

CHAPTER 1 ADMINISTRATION

- 1-2 MAINTENANCE AND USE OF BUREAU ORDERS (Revised 01/15/19)
 - 1-3 EMPLOYEE MAINTAINED FUNDS (Revised 01/15/19)
 - 1-4 HOMICIDE BUREAU MANUAL (Revised 01/15/19)
 - 1-5 RISK MANAGEMENT (Revised 01/15/19)
 - 1-7 COLLATERAL DUTIES (12/16/02)
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- **1-2 MAINTENANCE AND USE OF BUREAU ORDERS**



**HOMICIDE BUREAU
DETECTIVE DIVISION
BUREAU ORDERS**

Bureau Order Number: 1-2

Subject: MAINTENANCE AND USE OF BUREAU ORDERS

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|---------------------|------------|--------------------|------------|
| Effective Date: | 09/01/1995 | Last Date Revised: | 01/15/2019 |
| Last Date Reviewed: | 03/08/2021 | Next Review Date: | 03/08/2022 |

Homicide Bureau Orders are developed as a means of clarifying and disseminating policy and procedures of the Homicide Bureau.

In conflicts of interpretation between Bureau Orders and Departmental Orders, Departmental Orders shall take precedence. In conflicts of interpretation between Bureau Orders and Detective Division Orders, Division Orders shall take precedence.

A. MAINTENANCE

Homicide Bureau shall maintain a complete up-to-date file of all Bureau and Detective Division Orders.

B. USE

Bureau managers and supervisors shall ensure that all personnel under their supervision are familiar with and adhere to the contents of each Bureau and Division Order. Familiarization with the Order shall be an integral part of the orientation program for newly assigned Bureau personnel.

C. DISTRIBUTION

Bureau Orders will be distributed to the Unit Commander and maintained in Operations. Bureau personnel may suggest a revision, addition, or deletion of the Bureau Orders to the Unit Commander through channels. Any such changes shall use the above heading format and be coordinated through the Bureau Manuals and Orders Lieutenant.

• 1-3 EMPLOYEE MAINTAINED FUNDS



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 1-3

Subject: EMPLOYEE MAINTAINED FUNDS

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|---------------------|------------|--------------------|------------|
| Effective Date: | 09/01/1995 | Last Date Revised: | 01/15/2019 |
| Last Date Reviewed: | 04/01/2021 | Next Review Date: | 04/01/2022 |

I. CONCEPT AND ISSUES

A. PURPOSE

The purpose of this bureau order is to define the process or the maintenance and oversight of employee maintained funds.

B. BACKGROUND

Homicide Bureau utilizes and retains employee maintained funds.

C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide

Bureau in a temporary or permanent capacity.

D. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

E. ACCOUNTABILITY

The Unit Commander.

F. CONCLUSION

The intent of this policy is to establish methods for maintenance, banking, method of collection, and responsibility of the fund.

II. POLICY

Any deviation in the use of employee maintained funds will require the notification and approval of the Homicide Bureau Captain.

The process for handling employee maintained funds is delineated in the Manual of Policy and Procedures under Section 3-05/090.00.

The process provides for the maintenance, banking, method of collection and responsibility of the fund. Any Unit or Employee Fund that does not meet the criteria of the Manual of Policy and Procedures will not be used by any Unit or such Unit of the Homicide Bureau.

Likewise, the acquisition of monies for any Employee Fund will be through contributions of employees or sales of items purchased from the Fund. The appropriation of monies or other property in any other manner is unacceptable.

The Homicide Bureau Unit Commander shall administer the Employee Fund. It is the responsibility of that person to review Section 3-05/090.00 of the Manual of Policy and Procedures to ensure that the Employee Fund is maintained in conformance with those parameters.

• 1-4 HOMICIDE BUREAU MANUAL



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 1-4

Subject: HOMICIDE BUREAU MANUAL

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|---------------------|------------|--------------------|------------|
| Effective Date: | 09/01/1995 | Last Date Revised: | 01/15/2019 |
| Last Date Reviewed: | 03/09/2021 | Next Review Date: | 03/09/2022 |

Any deviation in the use of these orders will require the notification and approval of the Homicide Bureau Captain.

