

## 2-6 MENTORING FOR NEWLY ASSIGNED INVESTIGATORS



### HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 2-6**

**Subject: MENTORING FOR NEWLY ASSIGNED INVESTIGATORS**

Effective Date:	09/01/1995	Last Date Revised:	04/27/2021
Last Date Reviewed:	04/27/2021	Next Review Date:	04/27/2022

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

#### **MENTORING PERIOD**

Newly assigned investigators shall undergo a one year period of mentoring. The mentoring period may be extended beyond the year if a new investigator is experiencing problems or has not had sufficient exposure to important areas to be considered competent. In no case will the mentoring period be less than one year.

#### **PROGRESS EVALUATIONS**

The investigator assigned as the mentor, his/her Team Lieutenant and the Bureau Training Lieutenant will meet with the Bureau Commander a minimum of once every four months to discuss the mentoree investigator's progress. Information pertinent to the mentoree will be discussed with the investigator by the Team Lieutenant subsequent to the formal meeting with the Bureau Commander. The Team Lieutenant will continuously monitor the mentoree's progress and will recommend to the Bureau Commander the mentoree's successful completion of training.

#### **MENTORING GUIDELINES**

Newly assigned investigators will be required to respond to as many death scenes (criminal or non-criminal) as feasible during the investigator's first month of assignment to the Bureau. This will mean rollouts with Bureau members not of his immediate team. This exposure is vital to the mentoree's overall progress in determining the difference between murder and other kinds of deaths. After the first month, the mentoree will respond to any unusual cases for a period of two months. Again, the rationale is that of exposure and comparison. The investigator (evaluator) assigned as mentoring investigator will use the Bureau Mentoring

Package to evaluate the new investigator's progress.

### **TRAINING GUIDELINE FORM**

The Bureau Mentoring Package has been devised to assist the evaluator and the Team Lieutenant monitor the progress of the newly assigned investigator. All pertinent information and areas of concern to homicide investigations and reporting procedures are covered in a timely and systematic fashion.

During the course of mentoring, the assigned mentoring evaluator will check the appropriate boxes, date and sign the listed areas as they are accomplished.

Explained means that the category or subject has been thoroughly explained to the new investigator. Exposed indicates that the mentoree has performed, observed or is familiar with the category or subject, and Competent shows that they need no further training in the area and have the ability to perform competently without supervision.

When only the major category has check off boxes, the sub listed items are included in that category for rating purposes.

The Training Guideline form may be obtain from the Operations Sergeant or Training Lieutenant.

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