assist other elements of the Department in investigations, taking of statements, and prosecution following the arrest of suspects and offenders by those elements.

(g) The Unit shall promptly and formally report to proper authorities any violation of the law or other matter properly falling within the jurisdiction of other agencies.

(h) The Unit shall return, or cause or arrange to be returned, prisoners from other jurisdictions for prosecution of offenses committed here.

(i) The Unit shall assist the Patrol Division in the supervision and inspection of all public places within the City and cause the laws and ordinances pertinent to their operation to be enforced.

(j) The Unit shall communicate information obtained concerning crime, criminals, or suspects to other elements of the Department as necessary for proper coordination of police efforts.

(k) The Unit is responsible for prevention and suppression of vice activities.

(1) The Unit will assist the Patrol Division in the serving of warrants and other legal papers.

.2 Organization To facilitate the accomplishment of its purpose, Unit personnel will be assigned cases when practical by type of offense. Personnel are assigned to crimes against person, crimes against property, general assignment, and vice.

.3 Investigations Unit Commander The Investigations Unit Commander shall be responsible for the efficient and effective operation of his command in conformity with the administrative policy of the Chief of Police relative to criminal investigations and prosecution. His duties and responsibilities include, but are not limited to, the following:

- (a) He shall exercise authority commensurate with his responsibilities and shall be accountable directly to the Chief of Police.
- (b) He shall have line authority over the operations of his Unit and shall exercise staff supervision over departmental operations related to criminal and vice investigations and prosecutions.
- (c) He shall plan, organize, and direct the activities of personnel assigned to the Unit and shall be diligent in the observance of high ethical standards in the operations and conduct of Unit personnel.
- (d) He shall analyze data concerning crime, vice and other incidents and utilize information provided by the Planning and Research Unit to determine patterns and trends as a basis for the strategic and tactical deployment of resources and direction of operations.
- (e) He shall acquire or cause to be acquired all possible information concerning places in the City known or suspected to be involved in criminal and vice activity or frequented by criminals and direct the attention of his Unit and the Patrol Division Commander to such places. He shall also provide for dissemination of information which will assist all police personnel in becoming familiar with the appearance, history, methods, and habits of active criminals.
- (f) He shall cause accurate and comprehensive records and reports to be promptly executed by members of the Division and subordinate units, but no case files other than those for active or recently closed cases shall be maintained within the Unit.
- (g) He shall supervise communications concerning criminal and vice matters between the Unit and other law enforcement agencies and shall promote a harmonious working relationship with them.
- (h) He shall maintain liaison with prosecuting and court officials with a view toward presenting sound and well-prepared cases.

(i) He shall personally visit the scene of crimes having major significance normally, however, leaving supervision and direction of the investigation to assigned personnel responsible for the case.

(j) He shall maintain hours of duty in accordance with the needs of his Unit but he shall be available for duty at all times in cases of special need or emergency.

(k) He shall regulate his command so that at all times when he is absent it shall be under the supervision of a competent subordinate.

(l) He shall serve as acting Chief of Police in the absence of the Chief and all division commanders.

.4 Crimes Against Person

(a) Personnel assigned to the Crimes Against Persons Section shall be responsible for investigation of crimes and attempted crimes against persons, including homicides, manslaughter, rape, and robbery and all serious aggravated assaults, as provided for by the departmental field reporting procedural manual.

(b) Personnel assigned shall provide assistance to other personnel as directed by the Investigations Unit Commander.

.5 Crimes Against Property

(a) Personnel assigned to the Crimes Against Property Section shall be responsible for investigation of crimes and attempted crimes against property, including burglary, larceny and auto theft as provided for by the departmental field reporting procedural manual.

(b) Personnel assigned shall provide assistance to the other personnel as directed by the Investigation Unit Commander.

.6 General Assignment

(a) Personnel assigned to the General Assignment Section shall be responsible for the investigation of crimes and attempted crimes not assigned to one of the other sections, including offenses such as arson, forgery, fraud, counterfeiting, embezzlement, and sex offenses other than rape as provided for by the departmental field reporting procedural manual.

(b) Personnel assigned shall provide assistance to the other personnel as directed by the Investigations Unit Commander.

.7 Investigators

(a) An investigator shall be responsible for thorough investigation, and, if possible, the solution of all cases assigned to him.

(b) He shall be accountable directly to his immediate supervisor and shall work alone except when specifically ordered to do otherwise by his supervisor.

