University of Tennessee, Knoxville
Trace: Tennessee Research and Creative Exchange

MTAS Publications: Full Publications | Municipal Technical Advisory Service (MTAS)

12-1-1970

Sample Police Officers Duty Manual

C. J. Fleming
University of Tennessee, Knoxville

Harold V. Guerin
University of Tennessee, Knoxville

Follow this and additional works at: http://trace.tennessee.edu/utk_mtaspubs

Part of the Public Administration Commons

The MTAS publications provided on this website are archival documents intended for informational purposes only and should not be considered as authoritative. The content contained in these publications may be outdated, and the laws referenced therein may have changed or may not be applicable to your city or circumstances.
For current information, please visit the MTAS website at: mtas.tennessee.edu.

Recommended Citation
Fleming, C. J. and Guerin, Harold V., "Sample Police Officers Duty Manual" (1970). *MTAS Publications: Full Publications.*
http://trace.tennessee.edu/utk_mtaspubs/10

This Report is brought to you for free and open access by the Municipal Technical Advisory Service (MTAS) at Trace: Tennessee Research and Creative Exchange. It has been accepted for inclusion in MTAS Publications: Full Publications by an authorized administrator of Trace: Tennessee Research and Creative Exchange. For more information, please contact trace@utk.edu.

SAMPLE POLICE OFFICERS DUTY MANUAL

by C. J. Flammang
and Harold V. Guerin

MUNICIPAL TECHNICAL ADVISORY SERVICE
DIVISION OF CONTINUING EDUCATION • THE UNIVERSITY OF TENNESSEE
In cooperation with the TENNESSEE MUNICIPAL LEAGUE

DECEMBER
1970

ARCHIVES
Do Not Remove

S A M P L E

P O L I C E O F F I C E R S

D U T Y M A N U A L

by

C. J. Flammang and
Harold V. Guerin

Police Consultants,
Municipal Technical Advisory Service

MUNICIPAL TECHNICAL ADVISORY SERVICE
DIVISION OF CONTINUING EDUCATION
THE UNIVERSITY OF TENNESSEE

in cooperation with the

TENNESSEE MUNICIPAL LEAGUE

December 1970

TABLE OF CONTENTS

	PAGE
INTRODUCTION	1
SECTION 1 - PRINCIPLES	6
2 - ETHICS	8
3 - GENERAL RULES AND REGULATIONS	11
4 - DEPORTMENT	20
5 - DISCIPLINE	24
6 - PROCEDURE IN HANDLING DISCIPLINARY MATTERS	26
7 - CHIEF OF POLICE	28
8 - SHIFT COMMANDER	32
9 - FIRST LINE SUPERVISOR	35
10 - UNIFORM PATROLMAN	40
11 - DISPATCHER	46
12 - PARKING METER PATROLMAN	50
ARREST PROCEDURES	52
INTERROGATION	54

FOREWORD

A police organization is that part of the government responsibile for enforcing laws and ordinances adopted by elected representatives of the people.

The letter of the law determines what a police officer must do to discharge the obligation imposed by his oath, but it does not encompass all of the circumstances which arise in the practical application of these written principles.

Understanding of human behavior and application of common sense are fundamental to the successful attainment of police objectives. These alone, however, are not sufficient to insure the proper handling of every incident. There must be standards of quality and rules for procedure and conduct to serve as guides. These standards, rules and regulations are set forth in this Manual.

This Manual prescribes the manner in which members of the Police Department will conduct themselves in discharging their sworn obligations. Violations of provisions of this Manual will constitute grounds for disciplinary action.

INTRODUCTION

By your appointment, you have assumed the responsibilities of a police officer. The trust placed in you and the variety and difficulty of the duties which will be assigned to you are far more important to the public and to you than is generally realized.

You have assumed the duties of an executive officer of criminal law and the ordinances of the City, and those of a conservator of the public peace. Law enforcement is an honorable calling. Service in this field demands a professional, not an occupational, philosophy. Personal honor, a desire for professional status, and devotion to service above self are the motives which impel a police officer to discharge his responsibility in full measure.

Your acts will, at all times, be subject to the observation and criticism of the public. The welfare of the community, the reputation of the Department, and your success as an officer and a man will depend, in large measure, upon how you approach your new assignment and the course of personal conduct you pursue.

Do not forget that in this business, your character is your capital. Deal honorably with all persons. Hold your word sacred, no matter where, or to whom, given.

Accept no favors from anyone when it is plain to you, as a person of good sense and intelligence, that such favors are offered for the sole purpose of dissuading you from the honest performance of your duties.

Listen willingly to all complaints made to you in your official capacity. Everyone has a right to be heard, and a word of comfort to the afflicted, or a word of advice to the erring, costs you nothing and may do much good.

Pay for what you get and preserve your credit. This Department cannot and will not tolerate or retain anyone who neglects or refuses to pay his just debts.

Be courteous at all times to all persons. Answer all questions promptly and politely. School yourself to always remain calm. Keep your temper at all times. Never do anything merely to gratify your own vanity or to make a needless show of authority. One who can govern himself can control others.

Don't permit yourself to become the companion or associate of loafers, law breakers, or other such persons of any class. Remember that one of your responsibilities is to control and repress such people, and it may be your duty at any time to arrest one of them.

A police officer, in the execution of his duties, acts not for himself, but for the public. The law regulating your functions hinges upon this principle. Your appointment is in no sense for your own advantage. You are required to be governed by no feelings, except zeal to do what the law commands. You should never allow passion to prompt you to brutality. Fear, favoritism or sympathy must never lead you to illegal leniency or neglect of duty. Remember that you represent the dignity and authority of the State; you are the representative of the law to whose lawful demands all must submit, even by compulsion when necessary. You should use no unnecessary force, nor hesitate to use necessary force when circumstances require it.

If you are entrusted with the care of a district, control and patrol your area continuously. Make it your duty to know what is going on in every part of it without unnecessary interference. Be constantly alert so that you can give information respecting any circumstances of importance occurring in your service area. Learn the people residing or doing business there. Protect them in all their lawful pursuits. By an upright and straightforward course and by close attention to duty, endeavor to merit the goodwill of all lawabiding citizens. You never know how soon you will need their aid, and their respect for you will add much to your power and influence to do good. In performing your duties, avoid obligating yourself to anyone; let your service place others under an obligation to you.

The prime functions of the Police Department are the preservation of the public peace and order, the prevention and detection of crime, the apprehension of offenders, the protection of persons and property, and the enforcement of the laws of the State and the ordinances of the City. For these purposes, the police are endowed with legal authority. In the exercise of this power, justice and equity should be the actuating motives.

