



# PATROL

**General Order Number: 18.1**

**Effective Date: August 10, 2017**

## **POLICY:**

It is the policy of the Brookline Police Department to provide 24-hour, continuous service to the community. The patrol function is primarily a law enforcement function that embraces the philosophy of community policing. The Brookline Police Department is a proactive, problem-solving agency that recognizes the value of community involvement when identifying and solving problems. Under the philosophy of community policing, officers engage in a wide variety of activities to include, but not limited to: working with citizens to identify and solve problems, conducting security surveys, engaging in Park and Walks, implementing crime prevention tactics, responding to calls for service, enforcing traffic and criminal laws, answering complaints, conducting follow-up investigations of crimes, identifying and arresting offenders, directing and controlling traffic, regulating certain business activities as required by law, maintaining public order by enforcing laws and by-laws, providing emergency services, reporting information to appropriate divisions within the department, engaging in community relations and transporting prisoners.

Patrol officers should conduct preliminary investigations into crimes to the point at which postponement of further investigation does not jeopardize its successful completion.

## **PROCEDURES:**

All members of the Department are involved in public relations and reflect the public image of the department. They should strive to develop a positive atmosphere in public relations between citizens and the police. Services that the department provides to the public are to be rendered fully and professionally. Training for our members shall be provided to ensure a consistent approach in the delivery of these services.

- I. CRIME REDUCTION, INVESTIGATION AND APPREHENSION:** Crime reduction, investigation, and apprehension of offenders can be achieved through:
  - A.** Decreasing response time to crimes in progress, while at the same time responding in a manner that ensures the safety of the officer and the public.
  - B.** Preliminary investigation directed toward identifying and arresting offenders or summoning them into court.
  - C.** Initiating crime prevention strategies, alternate youth programs, implementing

drug demand reduction programs, and by conducting security surveys.

## **II. MAINTENANCE OF PUBLIC ORDER:**

- A. Officers should be prepared to handle civil disorders, disasters, and special events which may draw large crowds.
- B. Officers are to be aware of the laws and by-laws that regulate the operation of businesses and establishments within the city, such as bar rooms, liquor stores, and second-hand dealers. Officers should take appropriate enforcement action when violations are encountered.

## **III. PROVISION OF PUBLIC EMERGENCY SERVICES:**

**A. MEDICAL ASSISTANCE/MEDICAL ALERT:** In cases where medical assistance is required, officers shall respond in a manner consistent with training received in C.P.R. and First Responder Certification. Officers shall also notify the Dispatcher, who shall activate emergency medical services.

If an officer observes or learns of a "Medic Alert" bracelet, necklace, or medallion, they shall make the information known to the health care personnel who respond/care for the sick or injured person.

Medic Alert is an internationally recognized system of emergency medical identification. Medic Alert's three-part system is comprised of:

1. An alerting emblem worn on the wrist or around the neck;
2. A wallet card, which is updated annually by the member;
3. A 24-hour emergency answering service which can be called in emergency situations from anywhere in the world.

Officers are advised that they should search for the Medic Alert emblem in order to be sure that persons who appear to be inebriated are not suffering instead from an unrecognized medical problem such as diabetes.

Inscribed on this emblem is the person's medical problem, their serial number, and phone number of the Medic Alert central file. The central file can provide additional medical information, **as well as the identity of the person if no other information is available.**

- ## **IV. CALLS FOR SERVICE BY PHONE:**
- All calls for service do not require on-scene response by an officer. In an effort to improve the use of patrol time, some calls do not require the dispatch of a patrol officer to the scene and can be effectively handled by receiving the information in an alternative manner. Other procedures for reporting crime information can be by telephone or by the person coming to the police station. Such calls that can be handled effectively in these

manners are:

- A. Lost property.
- B. Areas requiring extra attention for short periods of time to address a specific problem.
- C. General information that can be provided to the public over the telephone.

Police reports will not be taken via mail, email or social media in lieu of dispatching an officer.

V. **PRIORITY RESPONSE POLICY:** The purpose of this policy and the following procedures is to provide guidelines for the evaluation of the urgency of a police response to a given situation. While the policy and procedures are designed to guide an Officer in the manner in which he/she will respond to a call, it also serves as a guide for the dispatcher when assigning calls and response priorities. For the purpose of this policy, the priority codes shall be defined as follows:

A. A **PRIORITY ONE RESPONSE** involves the use of both emergency blue lights and siren. This response should be made as quickly as possible taking into consideration the traffic conditions and the safety of the Officers and the general public.

