

San Jose Police Department



Assaults Unit Guidelines

Lt. Greg Lombardo #3439

Unit Commander



ASSAULTS UNIT **GUIDELINES**

Assaults Unit Mission & Objectives

The Assaults Unit is part of the Bureau of Investigations (BOI). The mission of the Assaults Unit is to investigate assaults, assaults on officers, hate crimes and hate incidents, and terrorist threats. In addition to these primary responsibilities, the Assaults Unit has additional objectives such as processing all department member blood-borne pathogen exposure paperwork and investigating brandishing of weapons cases.

The Assaults Unit is also tasked with investigating any complex or special investigations as directed by the chain of command. These special investigations can be simple assaults, attempted homicides or investigations that are high profile due to various reasons.

JOB DESCRIPTIONS

Unit Commander: Duties include, but are not limited to, the following:

- Prepares an annual program plan setting forth unit objectives and measurement data.
- Establishes case control guidelines, including but not limited to interviews, interrogations, arrest and citations, duration of investigations, criteria for case clearance, report writing and property management.
- Supervises and evaluates performance of subordinate personnel.
- Monitors unit performance and prepares periodic Program Management Reports as required.
- Maintains liaison with other BOI commanders, the District Attorney's Office, the California Division of Juvenile Justice and the courts.
- Keeps personnel informed of policy changes and other matters of interest related to unit operations.
- Provides direction, guidance, training and motivation to personnel, as appropriate to accomplish goals.
- Maintains inventories and safeguards all unit vehicles and equipment.
- Enforces all provisions of law and policy relating to unit operations.
- Prepares, submits and manages annual budget.
- Responds to the directives of higher authority.
- Completes staff reports or administrative projects assigned by higher authority.

- Investigates allegations of law and policy violations, and submits findings with recommendations for discipline to higher authority when appropriate.
- Schedules vacation and time off for unit members.

Sergeant: Duties include, but are not limited to, the following:

- Sergeants will be responsible for the supervising, training, and directing of subordinates.
- Sergeants will assist in the investigation of cases when applicable.
- Sergeant will prepare annual performance appraisals on assigned personnel.
- Sergeants will be expected to perform assigned collateral duties by the Unit Commander.
- Sergeants will review incoming cases and assign them to available investigators based on caseload and complexity of open investigations.
- Sergeants, when assigned to supervise a subordinate investigator, will review their completed case investigations, and forward them to the unit commander for final approval.
- Sergeants will have the following collateral assignments: Employee Health Services Liaison, Hate Crime Coordinator, Property Liaison with the PD Warehouse, Unit Training Coordinator

Detective: Duties include, but are not limited to, the following:

- Conduct timely and thorough follow-up investigation on all assigned investigations
- Provide assistance and direction when contacted by patrol personnel
- Provide training to Department personnel and other outside entities as directed by a supervisor
- Establish active communication between other BOI investigators, Special Operations personnel, School Liaison, as well as outside agencies, including Parole, Probation, Juvenile Hall, and local school districts in order to stay current on crime strings and current trends

Senior Office Specialist: Duties include, but are not limited, to the following:

- Provide customer service duties by answering phones, checking voicemail, researching cases, and referring individuals to the appropriate staff member
- Assist with phone coverage for Juvenile Crimes/Missing Persons
- Handle the OD Schedule using Outlook Calendar and post on supervisor's wall
- Handle assigned case follow-ups in Versadex by performing case work-ups and routing to DA's Office
- Research adjudications, DNA holds, property, and narcotics in Versadex Records Management Systems

- Scan and attach injury reports, cross reports, medical reports, and generate Versadex reports as needed
- Manage CHOP Notices (Codis Hit Outcome Project) through the Crime Lab
- Handle adult expungements and juvenile sealings as directed by OSSD
- Handle transfer of surplus property as needed
- Extract and interpret information from department and various criminal justice databases (Versadex RMS, NCIC, CJIC, Crimeview, Netviewer, CAL-Photo, CHOP, SLETS, CAL-Gang, CopLink, DCS, LEEP, Mugshots, Historical Tiburon System, TLO, APBnet, CLEAR)
- Generate CJIC Personal File Numbers (PFN) for warrants issued by the DA's office

WORK SCHEDULE/STAFFING:

- Daily schedules may vary providing that the needs of the unit can be met. An investigator's seniority will be the deciding factor in the event of a conflict in the choice of workdays. To accommodate the alternate work schedule, unit personnel will strive to flex their weekly work schedules to minimize overtime. Unless otherwise approved by an Assaults Unit Supervisor, a regular daily work schedule shall be observed. If an investigator varies from their assigned schedule, the individual shall notify his /her supervisor or an alternate supervisor if their assigned supervisor is unavailable, as soon as practical.
- Investigators are to report to the Assaults Unit at the beginning and at the end of each workday. If an investigator is more than 15 minutes late to their normal work start time, they are directed to notify their assigned supervisor of the delay or an alternative supervisor if their assigned supervisor is not available. If an investigator calls in sick, or needs to use emergency time off, the investigator's supervisor, or an alternate supervisor must be advised as soon as possible.
- The Assaults Unit's normal start times may vary between 0600 and 0800 hours. Unless prior arrangements have been made with their immediate supervisor, all investigators are expected to complete their 10-½ hour shift before leaving the office. If an investigator elects to begin at 0600 hours, he/she can not leave work any earlier than 1630 hours. If an investigator elects to begin work at 0800 hours, he/she can not leave work any earlier than 1830 hours. Compensatory time off can be taken with prior approval from an Assaults Unit Supervisor.
- Officers responding to field situations or conducting follow-up work in the field will note on the unit's status board their estimated time of return. If the investigator is unable to return at the time they have previously indicated, they will notify the office and advise a supervisor of their new estimated time of

return. If an investigator anticipates being gone longer than 2 hours, he/she should apprise their supervisor of their itinerary. If their immediate supervisor is unavailable, investigators will clear their activity through another supervisor assigned to the Assaults/Gang Investigations Unit. An investigator should designate their destination as specifically as possible.

- Time off requests shall be channeled through the member's supervisor, and will be posted on each unit's time off calendar located near their sergeant's workstation. This calendar also includes all planned vacations, training days, sick leave and military time off.
- Minimum staffing for the Assaults Unit is one Sergeant and two investigators. The Unit Commander must approve exceptions.

OVERTIME

- Any pre-planned overtime to be worked *must be approved by a supervisor*. In the event an investigator's accumulated comp time exceeds 240 hours, the unit commander will be notified, and a reduction plan should be formulated. Regardless, all unit members will abide by the current Memorandum of Agreement and comply with all overtime reduction as specified in MOA Section 13.6.5.
- All OOT will be paid out in accordance to the current MOU. To maximize the unit's funding, members should only apply the overtime to GIU-related functions. To this end, a unit member working city-funded pay jobs must obtain the *5-digit cost code number* that identifies the overtime fund from which the funds will be derived and include the number on the applicable time sheet.

BOI ON-CALL PROCEDURES

- There may be times when BOI will need to place investigators on-call. During these times, the BOI on-call Lieutenant will maintain a sign-up list on which investigators can volunteer for on-call status a week at a time, beginning and ending on adjacent Thursdays. The sergeant and officer volunteering will be provided a take-home vehicle for the length of their on-call status. The BOI on-call Lieutenant will evaluate and determine whether a call-back response is appropriate for all requests.

“OFFICER OF THE DAY” (OD) PROCEDURES

The Assaults Unit shall have at least one “Officer of the Day” (OD) for each regular workday, (Monday – Friday). The OD’s workday shall commence no later than 0700 hours and shall not end earlier than 1700 hours. The OD will be responsible for the following items:

- Activating and de-activating their Unit’s voice mail system at the beginning and end of each workday.
- Assist clerical staff in answering telephone calls and inquiries that are directed by the public.
- The OD will ensure that their unit file cabinets are locked and secured at the end of each workday.
- The OD will be responsible for any cases that are brought to a supervisor’s attention that may need immediate action or follow-up.
- If the OD is unable to work his/her scheduled day in the office, it is their responsibility to change their office day with another investigator. This includes days where the scheduled OD is on vacation or has taken emergency time off. If no one else is available to cover the OD position, a supervisor may require another investigator to cover for the scheduled OD. When this occurs, the previously scheduled OD will then have to cover the office position for the other investigator during one of his/her scheduled OD day in the office.