Procedures and investigative practices contained within the Homicide Bureau Manual shall be the guiding principles utilized by investigators in the course of homicide and all other death or officer/deputy involved shooting investigations. These principles too shall be followed regarding subsequent court proceedings, documentation, and preservation of cases and evidence within the Bureau.

• 1-5 RISK MANAGEMENT



**HOMICIDE BUREAU
DETECTIVE DIVISION
BUREAU ORDERS**

Bureau Order Number: 1-5

Subject: RISK MANAGEMENT

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|---------------------|------------|--------------------|------------|
| Effective Date: | 09/01/1995 | Last Date Revised: | 01/15/2019 |
| Last Date Reviewed: | 03/16/2021 | Next Review Date: | 03/16/2022 |

I. CONCEPT AND ISSUES

A. BACKGROUND

It is the Homicide Bureau's Mission to provide the highest quality investigations to the community and other units in the Department. One facet of the Homicide Bureau's quality service plan is to enable our investigators and other employees to perform their duties in a risk-reduced work environment. The

Homicide Bureau will accomplish this by:

- Continually identifying and evaluating activities that have a high risk and liability potential.
- Aggressively managing personnel health and safety issues.
- Inspecting and auditing targeted Bureau operations; and
- Proactively managing potential high liability incidents.

B. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

C. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

D. ACCOUNTABILITY

The Unit Commander.

E. CONCLUSION

The intent of this policy is to establish procedures for ensuring the highest levels of managing risk.

II. POLICY

The Operations Lieutenant is designated as the Homicide Bureau Risk Manager. The Homicide Bureau Risk Manager is responsible for coordinating Bureau level risk management efforts, disseminating risk liability information, keeping the Bureau level risk management plan current and ensuring its implementation. The Homicide Bureau Risk Manager will serve as the Bureau's representative on the Divisional Risk Management Committee.

It is the responsibility of every Homicide Bureau employee to recognize and make appropriate notifications of any potential high liability incidents. High liability incidents shall be reported immediately to the Homicide Bureau Risk Manager.

• 1-7 COLLATERAL AND ISSUES



HOMICIDE BUREAU
DETECTIVE DIVISION
BUREAU ORDERS

Bureau Order Number: 1-7

Subject: COLLATERAL DUTIES

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|---------------------|------------|--------------------|------------|
| Effective Date: | 12/16/2002 | Last Date Revised: | 12/16/2002 |
| Last Date Reviewed: | 04/12/2021 | Next Review Date: | 04/12/2022 |

I. CONCEPT AND ISSUES

A. PURPOSE

The purpose of this bureau order is establish procedure for the assignment of and adherence to collateral duties.

B. BACKGROUND

Collateral duties have historically been distributed amongst Homicide Bureau Supervisors to ensure compliance with policy and procedure.

C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other Detective Division personnel working within the bureau.

D. TRAINING

Homicide Bureau Sergeants and Lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

E. ACCOUNTABILITY

The Operations Lieutenant will monitor compliance and assign and reassign collateral duties when deemed necessary.

II. POLICY

Any deviation in the use of these duties will require the notification and approval of the Homicide Bureau Captain.

Operations Lieutenant

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| Bureau Applicants | Logistics |
| Clerical | Manual and Orders |
| Disaster Preparedness | Personnel |
| Offsite Facilities (SBI) | Risk Management |
| Facility Maintenance | Timekeeping |
| HIA Fund (Homicide Investigators' Association Fund) | Vehicle Maintenance |

Unsolved/Missing Persons/ViCAP Lieutenant

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|-----------------------|---------------|
| Computer Applications | Unsolved Unit |
| Missing Person's Unit | |

Team Lieutenants

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|-------------------------|----------|
| Investigation Follow-up | Training |
| Station & Unit Liaison | Library |
| Property and Evidence | |