A priority one response is indicated when an Officer is needed at the scene and immediate response is critical. Conditions that will define a priority one response are:

1. Any apparent threat to life or danger of serious physical injury or major property damage;
2. Any ongoing felony or misdemeanor that involves violence and may result in injury;
3. Any felony or violent misdemeanor that has just occurred and reason exists to believe the suspect is still in the area;
4. Any incident that involved exigent or unique circumstances that demand an immediate police response.
5. An "OT" (Officer in Trouble) call or any request from an Officer for a priority one response.

B. A **PRIORITY TWO RESPONSE** involves the use of emergency blue lights only. The response should be made by the closest units in a quick but safe manner. Units responding to priority two calls should be attentive to their radio as the situation may quickly change to a more or to a less serious incident.

A priority two response is indicated when an Officer's presence is needed at the scene but the need is not immediate. Conditions that will define a priority two

response are:

1. Any incident that does not represent a significant threat to life and property (such as disorderly groups) or a felony that has occurred without injury and the suspect has fled the area;
2. Any in-progress incident that could be classified as a possible crime (suspicious person, vehicle, etc.);
3. Any incident that represents a significant hazard to the flow of traffic (either vehicular or within the transit system);
4. Any incident that requires a prompt, non-emergency response;
5. Officers calling for non-emergency assistance (backup unit, potential but not present problem) or any officer requesting a priority two response;
6. Officers holding a prisoner and requesting transport will receive a priority two response unless special circumstances dictate otherwise.

**C. A PRIORITY THREE RESPONSE** involves no emergency lights or siren. It is a normal traffic speed response.

1. A call for service;
2. To take a report;
3. Transport of prisoners.

**VI. FOOT PATROLS:** Foot patrols and park and walk patrols may be deployed when manpower is sufficient, in areas where the public and businesses are best served by an officer on foot, or when utilized to address specific problems best rectified by foot patrol. Before deploying foot patrol beats, the Deputy Superintendent of the Patrol Division will confer with the platoon commanders to determine the need. Criteria to be considered for deploying foot patrols shall include, but is not limited to:

**A.** The need for frequent inspections such as in business and commercial areas.

**B.** A high concentration of calls for service to a specific area of which is best patrolled by an officer on foot on the street.

**C.** Areas that are inaccessible to cruiser patrols.

**D.** Neighborhood groups requesting park and walk patrols because of an increase in neighborhood crimes.

**VII. MOTORCYCLE PATROL:** Motorcycle patrol is a high visibility presence that

shall be used for traffic safety and enforcement, investigating motor vehicle accidents, parking enforcement, escort services, and patrolling other locations that are not suitable to cruiser, bicycle, or foot patrol. These units may respond to any call for service that the Dispatcher feels appropriate.

A. Motorcycles will patrol parks, the Muddy River walkways, playgrounds, housing developments, and other areas inaccessible to cruiser patrol.

B. All motorcycle officers shall have a valid Mass. Motorcycle license and have passed a training class approved by the Mass. Criminal Justice Training Council or other certified motorcycle training prescribed by the Chief of Police.

C. All motorcycle officers are responsible for the proper condition of their vehicle. They shall arrange proper maintenance of their motorcycles with the Sergeant – Traffic Division.

D. Motorcycle equipment:

1. First Aid Kit
2. Radar

**VIII. BICYCE PATROL:** The use of the Patrol Division's Bicycle Unit (PBU) is intended to supplement motorized patrol. Despite the obvious advantages to motorized patrol, bicycle patrol will allow officers to interact with the public in ways which motorized patrol does not. Bicycles can also be effective in areas which are not accessible by officers in patrol cars (such as housing complexes, business areas, parks and playgrounds). Bicycle officers (PBUOs) can be used effectively in traffic enforcement (to include bicycle and pedestrian law violations) in heavily traveled areas such as Coolidge Corner and Brookline Village. Officers on bicycles can also be effectively used in a surveillance or anti-crime capacity. The Patrol Division Bicycle Unit shall utilize intelligence-led policing when determining deployment. Identified hotspots of crime, traffic, and quality of life issues should be targeted.

