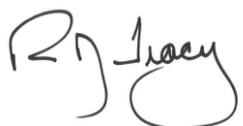




DIRECTIVE: 8.5

SUBJECT: Authority and Responsibilities of Individual Members			Number of Pages: 1		
DISTRIBUTION: All Personnel	AMENDS: N/A	THIS ORDER CANCELS: N/A			
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ISSUED BY: Robert J. Tracy Chief of Police Reviewed: 3/8/2017		26.1.5	52.2.1		

AUTHORITY AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS

INVESTIGATIVE

Each member of the Department will perform the duties and assume the obligations of his rank in the investigation of complaints or allegations of misconduct against members of the Department of Police.

REPORTING VIOLATIONS

Alleged or suspected violations will be reported to the Officer of Professional Standards, by the supervisor or the Commanding Officer who first receives information of an alleged violation. Complaints of a minor nature should be conducted by the employee’s immediate supervisor. All reports shall be writing and forwarded through channels established by department procedures. The reports will be forwarded as soon as possible, but no later than the first working day following the receipt of the information.

Exceptions to these requirements are:

1. Civilian complaints concerning the merits of criminal or traffic charges will be deferred to the court system and will not be handled by the Officer of Professional Standards.
2. Complaints alleging serious violations of law or departmental rules, will be turned over immediately to the Office of Professional Standards. During non-working hours, the personnel of the Office of Professional Standards will be called in to assume the investigation. Responsibility of this notification will rest with the ranking officer of the division, or the Duty Officer on duty at the time the allegation is received.

NOTE: Serious violations will include any incident where it is suspected that the accused officer is intoxicated or may have consumed any drugs or alcohol, or any action/activity which through its performance would cause embarrassment to the Department or any of its members.