EVIDENCE

- Evidence obtained during an investigation shall be booked into Central Supply as soon as practicable.
- Evidence to be submitted to the crime lab shall be taken to the County Crime Lab as soon as possible by the case investigator.
- Property to be evaluated by the Homicide Crime Scene Unit (CSU) for the collection of specific types of physical evidence may, with the approval of a CSU supervisor or a supervisor from the Assaults Unit, be temporarily booked into the CSU technical evidence room. When CSU has completed its collection and evaluation of the evidence, the case investigator will be notified. It is the case investigator’s responsibility to recover and re-book the evidence into the SJPD Property Room.
- Under no circumstances will evidence remain in the Assaults Unit. This includes locking evidence inside a desk or placing it inside case folders. Weapons, clothing and currency will be immediately photographed, logged and booked into the SJPD property room as evidence. Copies of document evidence may be

retained in the case file; however any original documents must be booked as evidence.

- Evidence brought into the Assaults Unit for evaluation and/or photographing will remain under the direct control of the case investigator. At no time will evidence be left unsecured in the unit, in desks, or in a vehicle.

EQUIPMENT

VEHICLES:

- Vehicles will be shared by at least two investigators.
- Sharing investigators are to communicate with each other regarding the vehicle's use for the day.
- It is the investigator's responsibility to keep the interior and exterior of the vehicle clean and presentable.
- Investigators will maintain the vehicle in good condition and notify the garage personnel of any mechanical problems as soon as they are discovered.
- Vehicles are to be parked in the assigned parking spaces only.
- Due to investigators having to sometimes respond immediately to field situations, assigned vehicles are to be kept in a fueled condition at all times.
- Unit vehicles will not be taken home or be used for any "pay jobs" without prior approval from a supervisor from the Assaults Unit.
- Investigators are not allowed to park their personal vehicles in any Assaults Unit parking spaces, or any other spaces reserved for marked and unmarked police vehicles. No parking is allowed adjacent to central supply unless the investigator is present and can immediately move the vehicle if needed.

SPECIAL EQUIPMENT:

- Hand pack radios are made available to all Assaults Unit members. They are intended for use by unit personnel only and will not be loaned out to another unit without a supervisor's approval.
- Digital cameras are available for investigators to use and can be checked out from their supervisors.

FIELD EQUIPMENT:

- It will be the responsibility of each full duty (non-exempt) unit member to maintain a complete uniform and equipment as required. This equipment will be kept available by department members in the event that a tactical alert

situation is activated. Assaults Unit Supervisors will ensure that members have the proper police equipment and that it is maintained in good working condition.

- Supervisors will inspect all work equipment periodically. This equipment, as listed in the Duty Manual, will include the member's service weapon, OC spray, baton, helmet with a face shield, gas mask and protective body armor.
- It is highly recommended that investigators keep an extra change of business clothes in their departmental locker.

DRESS STANDARDS:

- At all times, an investigator shall maintain a neat and orderly appearance.
- Male investigators shall wear business attire consisting of a suit or sport coat and tie.
- Female investigator will maintain a comparable standard of business attire.
- "Casual" or "dressing-down" is not permitted unless the member obtains prior approval from a unit supervisor.
- Grooming standards are to be adhered to in accordance with SJPD Duty Manual Section C1417 – C1418.

MEDIA RELATIONS:

- Investigators may contact and use the media as a tool to assist with their investigations with supervisory approval. The Department's Press Information Office can be of assistance in working with social media, newspapers, radio and television stations and will be consulted before any information is released.
- Any time the media initiates contact regarding a particular investigation, investigators must notify an Assaults Supervisor as soon as possible. Investigators should also notify the Press Information Officer, advising them of the media's inquiry.
- The Assaults Unit Commander will review and approve all press releases prior to them being made public. In the absence of the Unit Commander, a supervisor from the Assaults Unit may review and approve the press release. The supervisor will check with the SJPD Press Information Officer and a BOI Captain prior to the issuance of the release.

SEARCHES/PREPLANNED OPERATIONS:

During an investigation, if a search/arrest warrant is to be served or a probation/parole search is to be conducted, the following procedures will occur.

1. OFFICER'S RESPONSIBILITIES:

- Prior to engaging in any operation, the investigator(s) will review with and obtain the approval of a supervisor. The review will include a full threat assessment on the target
- The investigator is responsible for planning the operation
- If a probation or parole search is going to be conducted, the investigator will contact the suspect(s) probation or parole officer if necessary.