Whenever it is necessary to make an arrest, accomplish your objective with no more force than is necessary to protect yourself and secure your man.

If you have a prisoner in custody, KEEP HIM BEFORE YOU. Do not trust him behind you. He might escape or injure you. If an arrest is necessary, care and caution are, also.

Visit the courts as often as you can and familiarize yourself with the rules and practices. When you are called as a witness, you will be prepared.

If you are called to the witness stand, give your evidence clearly, distinctly and as briefly as the whole facts permit. Never allow any personal feeling to enter into your testimony. Any show of malice or attempt to color facts disgraces you in the eyes of the court and prejudices the case.

No officer can be successful or efficient in the execution of his duties unless he understands the intent of the law and ordinances. Remember that by virtue of your commission, your duties extend only to criminal law. Every police officer should be familiar with the laws and/or ordinances he is to enforce. He should also know enough of the civil law to distinguish between it and criminal law.

Never forget that you are a servant of all the people and they are entitled to your services.

All defects or weaknesses in police work may be traced to the inefficiency of Commanding Officers. If prescribed police methods are not properly and thoroughly applied, the fault will rest with the superior officers of the Department,each in his respective rank.

Increased activity, alertness and diligence in the instruction of subordinates must follow promotion to any rank. Command is synonymous with initiative and self-reliance in meeting and accepting responsibility. Ingenious excuses to evade or be relieved of responsibility will not be accepted. To say that orders have been given to subordinates will not relieve the superior from responsibility.

A Commanding Officer must COMMAND. He must not perform the work of his subordinates but see they discharge their full duties, each man in his place.

A strong Commander is widely known by the state of his command, and a weak Commander is likewsie conspicuous. Commanding Officers must realize that their capacity and character are accurately reflected by the work of the personnel under them, bearing in mind that COURTESY between superiors and subordinates promotes discipline and fosters mutual respect.

PRINCIPLES

1.000 The primary responsibilities of the Police Department are:

A. Prevention of crime.

B. Protection of life and property.

C. Suppression of criminal activity.

D. Apprehension of offenders.

E. Regulation of non-criminal conduct.

F. Preservation of the public peace.

1.001 The efficient discharge of these responsibilities is achieved by:

A. Grouping functionally related tasks within the appropriate Bureau or Section.

B. Delegating responsibility and authority in specific fields of activity.

C. Coordinating complementary function of Bureaus.

1.002 Tasks may be generally classified as "Administrative," "Line," and "Auxiliary" or "Service."

1.003 Administrative functions encompass the management and direction of the Department as an integrated force. Responsibilities include organization, personnel management, budgeting, and planning and control for conversion of manpower and material into efficient police action.

1.004 Line functions are operational in nature and are primarily employed to accomplish fundamental police objectives. They are classified according to purpose, process, clientele, and time and area in the fields of patrol, crime investigation, and traffic, vice and delinquency control.

1.005 Auxiliary or service functions aid or augment line functions in the accomplishment of primary police objectives: i.e., records, communications, detention, planning, funding and maintenance of property or equipment.

1.006 Supervisors responsible for primary police functions will exercise line authority over all subordinates engaged in the performance of such functions.

1.007 Staff supervisors will exercise direct line authority over subordinates in their sections and units and staff supervision of the performance of line employees in areas of mutual interest.

1.008 The exercise of staff supervision should in no case violate the principles of command unity. Where a correction is to be made, it must be through the supervisior in command of the operation which requires correction. Except in the following situations, a staff supervisor should not issue direct orders to an executing subordinate operating under the command of a line supervisor:

A. Emergencies demanding immediate action to prevent jeopardy of the Department's reputation or interference with the accomplishment of the police purpose.

B. Routine dispatching or the giving of orders by a staff officer by authority of one who has line responsibility.

1.009 A supervisor shall report failure of any line personnel to his own immediate supervisor.

ETHICS

2.000 A police officer's life is one of self-sacrificing service to a high ideal, based upon his recognition of the responsibilities entrusted to him and the belief that law enforcement is an honorable vocation. He fully accepts his responsibilities to defend the right, to protect the weak, to aid the distressed, and to uphold the law in public and private living. He accepts the obligation to report facts; to testify without bias or display of emotion; and to consider all information he receives, by virtue of his position, as a sacred trust, to be used for official purposes only. He gives his loyal and faithful attention to the apprehension and identification of criminals, being equally alert to protect the innocent and prosecute the guilty. He performs the functions of his office without fear, favor or prejudice and does not engage in unlawful or improper practices.

2.001 He does not disclose to unauthorized persons any information which might be prejudicial to the interests of the State, the City, or the defendant.

2.002 He does not seek to benefit personally from any confidential information which comes to him by virtue of his assignment. He is respectful and courteous to all citizens. He is faithful and loyal to his organization, constantly striving to cooperate with and to promote better relations with all regularly constituted law enforcement agencies and their representatives in matters of mutual interest and obligation.

2.003 Rigid adherence to these principles is mandatory for anyone accepting a position with the Police Department. Such acceptance should not be

perfunctory; it should be weighed carefully. Citizens are quick to criticise any misconduct of members of the Police Department. This may seem unjust, but its real significance lies in the fact that the community places a trust in police officers and expects them to merit this trust by their conduct. Members should be proud to hold so demanding a position.

2.004 There must be a deep appreciation of the need for obligatory service associated with any profession. Unwavering adherence to such a moral philosophy will earn for police officers the respect and support of the public. Each member of the Police Department must conform to the following high standards of personal conduct:

A. He will tell the truth, the whole truth, and nothing but the truth. Any resort to half truths or evasions will result in irreparable damage to his reputation, and destroy public and official confidence in the entire Department.

B. He will face his problems with determination and be resolute and persistent in the face of difficulty. He will exert every effort to complete his assigned task.

C. He will avoid the use of obscene, profane, or violent language.

D. He will keep his mind and body sound and healthy.

E. He will, through constant study and application of progressive police techniques, strengthen his own capabilities and encourage public support.

F. He will be loyal to the law enforcement service and to his associates of all ranks.

G. He will encourage his associates to discharge fully the obligations of their office.

H. He will strive for a full coordination of effort in internal activities and in official relationships with other organizations.

I. He will foster in all personnel a sensitivity to misconduct of associates and courage to oppose it.

J. He will take his oath of office without reservation or evasion. There can be no compromise with sincerity.

GENERAL RULES AND REGULATIONS

3.000 Every member shall know, and conform to, the rules, regulations, and General Orders of the Department.

3.001 Every member of the Department shall obey the laws and ordinances he is obligated to enforce.

3.002 Every member of the Department shall maintain a military bearing and an alert attitude and appearance.

3.003 Members of the Department shall conduct official business through channels, as indicated in the organizational structure. Rank shall not be disregarded in conducting official business except where written procedures, authorized by the Chief of Police, indicate that this may be done.

