



**Police Commissioner's Special Order**

Number: SO 24-6

Date: 2/26/24

Post/Mention: Indefinite

**SUBJECT: RULE 106, DUTY SUPERVISOR, AMENDED**

Revised Rule 106, Duty Supervisor is hereby re-issued superseding all previous rules, special orders, memos and directives on this subject and is effective immediately.

Specific changes include:

Sec. 4 – amended language from previous rule version's section 13

Sec. 5 and Sec. 6 replace previous version's sections 4 and 5

Sec. 8

Sec. 9

Sec. 10

Sec. 12

Previous version's section 17 deleted

Sec. 17

Sec. 18 and Sec. 19 -- new

Renumbering as needed, pronouns updated

Commanding Officers shall ensure that this order and the attached Rule are posted on Department bulletin boards.

Michael A. Cox  
Police Commissioner

## **DUTY SUPERVISOR**

This rule is issued to establish the responsibilities and duties of the position of Duty Supervisor in this Department. It is effective immediately, superseding all previously issued rules, orders, and other directives and replaces Rule 106 issued November 6, 1986.

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

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

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

**Sec. 4** Ensure that staffing levels are met before roll call.

**Sec. 5 ROLL CALL:** The Duty Supervisor shall read all orders, notices and information to be promulgated at those roll calls and shall supervise the distribution of pertinent papers such as summonses, restraining orders, and changes to rules, regulations or procedures. The Duty Supervisor shall also announce special assignments, Code 8s, Code 19s; and perform such other duties as assigned by their Superior.

**Sec. 6 ROLL CALL INSPECTION:** Duty Supervisors shall inspect the sworn personnel assembled at each roll call during their tour of duty to ensure that they are physically fit for duty, are properly equipped, and have in their possession all of the report forms and other printed material which are incidental to their duties.

### **A DUTY SUPERVISOR SHALL:**

**Sec. 7** Perform field inspections at periodic intervals during their tour of duty in addition to fulfilling other assigned duties within the station house or elsewhere. The Duty Supervisor shall particularly note that all subordinates report for duty and are properly relieved at scheduled times and shall submit a report to their Commanding Officer of any absences from assignments without proper authority or any neglect or other improper performance of duty on the part of any of their subordinates.

**Sec. 8** Be responsible for the safekeeping of all persons brought to the district in custody in accordance with BPD Prisoner Rules – 318, 318A, 318B, 318C, 318D, 318E.

**Sec. 9** Assign an officer to ensure the safety and security of prisoners and the department building. The conditions of all prisoners shall be checked at least once every 15 minutes and the results of such inspections accurately recorded on the Prisoner Inspection Book/ Log provided for that purpose.

**Sec. 10** Ensure that all required information is accurately recorded on the Arrest Record of all prisoners taken into custody and brought to the station house for processing during the time they are on duty. The Duty Supervisor shall examine each prisoner immediately for visible cuts, bruises or other injuries and, if any are observed, ensure that a thorough investigation is conducted to determine the cause and submit the necessary reports as required by law and the Department Rules.

**Sec. 11** Restrict the presence of civilians and police officers in the building to those who are authorized, have official business, or are there for the proper performance of their duties.

**Sec. 12** Ensure that all matters and procedures transpiring within the station are properly performed and supervised, including the process of emergency restraining orders and distribution of new equipment.

**Sec. 13** Ensure that all money or other property alleged to have been unlawfully obtained or which has been lost or abandoned and thereafter taken into custody by a member of the force or which shall have been seized or taken from any person arrested for any cause is properly received, recorded and adequately secured.

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

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

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

**Sec. 17** Be responsible for reviewing all Incident Reports required to be submitted pending approval during their tour of duty to ensure that all are properly and accurately completed and approve or reject reports making a notation on changes to be made before resubmission.

**Sec. 18** Make changes to Ebat, add EDTs and cruiser numbers, publish Ebats for Operations.

**Sec. 19** Ensure that officers' Body Worn Cameras are working properly, and footage is tagged with I# or P#.

Michael A. Cox  
Police Commissioner