

April 23, 2008

PATROL BUREAU MEMORANDUM NO. 08-1

SUBJECT: Patrol Bureau Duty Officer

RESCINDS: Patrol Bureau Memorandum 05-2

REFERENCE: Patrol Bureau Memorandum 07-1 entitled, "Notification of Significant Events."

I. PURPOSE

A variety of incidents occur at various times that are within the scope of the Patrol Bureau Commander's interest and responsibility. To ensure that appropriate command presence is available for all such instances, provisions have been made for assigning assistant division commanders as Patrol Bureau Duty Officers.

II. DUTIES AND RESPONSIBILITIES

- A. The Duty Officer will be assigned from the divisions within this bureau and will serve as an extension of the bureau office.
- B. Duty Officers are not intended to replace or diminish the responsibilities of the division commander or assistant division commander.
 - 1. Duty schedules for the Duty Officer will be developed on a 28-day basis by the assistant division commanders at the Central Patrol Division. As much as practical an attempt should be made to schedule holiday duty assignments in an equitable manner. Commanders assigned as the Duty Officer may exchange duty assignments with other assistant division commanders. The commander initiating the exchange must ensure that the Patrol Bureau and the Communications Unit are notified of the change.
 - 2. Copies of the duty schedule will be distributed prior to the beginning of the next 28 day schedule as follows:
 - a. Chief's Office
 - b. Patrol Bureau Office
 - c. Communications Unit
 - d. Patrol Division Commanders

- e. All assistant division commanders
 - f. Media Relations Office
- C. During Watch II hours, the Division Commander or their designee will respond to incidents requiring the presence of a commander.
- D. The Patrol Bureau Duty Officer will respond to incidents requiring the presence of a commander if there is no commander on-duty or available in the division of occurrence. This includes commander responses required at headquarters Detention Unit as a result of a Conducted Electronic Device deployment.
- E. The Duty Officer will:
- 1. Determine the circumstances of an incident, as fully as possible.
 - 2. Fully brief other responding commanders as to the nature and circumstances of the incident.
 - 3. Contact the Communications Unit Supervisor and provide all pertinent information, so that necessary notifications can be made.
 - 4. Assume responsibility for the management of the incident to its completion, or until relieved by the division commander, assistant division commander, or the duty officer for the following watch.
 - 5. Either notify the off-duty division commander concerned or ensure that the appropriate reports are prepared and awaiting the commander upon his/her return to duty.
 - 6. Ensure that the Bureau Commander is notified as defined in the Patrol Bureau Memorandum entitled, "Notification of Significant Events." The Duty Officer should be prepared to brief the Bureau Commander on the circumstances of the incident.
 - 7. In the absence of Media Relations Office personnel, handle inquiries from the news media on field incidents or vehicular fatalities.

III. PROCEDURE

- A. Response to incidents.
- 1. If the division commander is on-duty, that commander or designee of command rank will respond to the incident.

2. On those watches where neither the division commander nor the assistant division commander is on-duty, the acting assistant division commander at the scene of an incident will determine the need for the immediate response of a commander. Upon the determination of such need, a request will be made for the Patrol Duty Officer to respond.
- B. Incidents requiring the response of a commander include, but are not limited to the following:
1. Disasters
 - a. Any major fire or severe weather condition causing major damage, severe injury, or death.
 - b. Any airplane crash resulting in serious injury or death.
 - c. Any major gas or chemical leak which requires the evacuation of a large area, or blockage of a major roadway.
 2. Involvement of department personnel.
 - a. Medical treatment is required for a member seriously injured as the result of an assault or accident.
 - b. A member is involved in a shooting incident.
 - c. A member is disarmed or discharges a firearm at another person, injuring or killing the person.
 - d. Deployment of the CED (Conducted Energy Device).
 - e. A department member is involved in an illegal or criminal act, or an incident where a member may be relieved of duty.
 3. Explosive devices.
 - a. An explosive device has been found.
 - b. An explosion has occurred.
 - c. The threat of an explosive device causes the evacuation of a large number of persons, or the blockage of a major roadway.
 4. Armed and barricaded person(s) and an "Operation100" is placed into effect.

5. Mass demonstrations or group disturbances; i.e., a large group has formed, or is forming and there is a high probability of violence occurring.
6. Major crimes such as multiple homicides, or serious crimes involving prominent citizens.
7. Other events which may be newsworthy such as vehicular fatalities.

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Commander
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DISTRIBUTION: All Patrol Bureau Commanders
All Department Elements
Department Master Index-Intranet