- (c) He shall intelligently and thoroughly investigate each case assigned to him, initiating the investigation by prompt contact with the complainant. He shall keep interested elements advised of information developed.
- (d) He shall use every legal means at his disposal to detect and solve crime and prosecute offenders, thoroughly investigating all information received from any source.
- (e) He shall, fully and cooperatively, assist other elements and members in the investigation of crime, the apprehension and prosecution of criminals, and the recovery of property.
- (f) He shall recognize crime as an offense against the State, not as a personal affront, and wherever feasible, provide for the initiation of criminal prosecution proceedings in keeping with departmental policy.
- (g) He shall maintain a harmonious working relationship with all police personnel in the interest of coordinated police efforts.
- (h) He shall study and apply sound investigative techniques and improve his effectiveness by careful attention to the:
 - 1) Effective use of records and reports.
 - 2) Conduct of interviews.
 - 3) Cultivation of citizen sources of information.
 - 4) Development of thoughtful and perceptive investigative techniques.
 - 5) Proper collection, identification, analysis, preservation, and presentation of evidence.
 - 6) Continuing improvement of investigative techniques and methods.
- (i) He shall keep detailed records of his investigations and promptly execute all reports required by Department and Unit policy.
- (j) He shall prepare all cases assigned to him in a manner to insure the best possible presentation of the facts in court.
- (k) He shall learn the rules of evidence and court procedures and develop skills which will enable him to be an effective witness.
- (l) He shall promptly, fully, and accurately communicate information in written form, except where not practicable, to other police personnel concerning crime, criminals, or suspects for proper coordination of police efforts. Reports of continuing investigations shall be made immediately following such police action as interviews, surveillance, or records searches.
- (m) He shall serve all legal papers assigned to him and execute required returns.

- (n) He shall actively cooperate with members of the prosecutor's staff in the preparation of cases for trial and at other times when it would not interfere with more important police duties.
- (o) He shall be alert constantly to the identity of suspects connected with local crime, when arrested by other agencies, and, when so instructed, effect their return and prosecution.
- (p) He shall insure civil treatment and the protection of the rights of all persons coming within his scope of police authority.
- (q) He shall respond to any immediate need for police service regardless of the special nature of his assignment whenever necessary to prevent harm to a citizen or to take lifesaving measures.
- (r) He shall, ordinarily, maintain hours of duty as established by his unit commander, but he shall be available for duty at times of special need or emergency.
- (s) He shall dress in civilian clothes and present a businesslike appearance, except when instructed otherwise by appropriate command or supervisory personnel.

.8 Vice Section

(a) Duties and Responsibilities

- 1) The primary responsibility of the Vice Section shall be the prevention and suppression of illicit traffic in liquor, gambling, prostitution, pornography, and narcotics. It will assist and augment the efforts of the Patrol Division and exercise staff supervision of Department activities in these fields for the purpose of insuring effectiveness.
- 2) The Section shall be alert constantly for efforts to establish organized control of unlawful traffic in liquor, gambling, pornography, prostitution and narcotics.
- 3) The Section shall endeavor to improve the potency of the enforcement and suppression effort through public information programs and participation in personnel training efforts.
- 4) The Section shall inspect public and commercial amusement places and enforce laws, ordinances, and regulations pertinent to their operation.
- 5) The Section shall investigate, within its area of responsibility, conditions affecting the health and welfare of the community.
- 6) The Section shall routinely inspect the business premises of persons or firms operating under licenses and permits issued by city and state liquor control agencies and enforce attendant laws, ordinances, and regulations. It shall not conduct pre-license or permit investigations, except in the continued inability of the city or state liquor control or licensing agencies.

- 7) The Section shall maintain a surveillance of the activities of known gamblers and persons possessing federal wagering tax stamps, and shall prevent or suppress the use of those devices and activities having a gambling potential.
- 8) The Section shall arrest or cause to be arrested all keepers, participants, and frequenters of gambling games and all persons found to be violating any law or ordinance relating to prostitution or procuring as prescribed by departmental policy.
- 9) The Section shall maintain liaison with medical, military, social, and school authorities in the metropolitan area with a view of determining the prevalence of and suppression of venereal disease.
- 10) The Section shall enforce all laws and ordinances prohibiting the illegal use, sale, possession, and distribution of narcotics and dangerous drugs.
- 11) The Section shall enforce all laws and ordinances prohibiting the publishing, selling, offering for sale, and distributing of all obscene printed material.