3.004 Each member of the Department shall report for duty at the specified time, physically fit, neatly and properly groomed, and with prescribed equipment.

3.005 The word "duty" shall include appearance at court or grand jury sessions or in a response to a commanding officer's orders.

3.006 Members assigned to uniformed service will wear the prescribed uniform of the day when reporting for duty, except when otherwise instructed by the commanding officer.

3.007 All members assigned to duty in civilian clothing, and those attending functions under the foregoing exceptions, will wear acceptable attire of conservative color and design, including coat and tie. Sports or gaudy clothing are not acceptable.

3.008 Every member of the Department shall keep his clothing or uniform in good repair, cleaned and pressed; his shoes, belt and holster shined; and metal parts of his uniform polished.

3.009 Every member shall keep available and wear clothing which will meet requirements of current climatic conditions.

3.010 Members of the Department will not wear the uniform when off duty; nor wear identifiable parts of uniform clothing with civilian dress at any time.

3.011 Every member of the Department, when in uniform, shall wear the insignia of his rank.

3.012 Members of the Department will not wear on their uniforms any insignia of a fraternal organization or association. Pins or insignia denoting contributions to charitable organizations can be worn for the duration of a solicitation campaign. Authorized insignia for service or achievement in the Police Division can be worn.

3.013 Only approved firearms will be used by members of the Department. The mechanical functions of a service weapon must not be altered.

3.014 Every member will be proficient in the use of his firearm and such other weapons as may be required by the Department.

3.015 Members of the force who own or possess personal radios designed to receive police broadcasts will so inform their superior officers.

3.016 Each member, reporting for duty, will acquaint himself with events that have taken place since the beginning of his last tour of duty.

3.017 A member of the Department will not, under any circumstances, be absent from duty without first obtaining permission.

3.018 A member of the Department may be granted a leave of absence by his commanding officer in cases of emergency.

3.019 Members who do not understand an official duty will read written directives authorized by the Chief of Police or consult their superior officers.

3.020 A member of the Department will, at all times, respond to radio calls promptly and in a safe manner. He will, as soon as practicable, notify his unit of action taken and make himself available for further service.

3.021 A member will keep himself available for service during those times and at those places where his presence will have the greatest effect on current crime and traffic conditions.

3.022 A member will not knowingly include in any Department record or report a false, inaccurate or misleading entry.

3.023 A member of the Department will not remove any official record or report from any file, or take any official record from the office where it is kept, except in the performance of his duties, in accordance with due process of law, or with permission of the officer in charge.

3.024 A member of the Department will not file claims for damages or make any legal compromise with any person without first notifying the Department.

3.025 A member of the Department will not operate any police equipment unless he is qualified and authorized to do so.

3.026 A member will immediately report to his commanding officer any arrests or court actions instituted against him.

3.027 No member of the Department will intentionally fire any weapon except as authorized by law.

3.028 No member will use any Department real estate, equipment, or vehicle for purely personal business.

3.029 Members of the Department will be responsible for the care of all Department property will promptly report any loss, damage, or defect.

3.030 A member of the Department operating a Department vehicle will avoid injury to persons or damage to property. He will, before use, examine any Department vehicle assigned to him, report unrecorded damage or operational defects to his supervisor, and make other necessary reports. Failure to report damage or defect results in the presumption that no inspection was made. Park a Department vehicle where it will least interfere with traffic flow except when emergency requires otherwise.

3.031 Members assigned to operate police vehicles will be responsible for the cleanliness of such vehicles.

3.032 Members of the Department will keep the radio equipment turned on when occupying vehicles or conducting a police function with the vehicle under effective control.

3.033 When two or more members of equal rank are simultaneously employed in the same operation, the senior member will be in charge, except when otherwise ordered.

3.034 Members of the force, entering a place of Divine Worship, will remove the cap and place it neatly under the left arm.

3.035 A member of the force, reporting to a superior in his office, will maintain a respectful bearing.

3.036 Members of the force in uniform will not recognize or address a detective or call attention to his presence unless first addressed by him.

3.037 Commissioned and non-commissioned officers will be addressed by their correct title and name at all times.

3.038 When "The National Anthem" is played outdoors, members of the force in uniform will face the colors, assume the position of "attention" and execute the hand salute until the Anthem is completed. If the music is played indoors, face the music, and execute the hand salute.

3.039 Upon the approach of the National Colors, members of the force will assume the position of "attention" and execute the hand salute or present arms when the flag is six paces away. Only the colors at the head of each division of a parade will be saluted.

3.040 Unless engaged in police duties requiring direct attention members of the force will salute the National Colors as the flag passes or is carried into another building or room.

3.041 Every member of the Department will keep his superior officer informed of his place of residence.

3.042 Members of the Department must have telephone service and will provide the Department with the line number. This number will be kept confidential on request.

3.043 Every member of the Department will report to his superior officer all information he acquires concerning organized crime, racketeering, or vice conditions.

3.044 Every member of the Department will, in preparing his cases for trial, properly execute affidavits, analyze and preserve evidence, summon witnesses, and review testimony.

3.045 A member of the Department will not absent himself from any trial or hearing except for a good cause. In such instances he will notify his superior officer a reasonable time before the trial or hearing begins.

3.046 A member of the force will not attend conventions or meetings as a representative of the Department without official sanction.

3.047 A member of the Department will not speak before any group on a police topic, nor prepare for publication any article dealing with police work, without official sanction. He will not make information, pertaining to activities of the Department, available for publication without official sanction.

3.048 Members of the Department are encouraged to offer suggestions, through normal channels, for improvement of the police service.

3.049 Members, whether on or off duty, are obligated to take action in any criminal or emergency situation coming to their attention. They will respond promptly whenever ordered to emergency duty.

3.050 Members of the Department assigned to duty at a funeral, or who otherwise appear along the route of such funeral, will come to attention, remove the head gear and place it over the left breast as the coffin is being placed in or removed from the hearse or when the hearse passes en route to the cemetery, unless they are actively engaged in the performance of police duty.

3.051 At the scene of any criminal offense that requires the services of the Detective Division, the personnel who arrive first will take the scene in charge, holding it intact. They will perform only emergency services and await the arrival of the investigating officers, who will then take complete charge and will be responsible for further police services.

3.052 Members will not interview, arrest or transport female prisoners, suspects, or complainants without the presence of a third party, except in an extreme emergency. In the latter case, proper radio procedure will be followed.

