3-01/020.60 - Responsibility for Subordinates

Each supervisor shall be aware of the progress of his subordinates and assist them by counsel, advice, direction, and example. He shall recommend solutions to problems which arise.

When a unit investigation is conducted in response to complaints about the actions of a given employee, the supervisor conducting the investigation is a direct representative of the Sheriff and acts for him. The supervisor conducting the investigation shall be responsible for notifying the concerned employee of the final results of the investigation. The supervisor shall also be responsible for seeing that a copy of all investigation records, correspondence, recommendations, etc., concerning the incident, is forwarded to the files of the Internal Affairs Bureau, through channels.