(b) Vice Section Investigators

- 1) An investigator assigned to the Vice Section shall employ every legal means at his disposal to detect, investigate, and prepare for prosecution cases concerned with violations of laws and ordinances pertaining to illegal traffic in liquor, narcotics, dangerous drugs, gambling, pornography, and prostitution.
- 2) He shall be directly accountable to the Vice Section Commander.
- 3) He shall intelligently and thoroughly investigate each case assigned to him, initiating the investigation by prompt contact with the complainant. He shall keep interested elements advised of information developed.
- 4) He shall study and apply sound investigative techniques and improve his effectiveness by attention to the:
 - a) Effective use of records and reports.
 - b) Conduct of interviews.
 - c) Proper collection, identification, analysis, and presentation of evidence.
 - d) Cultivation of citizen sources of information.
 - e) Continuing improvement of investigative techniques and methods.
- 5) He shall familiarize himself with the identity, habits, and techniques of persons engaged in the illegal traffic of liquor, narcotics, dangerous drugs, gambling, pornography, and prostitution and apply such information toward the effective suppression of such traffic.

- 6) He shall keep detailed records of his investigations and promptly execute all reports required by Department or Unit policy.
- 7) He shall prepare all cases assigned to him in a manner to insure the best possible presentation of the facts in court.
- 8) He shall be thoroughly familiar with the rules of evidence and court procedures and thereby develop skills which will enable him to be an effective witness.
- 9) He shall communicate information to other police personnel concerning crime, criminals, or suspects for proper coordination of police efforts.
- 10) He shall serve all legal papers assigned to him and execute required returns.
- 11) He shall cooperate actively with members of the prosecutor's staff to prepare cases for trial.
- 12) He shall respond to any immediate and serious need for police service regardless of the special nature of his assignment, relaying necessary information to the Communications Center in cases where the safety of life is not so endangered by the delay.
- 13) He shall ordinarily maintain hours of duty as established by the Vice Section Commander, but he shall be available at times of special need or emergency.
- 14) He shall dress in civilian clothes and present a business-like appearance, except when otherwise instructed.

206. Youth and Women's Unit

.1 Duties and Responsibilities

- (a) The principal purpose of the Youth and Women's Unit is the discovery and correction of conditions or situations which have or may have an adverse effect upon children, young adults, women, and missing persons of all ages. It shall augment the efforts of other line elements beyond its area of limitations.
- (b) The Unit shall act as a clearing agency for youth-related problems and maintain liaison with the juvenile court and other agencies active in youth welfare work.
- (c) The Unit shall conduct investigative and inspectional operations concerning youths and young adults and assist other units when necessary. The location of missing persons and related follow-up investigation regarding missing persons and the provision of special services for mentally disturbed persons are also within the scope of the Unit's special responsibilities.

.2 Organization. The Unit due to its size will assume a general role with no sections.

.3 Youth and Women's Unit Commander

- (a) The Youth and Women's Unit Commander shall have line authority over the operations of his Unit and shall exercise staff supervision over the Department's activities concerning youths and young adults.
- (b) He shall exercise authority commensurate with his responsibility and be accountable directly to the Chief of Police.
- (c) His administrative duties shall include planning, organizing, and directing the activities of personnel assigned to his Unit. He shall maintain harmonious relationships between the Youth and Women's Unit and other divisions, and units, functioning as Department representative to all public and private agencies concerned with juvenile delinquency control, youth guidance, or other youth services.
- (d) He shall maintain hours of duty in accordance with the needs of his Unit, but he shall be available for duty at all times in cases of special needs or emergencies.
- (e) He shall familiarize himself with administrative policy and execute the service program within his area of responsibility, providing for the:
 - 1) Inspection of public and commercial amusement places and the investigation of conditions affecting the health, welfare, and safety of youths and young adults.

- 2) Processing of juvenile complaints and referrals to juvenile court or to social and welfare agencies.
 - 3) Enforcement of child labor laws.
 - 4) Follow-up investigation of bicycle larcenies and other obviously youth-committed offenses as specified by departmental policy.
 - 5) Liaison with Investigations Unit personnel regarding investigations of offenses occurring on school property.
 - 6) Continuing or follow-up investigation and location of missing persons, adult or youth.
 - 7) Follow-up investigation and disposition of cases concerning mentally disturbed persons.
- (f) He shall at all times inform himself of the affairs of his Unit and be assured that the duties of his subordinates are properly discharged.
- (g) He shall be diligent in enforcing the observance of high ethical standards in the operations and conduct of unit personnel.
- (h) He shall work with other division, unit and section commanders and staff officers to:
- 1) Improve personnel working conditions for achievement of optimal efficiency and morale.
 - 2) Adequately recognize outstanding employee performance.
 - 3) Improve efficiency and cooperation in areas of common responsibility.
 - 4) Advance a sound departmental program for earning community confidence and support.
- (i) He shall maintain liaison with the juvenile courts and social welfare, school, and family agencies interested in the well-being of juveniles with a view of coordinated and cooperative efforts.
- (j) He shall systematically investigate all cases of apparent or alleged misconduct of unit personnel, preparing reports and representing the Unit at examinations and hearings when required.
- (k) He shall make reports and keep records necessary to the operation of the Unit, but shall not cause the Unit to duplicate the services available through the Auxiliary Services Division.

