

DETECTIVE SERGEANTS

A. SUMMARY

A sergeant of the Detective Division shall perform all the duties of a sergeant in addition to having the responsibility for exacting the proper and efficient performance of the police duties from the officers assigned to duty within the Detective Division.

B. GENERAL DUTIES AND RESPONSIBILITIES

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

1. Supervise detective patrolman and act as a liaison between supervisors and subordinates of the division for the purpose of transmitting orders through the chain of command.
2. Ensure that cases for investigation are assigned to subordinates according to department policies and procedures.
3. Actively participate in investigations as they are assigned.
4. Assist other members of the division in their investigations, the determination of charges and the preparation of cases for court and grand juries.
5. Report to superiors verbally or in writing relative to the status of cases currently under investigation by detectives.
6. Keep fully informed of the conduct of all cases under investigation.
7. Respond to emergencies, incidents, or dispatches as required.
8. Report to superiors all serious or unusual events that occur during the tour of duty.
9. Trains subordinates in the proper techniques of criminal investigations regarding domestic abuse, juvenile and elderly issues and hate crimes.
10. Ensure that all mandated reports are filed with the appropriate agencies regarding juvenile and elderly incidents and hate crimes.
11. Maintain the detective case management system.
12. Perform other duties as assigned by the Chief of Police or Commanding Officer of the Detective Division.