3.053 All outgoing communications must be sent by authority of the Chief of Police. All incoming communications to the Department will be directed to the Chief or, in his absence, to the officer in charge.

3.054 No officer will make a written statement, sign a written statement, or prepare a tape recording of any kind for the purpose of giving out information with regard to police matters without the authority of the Chief of Police.

3.055 No officer will sign any request for pardons, paroles, or commutation of sentence, nor will he take any part in such action unless authorized to do so by the Chief of Police.

3.056 No officer will sign a penal bond, nor shall he stand surety for any fine or penal obligation except for immediate relatives.

3.057 No department property, equipment or supplies, will be loaned to any individual or other departments without proper authority. A receipt, identifying the item by serial number, if any, must be signed by the borrower.

3.058 All posted bulletins and memorandums from the Chief will be treated as a part of these regulations until such time as they may be rescinded. A serial-numbered permanent record will be on file containing a complete set of memorandum and bulletins.

3.059 All traffic tickets, including parking and parking meter violations, are disposed of only by the city judge in open court.

3.060 Officers are required to carry pen or pencil and a pocket-type notebook for recording information.

3.061 Police vehicles are to be used by policemen while on official patrol, to transport persons in their custody, for official city business, and for emergency use.

3.062 If information is needed on a student in school, members will go to the school office. Entering classrooms is prohibited except to deliver emergency messages or as a guest. Interrogation of students must be authorized by school officials.

3.063 Radio operators are to give the time signal on the hour and the half hour; this also assures that radios are in operation.

DEPORTMENT

4.000 A member of the Department shall always be civil, orderly, quiet, and courteous. He shall avoid the use of coarse, violent, or profane language. He shall answer carefully and courteously.

4.001 A member shall treat the public, his superiors, and his associates with respect, courtesy and consideration.

4.002 A member shall, when dealing with juveniles, set an example of good professional conduct which will encourage their respect.

4.003 A member shall serve the city with zeal, courage, discretion, and fidelity. He shall not disclose intelligence concerning official activities when such disclosures would hinder accomplishment of police objectives.

4.004 A member shall not exhibit or divulge the contents of any criminal record to any person except in the conduct of Department functions or in accordance with the provisions of law.

4.005 A member shall be aware of his responsibility as a police officer at all times and respond to service demands, irrespective of duty status.

4.006 A member in uniform shall not chew tobacco or smoke while transacting official business with the general public, nor shall he chew gum or a similar substance in court, on parade, or in military formation. Members may smoke in Department buildings. For the purpose of this rule, members in police cars, while on routine patrol, are not considered as being in public view.

4.007 Members of the force shall not drink alcoholic beverages while wearing the uniform or identifiable parts thereof, whether on duty or not.

4.008 Members of the force assigned in civilian clothes shall not drink alcoholic beverages while on duty, nor shall they smoke or chew gum or tobacco while in court or in contact with the general public.

4.009 A member of the Department shall not visit any place of questionable character except in line of duty. No member shall associate with operators or habitues of any such places.

4.010 A member shall not divulge in or tolerate gossip detrimental to any other member of the Department. He shall report to his immediate supervisor any rumors concerning actions of his colleagues which may affect the reputation of the Department.

4.011 Any Department member with a grievance involving another member which cannot be resolved amicably shall consult his immediate supervisor.

4.012 A member of the Department shall promptly obey the legitimate orders of superior officers and other members acting in a supervisory capacity.

4.013 A member of the Department shall not draw or display his firearm except for legal use or official inspection.

4.014 A member shall not report for duty or be on duty if under the influence of intoxicants or drugs or while suffering from the effects of their excessive use.

4.015 Members of the Department shall not congregate or loiter in any place in such manner as to bring discredit to the organization.

4.016 A member shall neither contract excessive debt nor refuse to make payment of a just claim.

4.017 A member of the Department shall not use his official position to gain admission to any public event except in accordance with Department policy.

4.018 A member shall not attempt to influence the decisions of government officials in purely personal matters.

4.019 A member shall not participate directly or indirectly in any unethical or unlawful compromise, arrangement or settlement with law violators, or law violators and their victims. He shall report to his superior officer any knowledge he has that any other member of the Department is involved in such an arrangement.

4.020 A member shall not recommend an attorney or bondsman to an arrested person or to anyone acting in behalf of the arrested person. He shall not disclose arrest information that could impede a just disposition of a case.

4.021 A member shall not have intoxicating liquor on his person or in any Department building or vehicle except for evidential purposes.

4.022 A member shall not interfere with or attempt to influence the lawful business of any person.

4.023 Members of the Department shall assist each other promptly and energetically to accomplish primary responsibilities outlined under "Principles."

4.024 A member of the Department shall not authorize the use of his name, a photograph which identifies him as being affiliated with the Department, or his official title in connection with testimonials or advertisements of any commodity or commercial enterprise. He shall not take part in any solicitation.

4.025 A member of the Department shall not join or be a member of any organization or society whose object is either directly or indirectly to interfere with the discipline and control of members of the Department.

4.026 A member of the Department shall not join or be a member of any organization or society designed to interfere, by illegal means, with the orderly process of government.

4.027 A member shall not use or attempt to use his official position, badge, or credentials for personal or financial gain.

4.028 A member shall not permit any other person to use his badge or credentials.

DISCIPLINE

5.000 Discipline has been defined as conditioning which corrects, molds, strengthens, and perfects. It is directed toward development of competent police officers who wish to conform to desirable patterns of conduct and who are capable of performing their duties promptly and efficiently.

5.001 Proper discipline stimulates harmony and efficiency within an organization and facilitates the coordination of effort. It promotes high morals and encourages public acceptance and support. Sound discipline and its attendant benefits can be achieved by police supervisors who are alert to its importance.

5.002 A police supervisor must deal courageously and directly with personnel problems. He should not be reluctant to act; hesitance will weaken organizational discipline. The end result of the supervisor's laxity will be loss of respect rather than achievement of personal approval. To promote the positive aspects of discipline, the supervisor must be alert to recognize and give credit for performance over and above the high standards set for police service.

5.003 Although there must be mutual loyalty among police officers, dedication to the welfare of the organization should transcend individual loyalties. An over-protective attitude toward a non-conforming fellow officer is damaging to all. To advance the group's interest, the habit of proper performance must be encouraged and derelictions corrected. The reputation of the entire force is affected by the behavior of a few

non-conformists. Discipline must be administered promptly and equitably for it to be effective.

5.004 All supervisors of the Department must realize the importance of discipline; its handling will be delegated to the Chief of Police.

