3-09/070.35 - Divisional Duties and Responsibilities

A concerned division executive (chief, division director, or designated commander) shall review all traffic collision/incident reports and sign the SH-AD 257 in the appropriate location indicating concurrence, if the executive agrees with the unit commander's assessment with the recommended corrective action and point assignment.

If the incident should warrant disciplinary action, the division chief or division director is responsible for reviewing the unit commander's recommendation and concurring with, modifying, or returning the file to the unit commander or director for further investigation. If the disciplinary action recommended exceeds the captain's or director's authority, the division chief or division director shall be responsible for assessing the discipline to be imposed.

On final determination by the division chief or division director, discipline, if any, shall be administered as outlined in the Personnel chapter.

Division headquarters shall be responsible for returning a finalized copy of the SH-R-257 to the originating captain/director.