



**TO: All PD Personnel**  
**FROM: Chief Sheri Crain**  
**DATE: January 19, 2017**  
**RE: Department Assignments**

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Effective February 1, 2017, there will be several changes in assignment to reflect the vacancy in our Police Command staff.

At this time, the Deputy Chief or Lieutenant's position will not be filled. Instead a cadre of five Sergeants will address the list of duties needing filled at this time.

Sergeant Sean Madison will be re-assigned to a new position titled Staff Sergeant in charge of Special Projects and Support Services. This position will perform the following general duties as well as any additional duties as assigned;

- Supervise Support Services,
- Assist the Chief of Police with general administrative functions such as attending meetings in my absence,
- Special projects as assigned,
- Review/audit complaints & use of force incidents,
- Accreditation Manager,
- Lexipol administration,
- Administrative Seizure Hearings Officer,
- provide oversight to the VIPS and Chaplain's programs.

Sergeant Darrell Nelson will be re-assigned as the Detective Sergeant; responsible for

- Investigations; supervise generalist Detective
- Liaison with OPNET, OPNET Detective
- Supervise Code Enforcement w/small sub-component of Crime Prevention
- Supervise SRO Program

Officer John Southard will be promoted to Sergeant, assigned to Patrol.

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