

## COMMANDING OFFICER DETECTIVE DIVISION

### A. SUMMARY

Under the general supervision of the Chief, the Officer-in-Charge of the Detective Division supervises Detectives under their command. They are responsible for the overall effectiveness of the Division with respect to investigations of criminal activity, apprehension and conviction of criminal offenders and recovery of stolen property.

### B GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Officer-in-Charge of the Detective Division to:

1. Organize and assign duties within the Division consistent with the authority delegated by the Chief, to provide for the successful execution of the unit functions.
2. Provide for continuation of command and/or supervision in his or her absence subject to the approval of the Chief.
3. Review case-loads to ensure even distribution of investigations among Detectives.
4. Maintain the detective case management system.
5. Coordinate efforts of Detectives on investigations requiring special attention and additional manpower.
6. Be available personally at departmental headquarters during his or her tour of duty to supervise and conduct Division business and activities, and to personally respond to the scene of any major or unusual crime to review the progress of the investigation.
7. Review all reports and applications for search warrants submitted by Detectives for accuracy, completeness and conformity with departmental requirements.
8. Review with immediate subordinates on how Detectives are carrying out their duties. Where deficiencies appear, instruct subordinates to take remedial steps.

9. Ensure that special equipment assigned to the Bureau receives proper usage and maintenance.

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10. Effect cooperation with Detectives/Inspectors from other municipal, state and federal law enforcement agencies,
11. Keep the Chief informed of all important developments. Report any changes that would affect the Division organization or personnel assignments to promote effectiveness and efficiency.
12. Promote harmony and cooperation with all other units within the Department.
13. Supervise the keeping of Division information files for reference use by Detectives.
14. Ensure that records required of the Division's activities are prepared and submitted when due.
15. Ensure that all legal papers submitted to the Division are served in conformity with applicable laws.
16. Inform the Commanding Officer of Patrol, or other personnel affected, of any information known by members of the Detective Division, such as the identity of persons known to be carrying weapons, the existence of stake outs, etc., which could effect the safety of members of the Department in the execution of their duties.
17. Perform other duties as assigned by the Chief of Police, and Superintendent of Police.