PROCEDURE IN HANDLING DISCIPLINARY MATTERS

6.000 Any member receiving a complaint regarding personnel of the Department shall immediately inform his supervisor.

6.001 Any member of the Department aware of any infraction of departmental regulations or violation of City Ordinance or State Law by police personnel shall report such conduct to his immediate supervisor.

6.002 A member of the Department who receives a complaint of, or is aware of any infraction or violation by police personnel, shall not discuss such information with anyone below the rank of the alleged infractor's supervisor, or with any civilian.

6.003 A supervisor receiving information concerning alleged misconduct by a member of the Department shall immediately submit a complete report to his superior or the Chief of Police.

6.004 The supervisor's report shall outline the allegations, identify principals and witnesses, and provide information developed in any preliminary investigation.

6.005 For the purpose of definition, misconduct will be divided into two classifications:

A. Infractions, which are violations of published regulations, for which penalties may be imposed by the supervising officer.

B. Major violations, which constitute misconduct of such consequence as to warrant referral to the Chief of Police.

6.006 Any of the following defections may constitute misconduct:

A. Failing to learn the laws and ordinances a member is sworn to enforce.

B. Failing to learn the rules and regulations governing the operation of the Department.

C. Violating a rule or regulation of the Department.

D. Failing to obey a lawful order.

E. Being under the influence of alcohol or drugs while on duty or while wearing identifiable parts of uniform.

F. Engaging in conduct unbecoming a police officer.

G. Committing an act of insubordination or disrespect toward a superior officer.

H. Failing to enforce the ordinances of the City or the laws of the State of Tennessee.

I. Willfully making a false official statement or entry in a Department record.

J. Being convicted of a violation of law or ordinance in a court of competent jurisdiction.

K. Neglecting to carry out official duties.

L. Misusing Department property or equipment.

M. Displaying cowardice.

N. Displaying conduct prejudicial to the good order of the Department.

O. Indulging in practices or habits resulting in a physical or mental inability to perform police duties.

CHIEF OF POLICE

7.000 The Chief of Police is the chief executive officer of the Department. He shall have exclusive control over the stationing and transfer of all patrolmen, commanding officers and employees of the Department.

7.001 He shall promptly execute all directives of the governing body, and issue the orders to the Department necessary for proper enforcement.

7.002 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 the City and all criminal laws of the State of Tennessee and the United States of America.

7.003 He shall develop the organizational structure of the Department in accordance with professional standards. By consideration of sound span-of-control principles, he shall integrate related activities under the control of commanding officers. He shall hold them accountable for effective conduct of such activities.

7.004 He shall plan and execute a police service program designed to prevent and repress crime, apprehend and prosecute offenders, recover property, and regulate non-criminal conduct. He shall modify the program to combat current trends as revealed by analysis of records and reports.

7.005 He shall develop acceptable standards and procedures for recruitment, selection, and promotion of Department employees.

7.006 He shall work for the enactment and strengthening of laws and ordinances restraining criminal activities.

7.007 He shall see that an adequate and progressive program of employee training is organized and conducted.

7.008 He shall formulate techniques for recognizing outstanding performance by Department employees.

7.009 He shall continually strive to improve employee working conditions in order to achieve maximum efficiency and morale.

7.010 He shall establish and maintain high ethical standards for Department personnel and exercise the vigilance necessary to constant observance of such standards.

7.011 He shall initiate investigation into all cases of alleged or apparent misconduct by Department personnel. Following such an investigation he may suspend a member from duty and prefer charges or apply alternative authorized disciplinary measures if deemed appropriate.

7.012 He shall inform himself of the affairs of the Department and ascertain that the duties of his subordinates are properly discharged.

7.013 He shall visit and cause to be visited, at irregular and unannounced times, all Department properties, districts and sections, for inspection of the efficiency of the operation. When unsatisfactory conditions are found, he shall take appropriate action.

7.014 He shall exercise general supervision and inspection of all public places within the City and assure obedience to the laws and ordinances concerning them.

7.015 He shall develop and conduct a sound public relations program to interpret police policies and objectives to Department personnel, the press, and the public.

7.016 He shall maintain suitable, productive relations between the Department and other governmental agencies and with private organizations, especially those concerned with traffic, crime prevention, and the administration of justice.

7.017 He shall submit required reports to the Governing Body in such form and detail as to depict clearly conditions and police action.

7.018 He shall insure prompt reports to other City agencies of any important matter falling within their jurisdiction.

7.019 He shall determine and publish the order in which ranking officers will succeed to command of the Department in his absence.

7.020 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.

7.021 He shall develop or adopt new techniques to improve the Department's effectiveness in discharging primary police obligations.

7.022 He shall establish and supervise a program of experience analysis and continued planning in preparation for the development of facilities to fulfill future requirements.

7.023 He shall supervise the preparation and presentation of realistic annual budget estimates.

7.024 He shall administer the Department's fiscal affairs in a manner calculated to convert available resources into maximum effective police service, economically employed in areas of demonstrable need.

SHIFT COMMANDER

8.000 The Shift Commander shall be responsible for all matters pertaining to the operation of his area of responsibility.

8.001 His duties shall include planning, organizing, and directing activities of the area. He shall maintain harmonious relationship with other segments of the Department, allied agencies, and the public.

8.002 He shall exercise authority commensurate with his responsibility and be accountable directly to the Chief of Police.

8.003 He shall promptly obey and transmit all orders of the Chief of Police, insuring uniform interpretation and full compliance.

8.004 His hours of duty will be established by the Chief of Police, but he shall always be available for duty in case of special need or emergency. He shall respond punctually to all assignments.

8.005 He shall familiarize himself with administrative policy and execute the service program within his area of responsibility, providing for:

A. Prevention and suppression of crime.

B. Protection of life and property.

C. Apprehension and prosecution of offenders.

D. Preservation of the peace.

E. Enforcement of regulatory measures.

8.006 He shall dilligently enforce the observance of high ethical standards in the performance and conduct of personnel.

8.007 He shall assist in devising acceptable standards for the recruitment, selection, and promotion of Bureau employees.

8.008 He shall, under direction of the Chief of Police, assist in the administration of the Department's program for:

A. Organizing and conducting a progressive program of personnel training.

B. Improving working conditions for maximum efficiency and morale.

C. Adequately recognizing outstanding personnel performance.

D. Improving efficiency and cooperation in areas of common responsibility.

E. Advancing the public relations program.

F. Insuring the proper and economical use of Departmental property and equipment.

G. Promoting personnel and fleet safety.

8.009 He shall insure the proper conduct of roll call, including personnel instruction and inspection. Instruction shall include the complete transmission of orders and information, both from officers to their commander and from relief to relief.

