

**OFFICE OF PROFESSIONAL RESPONSIBILITY OFFICER****A. SUMMARY**

Subject to the direction and control of the Chief of Police, the Detective Lieutenant in charge of the Office of Professional Responsibility shall investigate complaints that are received by the Chief of Police or Board of Selectmen relative to the conduct of a member or members of the Police Department.

The primary responsibility of the Detective Lieutenant is to respond to allegations of misconduct against the Department and its employees. The Detective Lieutenant will be responsible for recording, registering, and controlling the investigation of alleged misconduct within the department, and maintaining the confidentiality of Internal Affairs investigations and records.

**B. GENERAL DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of the Detective Lieutenant to:

1. Identify and investigate all complaints of misconduct or mistreatment charged against members of the department uncovered from internal or external sources.
2. Investigate incidents involving:
  - a. Brutality, death, or serious injury caused by a department employee;
  - b. firearms discharge resulting in personal injury or property damage caused by a department employee;
  - c. any violation of the criminal statutes by a department employee;
  - d. possible corruption or bribery by a department employee.
  - e. Allegations of bias-based profiling.
3. Maintain in a secured and confidential file a complete record of all investigations conducted. These records will be secured in a locked file cabinet.
4. Keep the Chief of Police informed of the progress of current investigations.
5. Endeavor to complete investigations within 60 days, serious complaints within 30 days, and submit all written reports and records to the Chief of Police for his or her review and appropriate action. Any extension of this time limit must be requested of the Chief of Police with the reasons for the request explaining, in writing.

6. Communicate with complainants as needed, keeping them updated on the status of their complaint.
7. Recommend new or revised training programs or changes in department policies, procedures, rules, and regulations, in order to reduce the causes and frequency of complaints against members.
8. Identify and recommend to the Chief of Police those employees who would benefit by means of placement in the departments "Early Intervention System". Conduct a documented annual evaluation of the "Early Intervention System".
9. Investigate all instances where an officer discharge's their firearm (other than training) to determine whether the use of the weapon was in accordance with department policy.
10. Maintain a file and review all use of force reports submitted by members of the department. Ensure that use of force by department members is utilized within the guidelines set by the departmental policies and procedures, and training standards. Annually submit to the Chief of Police an analysis of all use of force reports.
11. Conduct periodic staff inspections and report in writing to the Chief of Police the results of these inspections and any violations of the rules and regulations or policies and procedures of the department that he/she observed for corrections or disciplinary action.
12. Maintain liaison with the Attorney General's Office of the Commonwealth of Massachusetts, as is appropriate, during investigations involving alleged criminal conduct on the part of an employee as is necessary to obtain legal advice or assistance in case preparation.
13. Prepare an annual report, indicating the number of complaints filed, and the disposition of investigations undertaken.
14. Conduct a documented annual review of department practices regarding bias-based profiling. Review will include: citizen concerns, traffic stops, field interviews, asset seizures, and forfeiture efforts.
15. Maintain a file and review all reports submitted by members of the department who engage in motor vehicle pursuits. Ensure that pursuits are conducted in compliance with guidelines set by departmental policies and procedures and training standards.
16. Oversee the implementation and compliance with the state accreditation program.
17. Perform other duties as assigned by the Chief.