The PBU shall be a year round unit limited only by severe weather conditions or road hazards.

The PBUOs will assume routine patrol responsibilities for the purpose of integrating its operation with the overall patrol function of the Department in responding to calls for service and in follow-up complaints.

A. **DUTIES AND RESPONSIBILITIES:** The duties and responsibilities of the PBUO shall be as follows:

1. To perform the same duties and responsibilities as officers assigned to motorized patrol, while showing a high visible police presence;

2. To comprehend the primary purpose of the PBU and understand its advantages and limitations;
3. To primarily patrol the following areas:
  - a. AREAS NOT ACCESSIBLE TO CRUISER PATROL:
    - i. Muddy River walkway
    - ii. Parks
    - iii. Alleys
    - iv. Playgrounds
    - v. Pathways
    - vi. Parking lots
  - b. AREAS OF HIGH VOLUME PEDESTRIAN TRAFFIC:
    - i. MBTA Train Stops
    - ii. Bus stops
    - iii. Retail parking lots
    - iv. Municipal parking lots
  - c. AREAS OF SPECIAL ATTENTION:
    - i. Shopping Districts
    - ii. Business districts
    - iii. Housing complexes
    - iv. Residential neighborhoods
4. Maintain a positive working relationship with the community by addressing the community concerns and actively interacting with citizens.
5. To perform other such duties as may be assigned by appropriate authority to include, but not limited, to high profile uniformed bicycle patrol, traffic enforcement, low profile surveillance and anti-crime operations.
6. The PBU will be staffed on an as-needed basis from officers working their regularly scheduled tours of duty. However, assignments for such events as parades, Red Sox or Celtics playoff games or other special events may be staffed with PBUOs who are not on their regularly scheduled shifts. This will require Officers assigned to this unit to make themselves available for such assignments. Officers assigned to this unit maybe required to work part of their shift in a sector car and then transition to their bicycles for a period of time during that shift.

**B. ASSIGNMENTS/SUPERVISION:** The Deputy Superintendent/Patrol Division shall designate a Patrol Bicycle Unit Supervisor (PBUS). This supervisor should provide staff supervision and overall coordination of this unit.

All matters pertaining to the overall functioning of this unit shall be addressed to the PBUS, unless otherwise appropriate. The PBUS shall be responsible for this unit's overall operations, including ongoing tasks, special assignments, training, equipment procurement and maintenance. The PBUS may have special assignments for PBUOs on various shifts and shall coordinate with that shift's Commanding Officer (CO). The assignment will be supervised by the shift supervisor, unless the PBUS is directly supervising the unit at that time.

**IX. FIELD CONTACT/FIELD INTERVIEWS:** Police officers make contact and communicate with community members as part of their fundamental duties. These contacts can range from voluntary interactions between an officer and a citizen, to a full stop and/or frisk based on reasonable suspicion that an individual is of unlawful design. The quality and frequency with which these interactions are conducted will contribute materially to the success of the department in engaging with the community and in preventing crime. The police activity of inquiring into a person's identity and the reason for their presence at an unusual time and/or place or under suspicious circumstances plays an important role in the prevention of crime and the apprehension of criminals. It is the policy of the Brookline Police Department to encourage its members to actively engage in this process.

Officers conducting field interviews must understand the legal basis and authority for these actions. Such documented interviews can contribute greatly to crime analysis/solution if the information obtained is properly collected, recorded, and analyzed. In addition, the field interview program may deprive actual and potential offenders of some of their initiative in selecting the time, place, and circumstances for the commission of crimes.

In addition, there are often times when officers will encounter a community member in a circumstance where the contact is not related to suspected criminal activity. In some of these cases the officer may still feel that the contact should be documented. These interactions will frequently be voluntary conversations between the officer and the community member where the officer feels that a record of the interaction should be made.

The Department will record information obtained as the result of interactions between officers and the public in a Field Interview database. This database will differentiate between informational encounters where the interaction is not of criminal intelligence value, and interactions that may have some criminal intelligence value. Entries made that document citizen contacts that do not appear to be connected with suspected criminal conduct will be flagged by a Designated Supervisor as "Information." Contact or observation of suspects will be classified by a Designated Supervisor as "Person of Interest" if the subject appears to be of unlawful design, or is engaged in

conduct that either alone or when combined with other information, would tend to show that they may be engaged in criminal activity.