8.010 He shall systematically investigate all cases of apparent and alleged misconduct by Bureau personnel and prepare reports.

8.011 He shall inform himself of the affairs of the City and ascertain that the duties of his subordinates are properly discharged.

8.012 He shall analyze crime and incident reports daily for trends which will aid in the tactical deployment of resources and direction of operations.

8.013 He shall assign personnel, by time and by area, to meet requirements of the service program most efficiently.

8.014 He shall make daily examination of personnel and daily reports.

8.015 He shall examine reports for conformity with approved procedure for complete investigation and reporting, referring improper or incomplete reports in reverse order for correction and explanation of deficiency.

8.016 He shall avail himself of the resources and services of other division bureaus to achieve common objectives.

8.017 He shall be alert to prevent overt acts arising from the development of group tensions, unlawful assemblies, or strikes, and take prescribed action.

8.018 He shall, under the supervision of the Chief of Police, be responsible for the repression of crime and the enforcement of laws, ordinances, and regulations pertaining to criminal activities.

8.019 In the absence of the Chief, the Shift Commander will be in charge and assume full responsibility.

FIRST LINE SUPERVISOR

9.000 A sergeant shall be responsible for the efficient operation of his relief in conformity with established policies.

9.001 His duties shall include planning, organizing, and directing activities of his relief. He shall maintain harmonious relationships with other segments of the Department, other allied agencies, and the public.

9.002 He shall exercise authority commensurate with his responsibility and be accountable directly to the shift commander.

9.003 In the absence of the shift commander, the sergeant in charge of each relief will assume all responsibilities, exercise all authority, and perform all functions of the commander during his tour of active duty.

9.004 He shall promptly obey and transmit all legitimate orders, insuring uniform interpretation and full compliance.

9.005 His hours of duty will be established by the Chief of Police, but he always shall be available for duty in cases of special need or emergency. He shall be punctual for all assignments.

9.006 He shall familiarize himself with administrative policy and execute the service program within his area of responsibility, providing for:

A. Prevention and suppression of crime.

B. Protection of life and property.

C. Apprehension and prosecution of offenders.

D. Preservation of the peace.

E. Enforcement of regulatory measures.

9.007 He shall enforce observance of high ethical standards in the performance and conduct of relief personnel.

9.008 He shall, under the direction of the commander, assist in the administration of Department programs for:

A. Personnel training.

B. Improving working conditions for maximum efficiency and morale.

C. Using personnel records and performance ratings for individual guidance and improvement.

D. Recognizing outstanding performance.

E. Improving efficiency and cooperation in areas of common responsibility.

F. Building maximum public confidence and support.

G. Proper and economical use of division property and equipment.

9.009 He shall procure sufficient evidence to sustain or refute allegations of misconduct of police personnel and prepare reports of his findings.

9.010 He shall be fully aware of the affairs of the City and see that the duties of his subordinates are properly discharged.

9.011 He shall assist the commander in the interpretation and analysis of crime and incident reports and shall make pertinent recommendations.

9.012 He shall, subject to approval, assign relief personnel to meet most efficiently requirements of the service program.

9.013 When beginning a tour of duty, he shall secure, from the officer in charge of the preceding relief, all information pertinent to the proper conduct of business. At the conclusion of his tour, he shall report such information to his successor.

9.014 He shall thoroughly familiarize himself with the City and all conditions or problems requiring police attention.

9.015 He shall conduct pre-tour briefing on current crime and traffic trends, giving directions for policing such trends.

9.016 He shall weekly examine the arms, ammunition, belts, and holsters of assigned personnel, promptly correcting and reporting defects to the commander.

9.017 He shall make prescribed reports and keep records necessary to the operation of the district or relief.

9.018 He shall examine reports to insure conformity with the procedure for complete investigation and reporting.

9.019 He shall make daily inspections of the City during his tour of duty to observe conditions, efficiency of operation, and conformity with regulations and orders, initiating necessary corrective action.

9.020 He shall exercise general supervision and inspection of all public places within the City, and insure that the laws, ordinances and regulations concerning their operation are enforced.

9.021 He shall insure prompt reporting to other City agencies of any important matter falling within their jurisdiction.

9.022 He shall submit such written reports as may be desired by his commander.

9.023 He shall be alert to the need for improved techniques in operation and submit recommendations to the administration.

9.024 He shall avail himself of the resources and services of other division bureaus to achieve common objectives.

9.025 He shall be responsible for making notifications and reporting to the originating authority.

9.026 He shall insure civil treatment and protection of the rights of all persons within the scope of police authority.

9.027 He shall be accountable for the securing, receipting, and proper transporting of all evidence and property coming into police possession.

9.028 He shall supervise and direct subordinates in investigations and in effective case preparations.

9.029 He shall require the expeditious transaction of station business.

9.030 He shall instruct and direct subordinates in techniques for discovery and suppression of illicit traffic in liquor, narcotics, gambling, and prostitution.

9.031 He shall observe development of traffic situations, instructing and directing subordinates in the enforcement of laws and ordinances and in the relief of conditions interfering with the safe and smooth movement of vehicles.

9.032 He shall be sensitive to the conduct of juveniles and the existence of hazards affecting them. He shall provide leadership in the delinquency control effort.

9.033 He shall be alert to the development of group tensions of all kinds and provide for prompt establishment of controls, notification to superiors, and instruction and guidance of subordinates.

9.034 He shall execute the programs for promoting fleet and personnel safety within his area of responsibility, exerting every effort to reduce hazards and accidents.

UNIFORM PATROLMAN

10.000 A patrolman shall be responsible for the efficient performance of his duties, in conformity with the policies of the Department.

10.001 He shall exercise authority consistent with obligations imposed by his oath of office and be accountable to his superior officers, promptly obeying all legitimate orders.

10.002 He shall maintain harmonious relationships with his associates by being courteous and considerate, guarding against envy, jealousy, or other unfriendly feelings. He shall refrain from unofficial communications tending to discredit his associates.

10.003 He shall coordinate his efforts with those of the other members of the relief and other Department segments. Teamwork insures continuity of purpose and maximum achievement of service program objectives.

10.004 He shall communicate to his superiors and to co-workers all information he may obtain which is pertinent to the achievement of service program objectives.

10.005 He shall always be available for duty in case of special needs or emergencies. Ordinarily, his hours of duty will be established by his supervisors. He shall be punctual for all assignments.

10.006 He shall familiarize himself with administrative policy and execute the service program within his area of responsibility, providing for:

A. Prevention and suppression of crime.

B. Protection of life and property.

C. Apprehension and prosecution of offenders.

D. Preservation of the peace.

E. Enforcement of regulatory measures.

10.007 He shall conduct himself in accordance with high ethical standards, both on and off duty.

10.008 He shall, by study and research, become familiar with advanced techniques and ideas designed to improve police performance.