2. RAID PLAN (consideration should be given to the following):

- Designate a Assaults Unit supervisor to oversee and *be present* at the service of the warrant
- The number of officers needed
- Complete the Assaults Raid Sheet
- The use of Metro, CRU or MERGE to gain entry
- Preparing special equipment, search warrant kit, radios, etc.
- Identifying special problems and hazards
- Ensure that the district sergeant and area lieutenant has been notified

3. OPERATIONAL BRIEFING (briefing will include):

- All members who are involved in the operation
- Assaults Unit investigators responsibilities
- A discussion of background information such as suspect(s) name, description, locations of concern, any hazards, etc.
- A discussion of the objective or goal of the operation
- Ensure that investigators are wearing their raid vests unless their role in the operation requires that they not be identified as a police officer
- If utilized, CRU, Metro, MERGE will be responsible for the planning and execution of the warrant. CRU will be contacted for assistance before any other special operations unit.

4. OPERATIONAL DEBRIEFING:

- The case investigator will conduct an operational debriefing to ensure all equipment has been recovered and determine who is needed to write reports

CASE MANAGEMENT

Cases received by the unit through the Versadex RMS system will be reviewed and assigned by the sergeant(s) acting as the Case Coordinator.

In the event a case is determined to be gang related, it will be brought to the attention of the Case Coordinator. The Case Coordinator will review the case and determine if it should be transferred to GIU. The Case Coordinator will brief the GIU/Assaults Unit Commander and the Unit Commander will decide which unit will be responsible for the investigation.

1. When an Assaults Unit case is assigned, the Case Coordinator is responsible for assigning the case to an investigator in Versadex RMS. The assigned investigator who will create a case file if needed. The assigned investigator will ensure the Versadex RMS system reflects the proper lead investigator.
2. If an Assaults investigator initiates a case, he/she will ensure that the case is entered into Versadex. The investigator will notify his/her supervisor of the new case so that the supervisor can assign the case to the investigator in Versadex.
3. Supervisors will review all cases submitted for closure to ensure completeness. After being reviewed, the investigator will update the status of the case in the Versadex RMS system. The case will then be forwarded to the Unit Senior Office Specialist for RMS update.
4. When a case is adjudicated, the assigned investigator will ensure any property booked as evidence or safe keeping be disposed of as soon as possible. In some instances, non-evidentiary items are released by the investigator while evidentiary items are kept in the event of appellate motions. The investigator is responsible for notifying the office specialist of partial releases for notation on the unit property log.

B. CASE MANGEMENT (IN-CUSTODY CASES):

1. Upon receipt of an "In-Custody" case in the Assaults Unit Handle, the Case Coordinator will review the case and assign it to an Assault Investigator.
2. The assigned investigator will conduct a computer "work up" on the in-custody suspect. The work up will consist of the following:
 - **JPLN** – To locate the suspect's Personal File Number (PFN)
 - **JPQS** – To locate the suspect's custody status
 - **JPQH** – To locate the suspect's criminal history
 - **JAQA** – To locate the suspect's probation status
 - **JBQB** – To locate the suspect's booking status
 - **JCQH** – To locate the suspect's court status
 - **JPQD** – To locate the suspect's personal identifying information
 - **SLETS** – To locate the suspect's state wide history (CII)

3. Investigators will prepare the “In-Custody” report for filing at the Santa Clara County District Attorney’s Office (D.A.) by performing the following:
 - A cost recovery form must be completed and attached to the case file.
 - An “Issue P” cover sheet must be completed and placed at the top of the investigative packet.
 - Ensure that there are three copies of the crime report upon receipt of the in custody case.
 - a) One copy for the case file
 - b) One copy for the D.A.’s office
 - c) One copy for the court file
 - The investigator must ensure that the court file copy has been redacted (blacked out) to ensure that no personal victim or witness information is noted on the report.
 - Investigator will then take the case to the D.A.’s office for review for the purpose of filing the appropriate charges. Every investigator is responsible for their own investigation and needs to ensure that it has been reviewed by the D.A.’s office and filed with the court.
 - Normally investigations can be placed in the “In Custody Basket” at the D.A.’s office. However, special attention should be given if the involved case has to be filed that day.
 - Once the investigation has been reviewed, it is the investigator’s responsibility to pick up the case from the D.A.’s office and file it at the Court Clerks office prior to 1100 hours on the “last day.”