#### **A. DEFINITIONS:**

1. **Designated Supervisor:** A Sergeant or above who will be responsible for reviewing all contact submissions and making a determination as to how the contact is ultimately classified
2. **Field Interviews:** Investigatory stop involving the brief detention of a subject based reasonable suspicion that the subject is of unlawful design.
3. **Field Contacts:** These are limited consensual interactions with individuals that do not escalate into a formal stop and/or frisk, and do not indicate that a subject is of unlawful design. Examples of this type of interaction would include accidental alarms by a homeowner or advising citizens of town by-laws.
4. **Field Observations:** Officers may encounter circumstances where they observe a subject or situation which they feel should be documented, however either no contact or interview with the subject was conducted, or only limited interaction occurred. These field observations will be entered into the Larimore system in the same manner as tradition field contacts, and after review will be designated as either an “information” contact or a “person of interest.”

Examples of field observation would include, but not be limited to, the following:

- a. An officer observes a subject associating with a known criminal or violent offender. Although there may be no criminal activity observed at the time of the observation, the subject’s association with a known offender may be important in future investigations.
- b. An officer stops an individual for the purpose of conducting a field interview, but the individual refuses to give the officer any information and the officer has no reasonable cause to pursue the matter further.
- c. An officer wishes to make note of a subject in a specific place at a certain time, and the officer has conducted a field interview on the same subject on another occasion and therefore knows his identity.
- d. An officer observes a vehicle which arouses their suspicion, but the owner of the vehicle cannot be interviewed (e.g., a “strange” vehicle parked near a business after business hours).



- e. An officer observes a known criminal in or out of a suspicious place or time, but is not able to stop to talk with the individual.

## **B. PROCEDURES:**

### **1. PURPOSE OF FIELD INTERVIEWS:**

- a. **SOURCE OF INFORMATION:** The field inquiry is based on the principle that the opportunity to apprehend criminals and to prevent crime increases with the number and frequency of persons interviewed. One way a police officer can increase their effectiveness is to obtain information from persons frequenting their patrol area.
- b. **MEANS OF IDENTIFYING SUSPECTS:** An on-view arrest is not always based upon the immediate recognition of a wanted criminal. Frequently, it is the outgrowth of the action taken by a police officer who stops and questions a person who has aroused their suspicion. Information obtained during a field interview may also be used at a later date to identify a criminal.
- c. **MEANS OF OBTAINING SUSPECTS OR WITNESSES:** The value of reported field inquiries becomes very pronounced when a crime is committed and there are but a few investigative leads. The investigator must then rely on the field interview reports to sift out any information. A review of these reports will show if anyone had been questioned in the vicinity and at the approximate time of the crime.
- d. **CRIME PREVENTION:** The aggressiveness of the patrol activity may be brought to the attention of the criminal and of his or her friends. The criminal can also observe the activities of the police and conclude that the possibility of escaping detection and apprehension is not favorable.

### **2. APPROACHING THE SUBJECT:**

- a. As many field inquiries result in an arrest, the field contact location must be selected with care. Officers should give consideration to possible escape routes, lighting conditions, and to the safety of bystanders and themselves. Furthermore, the approach must afford the greatest element of surprise. On foot or in a vehicle, the approach is usually made from the rear. This technique provides a tactical advantage. At night, the headlights of the police vehicle can be used to provide added illumination. It is imperative to have decided upon a plan of action before attempting to stop a suspect. Vigilance must be maintained to guard against any violent or evasive action.

- b.** The purpose of the field inquiry will determine the method of contacting the subject. It may vary from an authoritative command of "Stop, Police!" to a diplomatic request of "Good evening, may I speak to you for a moment?" Officers working in civilian dress have the added responsibility of identifying themselves as police officers before stopping a person for questioning.