10.009 He shall report for duty, at the specified time, physically fit, neatly and properly groomed, and with prescribed equipment.

10.010 He shall acquire and record information concerning events occurring since his last briefing and be attentive to instructions.

10.011 He shall record his activity during his tour of duty in the prescribed manner.

10.012 He shall supervise and inspect all public and licensed places within his area of responsibility and enforce the laws, ordinances, and regulations concerning their operation.

10.013 He shall devote the maximum possible time to the performance of his basic duties, remaining in the station or office only when necessary.

10.014 Before beginning his tour of duty, he shall inspect the vehicle assigned to his use and report any damage or deficiency.

10.015 During his tour of duty, he shall use the vehicle assigned to him in a safe and economical manner, avoiding hazardous or careless operation.

10.016 He shall promptly report, in the prescribed manner, any unusual incident involving the vehicle assigned to his use.

10.017 He shall maintain his arms and equipment in a functional, presentable condition, promptly correcting such defects and reporting them to his supervisor.

10.018 He shall make accurate and complete reports of crimes, vehicular accidents, and incidents in conformity with prescribed procedure.

10.019 When assigned to duty in the station, he shall diligently perform the functions necessary to its efficient and economical operation.

10.020 He shall receive, serve, and prepare returns on citations, writs, and documents, providing information for subsequent service when he is unable to do so.

10.021 He shall exert every effort to help citizens requesting service, assistance, or information. He shall courteously explain any instance where jurisdiction does not rest with the police agency and suggest procedures to be followed.

10.022 He shall insure the civil treatment and observance of rights of all persons coming within the scope of his authority.

10.023 He shall be accountable for the securing, receipting, and proper transporting of all evidence and property coming into his custody.

10.024 He shall be diligent in his efforts to discover and suppress illicit traffic in liquor, gambling, narcotics, and prostitution, reporting such activities to his superiors when discovered.

10.025 He shall enforce traffic laws and ordinances and relieve conditions interfering with the safe, smooth 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.

10.026 When directing the movement of vehicular traffic, he shall take a conspicuous and safe position, making his signals clear and positive.

10.027 He shall be sensitive to the conduct of juveniles and the existence of hazards affecting them. He shall participate fully in the delinquency control effort.

10.028 He shall be alert to the development of group tensions of all kinds, notifying his superiors and preventing disorder.

10.029 He shall be alert to the development of conditions tending to cause crime, take preventive action, and inform his superiors. He shall inform the public of conditions which could prevent crime if corrected.

10.030 He shall determine the security of business places after normal closing hours. He shall inspect the security of buildings reported unoccupied. If any evidence of tampering or entry is found, he shall immediately summon aid for a search of the premises and to apprehend trespassers.

10.031 He shall examine any person whom he reasonably believes to be engaged in unlawful activity, requesting the reason for his presence and recording his identity. If he receives unsatisfactory answers, is refused an answer, or meets with resistance not warranted by the inquiry, he shall make an arrest, provided there is a legal basis.

10.032 He shall investigate vehicles seen under questionable circumstances noting and recording license numbers and descriptions.

10.033 He shall familiarize himself with the City and conduct a diligent patrol, accentuating prevention rather than arrests by giving particular attention to locations most susceptible to the occurrence of crime.

10.034 He shall familiarize himself with the location of public communication facilities in his assignment area.

10.035 He shall confine his patrol efforts to his assignment area. If required to leave for any reason, he shall notify his station at the time he leaves. He shall notify his commanding officer of any prolonged interruption of patrol activity.

10.036 He shall conduct a thorough investigation of all offenses within his assignment area 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.

10.037 Any failure to detect crime, cope with traffic conditions or take appropriate action to prevent repetion of disorder within his assignment area, shall be prima facie evidence of negligence.

10.038 He shall provide prompt and adequate assistance to sick, injured or destitute persons.

10.039 He shall inspect places or activities where permits or licenses are required and take appropriate action where necessary authority has not been procured.

10.040 He shall promptly report street light outages, and defective fixtures and signs.

10.041 He shall note conditions which adversely affect the appearance, safety, and health of the community. He shall enforce applicable laws, ordinances and regulations, and/or make referrals to agencies having primary responsibility.

10.042 When detailed at the location of any assemblage of people, he shall be alert to prevent disorder, damage to property, or injury to persons. When necessary, he shall assist in establishing and maintaining limits, facing the gathering of persons. He shall direct his attention to the control of the assemblage and shall prevent interference with the functions of official agencies or the event which provided the attraction.

10.043 When in uniform, he shall assist in the movement of vehicles operating under emergency circumstances.

DISPATCHER

11.000 A Dispatcher shall be responsible for the efficient performance of his duties, in conformity with the policies of the Department.

11.001 He shall exercise authority consistent with obligations imposed by his oath of office. He shall be accountable to his superior officers, promptly obeying all legitimate orders.

11.002 He shall maintain harmonious relationships with his associates by being courteous and considerate, guarding against envy, jealousy, or other unfriendly feelings. He shall refrain from unofficial communications to the discredit of his associates.

11.003 He shall coordinate his efforts with those of the other members of the relief and other Department segments. Teamwork insures continuity of purpose and maximum achievement of service program objectives.

11.004 He shall communicate to his superiors and to co-workers all information he may obtain which is pertinent to the achievement of service program objectives.

11.005 He shall always be available for duty in case of special needs or emergencies. Ordinarily, his hours of duty will be established by the Chief. He shall be punctual for assignments.

11.006 He shall familiarize himself with administrative policy and execute the service program providing for:

A. Prevention and suppression of crime.

B. Protection of life and property.

C. Apprehension and prosecution of offenders.

D. Preservation of the peace.

E. Enforcement of regulatory measures.

11.007 He shall conduct himself in accordance with high ethical standards, both on and off duty.

11.008 He shall, by study and research, become familiar with advanced techniques and ideas designed to improve his performance.

11.009 He shall report for duty, at the specified time, physically fit, neatly and properly groomed, and with prescribed equipment.

11.010 He shall record his activity during his tour of duty in the prescribed manner.

11.011 He shall maintain his arms and equipment in a functional, presentable condition, promptly correcting defects and reporting them to his supervisor.

11.012 He shall diligently perform office functions necessary to efficient and economical operation.

11.013 He shall answer the telephone in a courteous manner, identifying both the office and himself.

11.014 He shall be courteous in his dealings with the public, giving advice and assistance when asked, answering questions, and recording complaints.

