

## **UNIT ORDER #12 - RESPONSIBILITIES OF THE DUTY SERGEANT**

### **PURPOSE OF THIS ORDER:**

Each business day, one of the Internal Affairs Bureau (IAB) Sergeants is assigned as the Duty Sergeant (Barrel). It is the responsibility of the Duty Sergeant to be in the office from 0830 to 1700 hours, in order to perform specific assigned duties. These duties include:

1. Receiving public complaints, both telephonic and at the counter. Collect the WSCR forms and log book. Make sure the next WSCR number corresponds with the next number in the log book. Confer with previously assigned Duty Sergeant to clear any discrepancies;
2. Assisting with IAB administrative duties, including reviewing and handling requests received by RightFax (1IABF);
3. Assisting other units/agencies with information gathering and/or questions regarding Department procedures. Be sure to check that all the necessary paperwork is in order first (ie: signed release for disclosure of IAB records by the employee, etc.);
4. Handling other assignments as directed by IAB Lieutenants.

In addition, the Duty Sergeant is responsible for securing the IAB office at the end of each business day. These duties include:

1. Ensuring the IAB telephone is set to voicemail for afterhours calls;
2. Turning off all personal and IAB appliances (coffee makers, radios, heaters, fans, etc.);
3. Ensuring the 2<sup>nd</sup> floor conference room and interview rooms are locked;
4. Turning off all overhead office lights;
5. Ensuring all doors leading into the unit are locked;
  - a. IAB main double door
  - b. Door in reception area leading into IAB office
  - c. Door in IAB leading into hallway by kitchen/conference room
  - d. Both doors leading into the kitchen
  - e. Rear entrance door leading into IAB
6. Activating the alarm, or advising those personnel remaining in the office the responsibility is theirs.