NOTE: An Exempt Status Officer normally assists Assault Unit Investigators with this process. However, if the Exempt Status Officer is unavailable, the case investigator is responsible for completing the above.

INVESTIGATION GUIDELINES

The following suggestions may assist the investigators in organizing their case files and prioritizing investigative activities:

1. When a General Offense report (G.O.) is sent to the Assaults Unit Handle via Versadex, it is reviewed by the Case Coordinator.
2. The Case Coordinator will assign the case to an investigator via Versadex.
3. Versadex lists the following information intended to aid in the locations of cases or strings:

- Case number
 - Date, day, and time of occurrence
 - Victim's name (person or business)
 - Location of occurrence
 - Type of crime
 - Name and/or description of suspects
 - Type of weapon
 - Type of vehicle (description and license number)
 - Name and ID of information on arrestees
 - Investigator assigned
 - Disposition
4. The case notes section in Versadex should include a detailed log of all investigative activities, i.e., contacts with victim(s) and witness(es), attempts to contact, interviews, supplemental written information, recorded information, and any other appropriate activity. This log will serve as a convenient reminder of work done and will assist supervisors or other investigators who may need to review or assist in the case and provide a record for any administrative review. The investigator has the option of entering this information into the Narrative in a Follow-Up entry.
 5. Case notes should be brief but include enough detail to be easily comprehensible. Telephone numbers needed for follow-up should be logged into the case note section.
 6. The investigator has the option of maintaining a personal log of assigned cases and their dispositions for ease of reference on old cases and for the furnishing of accurate statistics when needed. This log will serve as a convenient reminder of the work that has been done and what the results were. It will also assist supervisors or other investigators who may need to review or assist in the investigation, as well as provide a written record for any administrative review.
 7. Investigators should research the criminal history of the victim, witnesses, and the suspect(s) for prior police contacts and reports. (RMS, DMV, FBI, CI&I, local, probation or parole status)
 8. Investigators should review all investigative efforts conducted by patrol as well as review all follow-up interviews that were conducted. The case investigator should ensure the initial investigative efforts have been properly documented on a supplemental report to ensure the accuracy of the information.
 9. Investigators should review the physical evidence booked, and retrieve and review surveillance photographs or videos.
 10. Investigators will review the assigned reports received and highlight important facts for easy reference. The investigator should ensure the following important facts are in the crime report:

- The victim's identifying information (name, address, telephone)
- Language needs of victim
- Extent of injuries to the victim(s)
- Whether/not the victim can identify the perpetrator(s)
- Suspect information (name, description, etc.)
- Vehicle description
- Witnesses; whether/not they can identify the perpetrator(s)
- Physical evidence: latent prints, photographs, biological evidence, surveillance photographs, videos, location of evidence recovered
- Property; serial numbers, etc.

Assigned cases should be prioritized by considering the following solvability factors:

- Seriousness of the offense (injuries, public safety)
 - Whether or not the suspect is in custody
 - Known suspect or easily identified
 - High profile cases, hate crime, media interest
 - Multi-jurisdictional serial cases
 - Investigative task force operations
 - Cases with poor or minimal information
 - Possible suspect information (partial name or moniker)
 - Possible or partial vehicle license plate number
 - Did the victim see the perpetrator
 - Was the perpetrator masked
 - Can the victim identify the perpetrator
 - Will the victim identify the perpetrator
 - Is the victim cooperative
 - Is the case unfounded
- Not all cases can be assigned or worked due to decreased staffing; this determination will be made by the Assaults Unit sergeant based on the above criteria and Unit's current caseload.
 - Ideally, all felony crimes are assigned; however those cases are prioritized based on the criteria listed above. A case involving an uncooperative victim, with minimal leads may be grounds for closing a case. Often times the seriousness of the offense, and the availability of investigative leads is the determining factor whether or not a case is assigned. The Assaults Sergeant is responsible for making this determination.
 - Misdemeanor cases that are complete, and the victim wants to cooperate and/or press charges, will be sent to the District Attorney's Office for review.
 - Not all misdemeanor cases are assigned for follow-up investigation.

