

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 10/11/2018	<b>Supersedes Policy Dated:</b> 12/31/2013	<b>Rescinds:</b>	<b>SOG Number:</b>
<b>Accreditation Index:</b> 1.2.9, 11.3.3, 26.2.1, 26.2.2, 26.3.2, 26.3.3			<b>103.10</b>
<b>Part Title:</b> Administration		<b>Chapter Title:</b> Standards of Conduct	
<b>Chief of Police:</b>			

## Disciplinary Investigation Process

### I Policy

The Springfield Police Department endeavors to provide quality police service while maintaining high standards of professional conduct. To help ensure the integrity of its operations and personnel and to protect the rights of both citizens and employees, it is the policy of this department to diligently and expeditiously receive, record, and investigate all complaints of misconduct against the agency or its employees, regardless of the nature or source of the complaint. The findings of these investigations will be used as a basis to implement corrective measures when needed, take disciplinary action when appropriate, and vindicate employees when justified. <sup>1</sup> (CALEA 26.2.1 and 26.2.2)

### II Definitions

**Administrative Complaint** – A complaint originating within the Department and involving its personnel which alleges specific violations of departmental rules, regulations, or procedures; City Merit System rules; or the law.

**CCRP Complaints** – A class of external complaints against the agency or its employees that the Chief of Police has directed to be resolved using the Citizen Complaint Resolution Process.

**Citizen Complaint Resolution Process (CCRP)** – A process by which certain external complaints will be resolved at the direction of the Chief of Police, which involves a resolution meeting between the complainant and the involved employee.

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<sup>1</sup> Policy Statement revised, per Policy Change Order 18-032.

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**Conclusions of Fact** – A clear, specific disposition classification for each complaint.

**Demeanor Report** – A report produced by the Inspections and Internal Affairs Unit to provide guidance for disciplinary recommendations and to facilitate supervisory knowledge of employee performance and conduct history.

**External Complaint** – All complaints originating from sources outside the Police Department.

**Miscellaneous Complaints** – A class of complaints against the agency or its employees that are of a minor nature and/or do not justify formal review by the chain of command.

### **III Procedure**

#### **1 ROLE AND RESPONSIBILITIES**

1.1 Police Department employees will receive all complaints made against the department or its employees. A record of all complaints shall be maintained in the Inspections and Internal Affairs Unit (IIAU). (CALEA 26.2.2)

##### **1.1.1 Department Employees**

- 1.1.1(a) All employees shall take proactive steps to identify and prevent inappropriate behavior.
- 1.1.1(b) Any employee who observes inappropriate behavior by another employee shall notify their supervisor.
- 1.1.1(c) Each employee has the duty to assist the public with complaints of employee misconduct or Department operations and shall do so in a courteous and willing manner.

##### **1.1.2 Department Supervisors**

- 1.1.2(a) If requested by a complainant, an on-duty supervisor shall promptly respond to an incident when a person is making a complaint alleging improper conduct by a Department employee.
- 1.1.2(b) If the involved employee's supervisor is not immediately available, that employee's commanding officer should be contacted. In the event the commander is also not available, the first available supervisor or commander will respond to address the complaint. Every effort will be made to expedite recording the complaint.
- 1.1.2(c) If the matter is not resolved after discussing the issue with the complainant, the supervisor/commander shall provide them with an Internal Affairs Complaint Form (SPD Form #94-AD-0003-B) and/or provide instructions for filing a complaint through the SPD website.
  - 1.1.2(c.1) If a supervisor or commander cannot respond, the employee will provide a set of complaint forms to the complainant with instructions to mail them to the IIAU at Police Headquarters or

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provide information on making the complaint online.

- 1.1.2(d) If a complaint is received from a Springfield Police Department employee, the supervisor shall attempt to resolve the complaint, if appropriate or refer the complaint to the IIAU through their chain of command.

#### **1.1.3 Inspections and Internal Affairs Unit**

- 1.1.3(a) The Inspections and Internal Affairs Unit has staff control over all complaint investigations and may investigate any or all complaints as directed by the Chief of Police.
- 1.1.3(b) IIAU is responsible for receiving, reviewing, and maintaining records of all complaints against Springfield Police employees and volunteers acting on the behalf of the Springfield Police Department.
- 1.1.3(c) IIAU shall serve as a neutral fact-finding investigator and shall not make decisions as to the final disposition in any disciplinary matter.
- 1.1.3(d) The only opinions that IIAU investigators may make as part of an investigation are those concerning the credibility of witnesses and statements of fact regarding the presence or lack of consistency in witness statements.
- 1.1.3(e) To assist the public awareness of the proper method for reporting complaints of misconduct or service problems to the Police Department, the IIAU shall periodically publish and distribute a brochure detailing such information.
  - 1.1.3(e.1) This information will be placed on the SPD website and shall be made available in the lobby at Police Headquarters and the South District Station (SDS).