### **3. CONDUCTING THE FIELD INTERVIEW:**

- a.** There is a fine line drawn between a field interview and a lawful detainment. Reasonable suspicion is the key element on which the officer should base their action. Mass. Gen. Law, Chap 41, Sec. 98, gives police officers the authority to stop and question a person whom they have reason to suspect has committed, is committing, or is about to commit a crime. If an officer stops a person for questioning pursuant to Mass. Gen. Law, Chap. 41, Sec. 98, and reasonably suspects that they are in danger of life or limb, they may conduct a "pat down search" of such person for a dangerous weapon. If they find such weapon or any other thing the possession of which may constitute a crime, they may take and keep it until the completion of the questioning, at which time they shall return it, if lawfully possessed, or they shall arrest such person.
- b.** The field interview may not meet the above requirements, but the officer may still seek to talk to the individual while realizing that the person is under no obligation to answer their questions or remain with the officer. The officer should recognize that some citizens are sensitive to any police contact and an overly aggressive approach may result in the loss of important support from the person being stopped.
- c.** The unusual or suspicious actions of people should trigger a field interview. Felony arrests are made consistently by officers who are quick to recognize something unusual in the actions or the appearance of a person or of a vehicle.
- d.** The person not fitting the place or time should be questioned. Personal appearances, the area, the time of day, the information being sought, and other factors will determine who is to be questioned.
- e.** A field interview entry may be completed on a subject who is charged with a traffic violation or who is stopped on a routine traffic stop if the situation appears to warrant such an entry. This will be largely a matter of the officer's judgment.

- f. Officers will frequently develop probable cause to arrest an individual as a result of conducting a field interview. At this point, to ensure the admissibility of statements, “Miranda” warnings should be given.

**4. ENTRY OF FIELD INTERVIEW/CONTACT INFORMATION:**

- a. All contact entries will be made into the Larimore system under the Field Interview system. These entries are to be made prior to the end of the officer’s tour of duty.
- b. Entries shall be specific in describing the facts and circumstances surrounding the encounter. Information shall include, but not be limited to, date, time, location and all details that will assist in understanding how the subject was encountered, the type of conduct the subject was engaged in, and if he/she appeared to be of unlawful design.
- c. When an officer enters data on a Field Observation, where contact with the observed subject was not made, particular attention should be paid to documenting the details surrounding the observation. The documenting of a subject’s association with a known violent offender or connection with a known criminal may be helpful in future investigations. This information should be explained in as much detail as possible when making this entry.
- d. Field contact, interview, and observation entries will be reviewed by a designated supervisor, who will determine if the entry contains information that indicates a subject is of unlawful design, or may otherwise be of criminal intelligence and analysis value.
- e. If the designated supervisor determines the submitted contact meets the criminal intelligence criteria, the submitted entry will then be classified as involving a person of interest (POI). If the contact does not meet this criterion, then the contact will be classified as being an informational interaction and designated as information (INF) in the Field Interview database.
- f. All officers will have the ability to view and search all entries, however only designated personnel will be authorized to classify entries as either person of interest or information.

**X. INCIDENTS REQUIRING THE STREET PATROL SUPERVISOR ON THE SCENE:** Street Patrol Supervisors are required at the scene of incident of serious or unusual nature.

**XI. INFORMANTS USED BY PATROL:** Patrol personnel should deal with

informants in accordance with Brookline Police Department Policies and Procedures (see 31.1 Use of Informants). Development of contacts or a confidential informant file may occur during the course of his or her calls for service and in doing so may cultivate a relationship for the future. An officer must remember:

- a. To treat these contacts with consideration regardless of background.
- b. To be truthful and fulfill to the best of their abilities all agreements made.
- c. To always have control over their informant and not allow the individual to control an investigation.
- d. To continually evaluate their informants and form estimates of their reliability.
- e. The informant belongs to the organization and not to them.

**XII. POTENTIAL/ACTUAL POLICE HAZARDS:** A police hazard is any situation, person, property, or place that may induce an incident calling for some law enforcement action.

**A. ROLL CALL BRIEFING:** At each roll call briefing, police officers will be apprised verbally of any actual or potential police hazards they may face during their tour of duty. Knowledge of police hazards helps the officers perform more effectively. Hazards may be permanent or temporary and may vary hourly, daily, or seasonally. Officers should be apprised of these changes and the Commanding Officer -Platoon on Duty should make assignment adjustments accordingly.

Although hazards change frequently, certain hazards are more permanent and can be identified more readily.

