4-01/070.10 - Reassignment and Additional Assignment

The unit receiving the initial assignment for investigation shall determine the need for reassignment, whether to another single unit, to add another unit or to redesignate the primary unit of assignment. With agreement among concurrently assigned units, the primary assignment may be redesignated regardless of the crime or incident priority.

Such reassignment shall be indicated under the "Action Taken" portion of a supplemental report by the unit relinquishing the primary assignment. For example:

- Action Taken - reassignment from Norwalk detective to Narcotics Bureau;
- Action Taken - additional assignment to ELA detective; or
- Action Taken - redesignation of primary assignment.

When redesignating the primary unit of assignment, the body of the supplemental report shall indicate the change. For example:

- "The primary assignment for this case is redesignated from Norwalk detective to Major Crimes Bureau.

Lt. (Name), Norwalk Detective, and Lt. (Name), Narcotics Bureau, concur with this action."

All required copies of reports shall be sent directly to the unit of assignment or the unit redesignated as having the primary assignment.