

## 1-7 COLLATERAL AND ISSUES



### HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 1-7**

**Subject: COLLATERAL DUTIES**

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

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#### 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

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

Computer Applications	Unsolved Unit
Missing Person's Unit	

### Team Lieutenants

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