**XIII. BULLET RESISTANT VEST/JACKET:** Each police officer has been issued with one body armor vest. When not being used, the body armor vest must be immediately available to the officer by storing in his or her department locker or other area of immediate access. All police officers are strongly urged to wear vests at all times and will be required to wear issued vests at the firearms range, and during high risk tactical situations, including, but not limited to, planned warrant execution, drug raids, hostage or barricaded persons. Police Officers hired on or after October 4, 2002 are required to wear a bullet-proof vest whenever they are on duty, including private details, outside of the public safety building. Vests should be used when an officer faces bodily harm from a firearm, knife, or other deadly weapon. When it is known that a deadly weapon is present, officers must wear the body armor if time and circumstances allow.

Body armor must be inspected every six months for wear and/or deterioration and should be replaced as necessary.

#### **XIV. EMERGENCY NOTIFICATIONS TO MEDICAL EXAMINER AND OTHER AGENCIES:**

**A. MEDICAL EXAMINER:** In compliance with Mass. Gen. Law, Chap. 38, Sec. 4, it shall be the duty of any officer who finds a dead person to notify the Medical Examiner immediately. With this in mind the following procedure shall be adhered to. Preliminary investigating officer(s) at the scene of any death, shall notify the Patrol Supervisor to respond to the scene, and provide them with all available information on the Sudden Death. It will be the responsibility of the Patrol Supervisor, or their designee, to contact the Medical Examiner and notify them regarding the death and all pertinent information.

**B. EMERGENCY/ACCIDENT SCENE NOTIFICATION:** Officers assigned to the scene of an accident or incident where debris could cause a hazard or hindrance to the public or where disruption of a public utility is caused, shall notify the proper agency needed. Immediate notifications shall be made to correct a hazard or potentially hazardous situation. Typical situations that require prompt notifications include, but are not limited to, the following:

1. Essential traffic light in need of repair.
2. Large potholes or other road defects.
3. Electrical power lines down.
4. Electrical power outages.
5. Breaks in water, gas, or other utility mains.
6. Tree limbs or other hazardous debris in the road.
7. Snow and ice conditions that are hazardous to commuters.
8. Fire hazards needing immediate attention.
9. Dead animals in road.
10. Street lights in need of repair.
11. Telephone/video cables down.
12. Town by-law/code violations that are safety hazards.

Emergency telephone numbers for NSTAR, National Grid, Comcast, RCN, Verizon, Fallon Ambulance, and any other emergency agency shall be listed in the Dispatch Center.

**XV. PATROL RESPONSES TO SEXUAL OFFENSES:** Whenever a member of the Patrol Division is the first respondent to a complaint of rape, attempted rape, assault with intent to rape, or indecent assault and battery, the following procedures, shall

be followed:

- A. Determine as quickly as possible if it appears that one of the above listed crimes may have been committed. This will necessarily involve a brief interview with the victim.
- B. Once it has been determined that a crime may have been committed, attempt to obtain suspect information for possible immediate apprehension.
- C. Notify the Detective Division if necessary.
- D. If any of the designated members of the Patrol Division who have been authorized and trained in rape investigations is working, they shall be assigned to accompany the victim to the hospital unless the Patrol Supervisor directs otherwise. Advise the victim not to bathe or to wash or destroy clothing worn during the assault. Transport the victim to the hospital and have them brought directly to an examination room. **DO NOT LEAVE THE VICTIM IN A PUBLIC LOBBY.**
- E. Additional investigative personnel shall be assigned by the Commanding Officer – Platoon on Duty, or their designee, as appropriate.

**XVI. POLICE RESPONSE TO HOUSE/STRUCTURE FIRES:** The role of the police officer at a fire scene is to furnish close cooperation to the Fire Department and to assist in the preservation of life, the protection of property, the prevention of crime, the establishment of fire lines, the control of crowds, and the direction of vehicular traffic.

Although the Fire Department is the agency directly responsible for the handling of fires, the police also have an important part to play. Because of the nature of their primary patrol function, especially during the nighttime and early morning hours, the police are often the first to discover a fire, the first on the scene, and the first to alert and assist the occupants of a burning building.

Police officers must also be aware of the possibility of arson and be observant for any person acting suspiciously at a fire scene. It should be noted, however, that the basic responsibility for the investigation of fires of incendiary or suspicious origin is with the local Fire Department officials, who may call the State Fire Marshall's Office at the State Department of Public Safety or the Brookline Police Department – Detective Division for assistance.