.4 Unit Responsibility

- (a) The Unit shall be responsible for the follow-up and continuing investigation of assigned cases and for the handling and disposition of youthful offenders who are arrested, either releasing them for later appearance or arranging for their detention, pending juvenile court action, in accordance with departmental procedures.
- (b) The Unit shall maintain liaison with and assist all department elements in the investigation of complaints and offenses involving youths and offenses occurring on school property.
- (c) The Unit shall investigate conditions adversely affecting the health, morals, and safety of children.
- (d) The Unit shall inspect commercial amusement places and all places where youths and young adults congregate to detect and eliminate conditions which foster juvenile delinquency and shall seek the assistance of the Patrol Division in maintaining adequate surveillance of problem locations.
- (e) The Unit shall be active in identifying youths and young adults who are potential problems in the community and initiate corrective action.
- (f) The Unit shall enforce child labor laws and other ordinances and laws pertaining to juveniles, including situations concerning child neglect or adults contributing to the delinquency of juveniles.
- (g) The Unit shall investigate bicycle larcenies, coordinating its efforts with those of the Investigations Unit.
- (h) The Unit shall coordinate the Department program for the licensing of bicycles.
- (i) The Unit shall maintain the prescribed records and files of youths and shall provide for their security and confidential status as prescribed by law and departmental policy while in the Unit's custody.
- (j) The Unit shall also work with delinquent adult females not involved in crime or commercialized vice, such as the alcoholic, the incompetent parent, and others.
- (k) The Unit shall be active in overseeing youth activities, observing and reporting conditions in youth gathering places.
- (l) The Unit shall work with and assist other elements with investigations and arrests involving female persons.

- (m) The Unit shall be responsible for locating persons reported to be missing or runaways, except where kidnaping or abduction is involved.
- (n) The Unit shall conduct investigations of circumstances surrounding the mysterious disappearance of persons to assist in the proper direction of efforts to locate them.
- (o) The Unit shall be responsible for initiating and coordinating teletype and radio messages pertaining to missing persons, whether or not the original case investigation is assigned to the Unit.
- (p) The Unit shall notify the appropriate investigative element if foul play is suspected in the disappearance of a person and provide the element with all information available at that time or later.

.5 Youth and Women's Unit Investigators

- (a) Investigators assigned to the Unit shall be directly accountable to their unit commander.
- (b) They shall assist all other police units and all police officers in the investigation of complaints and the solution of problems involving youths whenever possible.
- (c) They shall intelligently and thoroughly investigate each case assigned to them, initiating the investigation by prompt contact with the complainant and executing and submitting prompt, complete, and accurate reports. They shall keep interested elements advised of information developed.
- (d) They shall investigate community conditions affecting the health, welfare, and safety of children.
- (e) They shall inspect commercial amusement places and all places where youths and young adults congregate to detect and eliminate conditions which foster juvenile delinquency.
- (f) They shall enforce child labor laws and all other laws and ordinances pertaining to juveniles.
- (g) They shall investigate such criminal cases as are assigned them and shall work in conjunction with investigations Unit personnel on offenses occurring on school property and such other offenses as shall be jointly assigned them.
- (h) They shall be active in identifying youths and young adults who are potential problems in the community and initiate corrective or other remedial action.

- (i) They shall be responsible for the continuing or follow-up investigation of missing persons cases.
- (j) They shall extend complete cooperation within the area of their special interest when dealing with public and private agencies.
- (k) They shall exert every effort to curb juvenile delinquency and devise and carry out plans for crime prevention.
- (l) They shall familiarize themselves with, and thoroughly understand, current developments in juvenile delinquency control.
- (m) They shall perform such other duties as are assigned to them by their commanding officer.
- (n) Ordinarily, their hours of duty shall be determined by their commanding officer, but they shall be available for duty at all times in cases of special need or emergency.
- (o) They shall submit the required reports concerning their activities and the nature of their effort.
- (p) They shall provide immediate and meaningful response to any request for police service notwithstanding the special nature of their assignment, though they may not always directly provide the service requested.

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