Some examples of cases that will not be worked are:

- Depending on the seriousness of misdemeanor crimes; those cases where the suspect is unknown or identification of the suspect would require substantial follow-up investigation
 - a reported misdemeanor that lacks viable leads
 - a misdemeanor crime whereas the victim does not want to prosecute or press charges
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- The investigator should contact and re-interview the victim(s) and witnesses in order to confirm that the crime is valid and that the received information is accurate. The investigator should be aware of discrepancies between information given in the initial report and in the follow-up interview. The investigator should document discrepancies in the Follow Up report in Versadex.
 - Follow-up interviews are best done in person. If this is impossible, the investigator should conduct the interview(s) by telephone as soon as possible. The investigator should confirm the victim's correct address, telephone numbers, pager number, CDL and social security numbers. All telephone interviews should be digitally recorded.
 - If there is no telephone number for the victim, the investigator should send a letter to the victim. The unit clerical staff has a form "Victim Letter" in English, Spanish and in Vietnamese. This letter introduces you as the assigned case investigator, lists the case number, and provides the victim with the Assault Unit's address and phone number. The letter also asks the victim to contact the investigator as soon as possible. A copy of this letter is to be maintained in the case file and logged into the case notes.
 - In the spirit of Community Policing, investigators should maintain contact with the victim(s) in order to keep them apprised of the status of the case. Remembering that victims appreciate courtesy and sensitivity. Investigator should express concern and genuine interest in solving their case. If needed, the investigator may refer the victim(s) to the Victim/Witness Assistance Program, a mental health care agency or another professional agency to help them cope with the trauma of the crime.
 - The investigator should leave his/her business card with the victim(s) whenever possible so that the investigator may be personally contacted in the future by the victim(s).
 - The investigator should use the Police Sketch Artist whenever possible. The artist may be able to develop additional details of the crime or a better description of the perpetrator that may not be present in the victim(s)'

initial interview. After the sketch is completed, the investigator can have it published in the Watch Bulletin, TRAK flyer or other special bulletins.

- The investigator should contact and use the media whenever possible. The SJPD Press Information Officer [REDACTED] can be of assistance in working with newspapers, radio, television and social media. The investigator may consider publicity through TV shows like “America’s Most Wanted,” “Unsolved Mysteries,” etc. The investigator may consider publishing information about the crime in SJ Mercury’s “Crime Stoppers.” The investigator should consider using social media networking platforms such as the SJPD Facebook website and the Department’s Twitter account.
- On cases where there is a need for new information, investigator should put an entry into the Watch Bulletin as soon as possible so that information about the crime can be shared with patrol units and other allied agencies. The entry should include a photograph or a police artist sketch of the suspect along with concise information about the crime to alert field units.
- Investigators should review Watch Bulletins, APB’s, and Night Detective logs for information that may be pertinent to other similar crimes or incidents.
- Investigators should attend BFO patrol briefings and Special Operations briefings in order to share available information. Patrol units may often be the best resource in identifying suspects. In cases where a violent suspect has been identified, the MERGE unit should be utilized for the apprehension of the suspect.
- Investigators should complement and report exceptional police work to the officer’s appropriate supervisor. Investigators should not criticize any deficiencies in a police report or any poor field performances. The investigator should bring their concerns to his/her direct supervisor. It will be the Assault Unit Supervisor’s responsibility to ensure that the deficiency has been brought to the attention of the other person’s supervisor.
- In cases worthy of commendation, investigators should contact the officer’s appropriate supervisor to initiate a notice of good police work so that it can be routed through the officer’s chain of command. This action promotes a good working relationship between other units and motivates further good police work.
- Unit sergeants will review open cases at 30, 60 and 90-day intervals. Any case investigated after the 90 days period will be reviewed and monitored

by the Assault Unit Sergeant who will report the investigation to the Assaults Unit Lieutenant.

- Workstations should be kept clean and free of excess debris. At no time shall an investigator keep any magazines, photographs or any other materials that is deemed inappropriate in their work station areas. This does not include items of evidence that is directly related to a particular crime that the officer is investigating.
- Investigators are to keep their investigations and supplemental reports up to date in case an immediate review of the investigation is deemed necessary by an Assaults Unit supervisor or by a command staff member.
- Investigators will assist the D.A.'s office by helping with any additional investigative work they feel needs to be done for the successful prosecution of a case. This includes, but is not limited to, the transferring of evidence to and from court, taking evidence to the county lab for analysis, locating additional witnesses, subpoena services, etc.
- When the Exempt Officer assigned to the Assault Unit is not working or is unavailable, the OD is responsible for ensuring that all "In-Custody" cases & high profile cases are brought to the attention of the Assaults Unit supervisor.

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