11.015 He shall promptly dispatch cars to areas where they are needed or to answer complaints.

11.016 He shall recognize people and offer assistance when they come into the office.

11.017 He shall exert every effort to help citizens requesting service, assistance, or information. He shall courteously explain any instance where jurisdiction does not rest with the police agency and suggest procedures to be followed.

11.018 He shall receive prisoners' personal property, identifying and depositing it in property envelopes. He shall record the case on the daily report, entering the name on the jail docket along with other needed information.

11.019 He shall fill out and show the disposition of warrants.

11.020 He shall receive forfeits on parking meter violation tickets, other parking violation tickets, traffic tickets, and misdemeanor warrants, in accordance with the rules and schedules governing each.

11.021 He shall give receipts for all money he receives and record information on the proper book or books.

11.022 He shall record the disposition of all cases on the required forms, books and ledgers of the Department.

11.023 He shall fill out all criminal and offense forms assigned to him. He is required to place orders for and keep the required amount of all forms and supplies.

11.024 All tickets and warrants shall be in his custody until disposition is made.

11.025 If assigned to send out summons on traffic tickets, he shall be responsible for keeping the ticket files.

11.026 He shall enter on the radio log each call he receives or places.

11.027 He shall fill out the radio message card, when necessary, on incoming and outgoing messages.

PARKING METER PATROLMAN

12.000 The Parking Meter Patrolman shall be responsible for the efficient performance of his duties, in conformity with the policies of the Department.

12.001 He shall exercise authority consistent with obligations imposed by his oath of office. He shall be accountable to the Chief, promptly obeying all legitimate orders.

12.002 He shall maintain harmonious relationships with his associates by being courteous and considerate, guarding against evny, jealousy, or other unfriendly feeling. He shall refrain from unofficial communications which could discredit his associates.

12.003 He shall coordinate his efforts with those of the other members of the Department. Teamwork insures continuity of purpose and maximum achievement of service program objectives.

12.004 He shall communicate to the Chief and to co-workers all information he may obtain which is pertinent to the achievement of service program objectives.

12.005 He shall always be available for duty in case of special needs or emergencies. His hours of duty will be established by the Chief. He shall respond punctually to all his assignments.

12.006 He shall conduct himself in accordance with high ethical standards, both on and off duty.

12.007 He shall, by study and research, become familiar with advanced techniques and ideas designed to improve his performance.

12.008 He shall report for duty, at the specified time, physically fit, neatly and properly groomed and with prescribed equipment.

12.009 He shall make every effort to create goodwill among the people. He shall exert every effort to help those requesting service, assistance, or information. He shall courteously explain any instance where jurisdiction does not rest with the police agency, and suggest the procedures to be followed.

12.010 He shall insure the civil treatment and observance of rights of all persons coming within the scope of his authority.

12.011 He shall make complete rounds when working parking meters, never missing any section.

12.012 He shall check for proper parking and see that parking meters are utilized only by those allowed to use them.

12.013 He shall enforce traffic laws and ordinances and relieve conditions interfering with the safe, smooth passage of vehicles and pedestrians. He shall be alert to the need for improvement in traffic control and report defective traffic signs, signals and devices.

ARREST PROCEDURES

1. DEFINITION

An arrest is an apprehension or detention in order that the person arrested (the arrestee) may answer to an alleged or supposed crime. A person must be taken into custody to complete an arrest, and the arrestee must be fully aware of the restraint of his liberty. The arrestee may submit to the words of arrest or by the person making the arrest (the arrester) touching the arrestee for the purpose of restraining him and bringing this purpose to his knowledge.

2. INITIAL CONTACT WITH ARRESTEE

A. Identify yourself and show identification if you are not in uniform.

B. Inform subject he is under arrest.

C. Be natural and pleasant but forceful.

D. Voice must command authority.

E. Demand prompt and absolute obedience.

F. Nervousness should be controlled.

G. Avoid acting "tough" and using profanity.

H. Avoid unnecessary conversation.

I. Only one officer should do the talking to avoid confusion.

3. MAKING THE ARREST

A. Safe delivery of the arrestee must be accomplished.

B. Search the subject for any weapon he might use to hurt you or himself.

C. Use necessary force. Excessive force is unlawful.

D. Use necessary restraint.

4. ARREST ON THE STREET

   A. Approach subject from side or rear when possible.

   B. Move subject toward buildings rather than the curb as this offers less chance for escape.

   C. Avoid congested areas when possible.

   D. Move out as soon as possible.

5. ARREST AT HOME, OFFICE OR BUSINESS

   A. Restrict subject's movements.

   B. Do not grant personal privileges.

   C. Examine requested clothing and other items for weapons or evidence before giving them to subject.

6. ARREST IN A CROWD OR PUBLIC PLACE

   A. Remove subject as quickly as possible.

   B. Be orderly.

   C. Watch for sympathizers.

7. BASIC PRINCIPLES

   A. Expect the unexpected.

   B. Dominate situation.

   C. Keep firearm handy and out of subject's reach.

   D. Avoid excessive force.

   E. Be fair.

INTERROGATION

1. DEFINITION

   To question, or to examine by asking questions.

2. BASIC RULE

   No person shall be deprived of life, liberty or property without due process of law, as provided by the Fifth and Fourteenth Amendments.

3. TIME

   A. Start interrogation as soon as possible.

   B. Lengthy interrogations, where subject is denied his basic needs, are illegal.

4. THINGS TO BE CONSIDERED

   A. Age: Be considerate of the elderly and very young. You must have a parent or guardian present when interrogating a minor.

   B. Mentality: Gear interrogation to the educational level of the subject.

   C. Nationality: If subject is unfamiliar with our customs and/or language, ways must be found to communicate with him.

5. OFFICER'S DUTIES

   A. Inform the subject promptly of the charges against him.

   B. Do not use threats or force.

   C. Do not make false inducements.

6. REQUIRED ADVICE TO SUSPECTS

   A. He does not have to make a statement and any statement he might make may be used against him in a court of law.

B. He is entitled to be represented by an attorney at any time he may choose.

C. If he is financially unable to afford an attorney, the court will appoint one to represent him.

7. INTERROGATION ROOM OR PLACE

A. Should be small but comfortable.

B. Should have desk or table with no more than three chairs.

C. Should have sufficient, but not blinding, lighting.

D. Should be without outside windows to avoid distracting commotions.

E. Should have no telephone.

F. Should be private.

8. OFFICERS IN INTERROGATION ROOM

A. Two officers should be present when subject starts giving statement.

B. One officer should do the interrogating.

C. A typewritten statement is best. The subject should initial each page and sign the last page. The officers should sign as witnesses.