

## **DETECTIVE LIEUTENANTS**

### **A. SUMMARY**

A lieutenant of the Detective Division shall perform all the duties of a lieutenant 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. Assume command of the division in the absence of the Commanding Officer.
2. Direct and supervise the detectives assigned to the division. Actively participate in investigations, and keep the Commanding Officer informed of the progress of all assigned cases.
3. Ensure that subordinates are trained in the proper techniques of criminal investigation and report writing.
4. Ensure that proper arrest charges are placed against offenders; that cases are properly prepared for court or grand jury actions and oversee the activities of detectives in the presentations of cases to the courts and grand juries when assigned.
5. Responsible to keep up with recent developments in the forensic sciences, criminal and constitutional law as well as criminal procedure.
6. Be aware of all aspects of ongoing investigations to include criminal intelligence, the use of informants and the use and accounting of departmental monies assigned to the Detective Division.
7. Ensure that prisoners in custody have been properly fingerprinted, photographed, and interrogated when the need exists.
8. Ensure that cases for investigation are assigned to subordinates according to department policies and procedures.
9. Be on call to respond to serious crimes during designated off duty hours.
10. Maintain the detective case management system.
11. Maintain liaison with the District Attorney's Office, coordinate for all Superior Court cases, Grand Jury appearances, and Jury Session trials. Assist in

providing necessary evidence to the District Attorney's Office. Monitor trials. Assist and fill in for the Police Prosecutor, Brookline Court when necessary.

12. Maintain liaison with federal, state and local law enforcement agencies on intelligence, crime patterns, and protection of high risk individuals.
13. Perform other duties as assigned by the Chief of Police or Commanding Officer of the Detective Division.