

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

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	