Police officers, as part of their regular patrol duties, should also note and report upon any conditions which could constitute a potential fire hazard for transmission to the Fire Department for necessary action.

- A. **REPORTING:** Fires discovered by police officers shall be reported immediately to the Fire Department through the Dispatch Center, by radio, or

by fire alarm.

**B. DISPATCHER, UPON NOTIFICATION OF FIRE:** Upon notification of a fire by any means, Public Safety Dispatchers shall notify the Fire Department and the Police Department simultaneously.

1. Officers shall assist fire personnel at the scene.
2. Only police units dispatched to the scene shall respond.

**NOTE:** If police vehicles follow fire apparatus to a scene, the officer must keep a safe distance behind the apparatus to avoid collision should a firefighter or piece of equipment fall from the apparatus.

**XVII. POLICE RESPONSE TO A FIRE SCENE:** If a police officer is present at the scene of a fire prior to the arrival of Fire Department personnel, they shall:

**A.** Warn inhabitants of any buildings involved by fire and adjacent areas and seek refuge. This may be accomplished by use of siren and public address system in the officer's cruiser.

**B.** Not attempt to enter a fire involved building, unless doing so is necessary to save human lives and the risk to his or her own life is not unreasonable. An officer entering a fire-involved building shall notify the dispatcher that they have entered the building, and also notify the dispatcher when they exit the building.

**C.** If the officer decides entry of the building is necessary, they should not open any door which is hot to the touch, as this indicates the presence of fire inside.

**D.** Along with evacuees keep their heads low, possibly by crawling on hands and knees until they are outside the building, in order to avoid inhalation of smoke and toxic gasses.

**E.** Prevent any person who has exited a fire involved building from re-entering the building.

**F.** Take reasonable emergency measures to inhibit the spread of fire, if possible, but to do so without unnecessary risk to themselves, especially if human life is not presently endangered by the fire.

**G.** To the extent possible, any officers on the scene before the arrival of Fire Department personnel should make note of such things as:

1. The part of the structure that is on fire and where flames are visible;
2. The amount, color, and location of the heaviest smoke;

3. The direction of the wind, if any;
4. The presence of any odors which suggest gasoline, kerosene, paint thinner, or other accelerant may be burning in the fire; and
5. Whether any signs of forced entry into the structure are present and whether any windows are broken or left open. Such evidence may be crucial to a subsequent arson investigation and may disappear as the fire progresses.

**XVIII. POLICE RESPONSE - CRUISER PLACEMENT:** Upon arrival, cruisers shall be positioned outside the fire lines in such a manner that they do not obstruct passage or response of fire and other emergency vehicles. Care should be taken not to block in other vehicles.

**XIX. ON-SCENE OBSERVATIONS AND NOTATIONS:** After officers have done as much as is reasonably possible to preserve life and to secure the scene for firefighting personnel, the officer's attention should be directed toward the detection of any suspicious persons or circumstances which might suggest that the fire is the result of a criminal act. Officers should identify and interview anyone who arrived at the scene before the first police and fire units or who make mention of having observed any suspicious people in the vicinity.

**XX. ON-SCENE AFTER ARRIVAL OF FIRE DEPARTMENT:** After the arrival of the Fire Department personnel, police officers shall not enter a burning building unless:

- It is absolutely necessary to do so to save a life; or
- A request to do so is made by a superior officer of the Fire Department for the performance of a proper police function.

The first police officer or unit arriving on the scene of the fire shall be in command of other police officers until the arrival of a higher-ranking officer. Additional units dispatched or arriving at the scene shall cover the most appropriate positions for performing all necessary police services.

**XXI. COMMAND POST, IF NECESSARY:** The Officer in command shall designate a location that will serve as a possible command post if it appears police involvement will continue for a longtime. The Officer in command will appoint another to take charge pending his or her return if they are called away. Officers arriving at the scene shall report to the command post for orders.

**XXII. POLICE/FIRE COOPERATION:** Cooperation with the Fire Department is essential. To this end, the police at the scene shall:



- A. Establish fire lines and maintain, extend, or contract the lines as requested by the Fire Department, including the closing off of streets whenever necessary;
- B. Remove any vehicles within the lines that interfere with the movement of fire fighters;
- C. Ensure that access to hydrants is unobstructed at all times;
- D. Prevent vehicles from passing over fire hoses unless directed otherwise by a member of the Fire Department; and
- E. Provide other forms of assistance as requested.
- F. Police should remain at the building or dwelling until it is secured against looting and until the fire is extinguished, and the area should be secured consistent with police responsibilities to the rest of the community.

**XXIII. CROWD CONTROL:**

- A. Crowds, an inevitable element of fires, shall be kept a safe distance from the fire. This will ensure the safety of the persons gathered and prevent interference with the Fire Department.
- B. Police officers shall not permit any person through the fire lines except members of the Fire and Police Departments, clergymen whose service are needed within the lines, or authorized members of the news media who provide proper identification.
- C. Police officers shall take steps to safeguard fire and police apparatus at the scene.
- D. Persons interfering with apparatus or the extinction efforts shall be arrested if necessary.

**XXIV. REPORTING REQUIREMENTS:**

- A. The officer assigned the call shall have responsibility for filing a special report on the fire.
- B. Police investigating a fire scene must comply with all legal standards pertaining to when searches may be made without a criminal or administrative search warrant and when a criminal or administrative search warrant must be obtained.

**XXV. FIGHTING FIRES:** The following has been taken from the Massachusetts Firefighting Academy, Impact Series, "IT'S ONLY A CAR FIRE," published through the Commonwealth of Massachusetts Executive Office of Public Safety:

- A. **FIRE EXTINGUISHER LIMITATIONS:** Officers are to be aware of the

limitations of the portable fire extinguishers kept in the trunk compartment of each vehicle. Portable extinguishers are only effective against small incipient fires (just starting); examples: carburetor blowback, small engine compartment fire, small electrical dashboard fire, small passenger compartment fire.

**B. FAILURE OF CLOSED CONTAINERS:** Officers should be aware of the most serious problem at motor vehicle fires: the failure or explosion of closed containers, or "container rupture."

1. **Gasoline Tanks:** Hazards of gasoline and container itself.
2. **Hydraulic Systems:** (Brakes, power steering, bumpers, shock absorbers) the hazard of oil under pressure, and location and number of systems that could explode.
3. **Air Conditioning:** Dangerous gases.
4. **Engine Coolant System:** Liquid expansion.
5. **Battery Cases:** Explosion with acid involved.
6. **Bursting Tires:** Hot particles thrown great distances.
7. **Drive Shaft:** The hollow shaft allows for expansion of air, the ends are the weakest points. Overturned vehicles involved in fires are most dangerous, as are shafts in storage.
8. **Other Pressurized Containers:** These are usually carried for convenience (de-icing fluids, touch-up paint, windshield cleaner, spare brake or transmission fluid, oil, power steering fluid, etc.).
9. **Split Rims:** May cause problems in exploding, as metal is propelled a great distance. These are not only found in large trucks, but also on pickups and recreational vehicles.

**C. PNEUMATIC SPRING DEVICES:** These are the devices used in station wagons and hatchbacks that lift the tailgate section, usually located on each side of the door or gate. This spring is extremely high pressure (approximately 900 P.S.I.). These devices should under no circumstance be disassembled. If the lock ring is removed, the high pressure will result in components being ejected with extreme force.

**D. VEHICLE FIRE:**

1. Patrol officers will conduct the preliminary investigation.

2. Officers shall, if possible, obtain at a minimum the following information:
  - a. Name and address of vehicle owner.
  - b. Telephone numbers (home and work) of owner.
  - c. Make, model, year, and color of vehicle.
  - d. VIN, registration number, and whether plate is on vehicle.
  - e. Inspection sticker information, if visible.
  - f. Whether vehicle has been stolen, etc.
  - g. Ignition popped, etc.; car driven or towed to location. Name of tow company used to remove vehicle.
  
3. Officers shall also include any other information that is pertinent in the narrative section of their call back. If officers are unable to obtain any of the above information due to the condition of the vehicle or for any other reason, they shall so state in their call back.

**E. VEHICLE ARSON-REPORTING:** In accordance with the Norfolk County District Attorney's Office and the office of the State Fire Marshall, under the authority of Mass. Gen. Law, Chap. 148, Sec. 33, there is a need for more detailed information in police reports relative to suspicious vehicle fires. A follow-up investigation will be required in each case of vehicle arson, which will be conducted by a member of the Detective Division.