## **2 COMPLAINT CLASSIFICATION**

### **2.1 Class I Complaints – All serious complaints lodged against Police Department members.**

#### **2.1.1 Class I Complaints include allegations of:**

- 2.1.1(a) Intentional discrimination;
- 2.1.1(b) Corruption;
- 2.1.1(c) Unnecessary/excessive use of force;
- 2.1.1(d) Violation of a criminal statute;
- 2.1.1(e) Severe injury or death resulting from an act or omission of any employee;
- 2.1.1(f) Unintentional discharge of a firearm whether on or off duty;<sup>2</sup>
- 2.1.1(g) Complaint in the form of an intent to file civil action that alleges or suggest improper conduct on the part of an employee;
- 2.1.1(h) Conduct unbecoming an employee;

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<sup>2</sup> Section 2.1.1(f) revised, subsection with exceptions deleted, per Policy Change Order 18-032.

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- 2.1.1(i) As directed by the Chief of Police.
- 2.1.2 Class I Complaints are investigated by the IIAU.
- 2.1.3 During the investigation of a Class I Complaint, the Chief of Police may elect to place the involved employee(s) on non-duty status with pay and benefits, known as Administrative Leave. Administrative Leave shall not be considered a disciplinary action. <sup>3</sup>
- 2.2 Class II Complaints – Complaints not rising to the level of a Class I Complaint, or as directed by the Chief of Police.
  - 2.2.1 Class II Complaints are investigated by the IIAU.
- 2.3 CCRP Complaints – Complaints investigated utilizing the Citizen Complaint Resolution Process (CCRP) as directed by the Chief of Police.
  - 2.3.1 CCRP Complaints are investigated by supervisors as outlined in this policy.
- 2.4 Miscellaneous Complaints
  - 2.4.1 Miscellaneous Complaints may include the following:
    - 2.4.1(a) Complaints which center on a difference of opinion over the guilt or innocence of the complainant or another person in a pending municipal or criminal case;
      - 2.4.1(a.1) The IIAU Supervisor will conduct a review of the case.
      - 2.4.1(a.2) Absent compelling evidence of officer misconduct, these cases shall be cleared, filed, and properly adjudicated in court.
    - 2.4.1(b) Minor complaints where the complainant is anonymous or does not wish to file a written complaint;
    - 2.4.1(c) Complaints against other agencies and/or their employees, which are not under authority of the Chief of Police;
    - 2.4.1(d) Complaints and other administrative inquiries as independently received and disposed of by the Chief of Police;
    - 2.4.1(e) Minor complaints received by IIAU in which the complainant agrees to have the issue handled by the supervisor of the involved employee.
  - 2.4.2 Miscellaneous Complaints may be investigated by either IIAU or the supervisor of the involved employee, as directed by the Chief of Police. <sup>4</sup>

## **3 RECEIVING AND REPORTING COMPLAINTS**

- 3.1 Members of this department shall accept complaints whether in person, by phone, by mail, or by electronic media.
- 3.2 Notification of the Chief of Police (CALEA 26.3.2)

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<sup>3</sup> Section 2.1.3 added to address administrative leave, per Policy Change Order 18-032.

<sup>4</sup> Section 2.4.2 revised, miscellaneous complaint procedure updated, per Policy Change Order 18-032.

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- 3.2.1 The IIAU Supervisor, or designee, shall keep the Chief of Police informed about the existence and status of all complaints against the Springfield Police Department and its personnel.
  - 3.2.1(a) Class I complaints shall be reported to the Chief of Police as soon as possible after they are received. Notification may be made in person, by phone, through memorandum (IDC), or email.
  - 3.2.1(b) All other complaints shall be reported to the Chief of Police in the Monthly IIAU Activity Report;
  - 3.2.1(c) The IIAU Supervisor may, at their discretion, elect to immediately report any complaint, regardless of classification, to the Chief of Police if there is a compelling organizational interest present. (CALEA 11.3.3)
- 3.3 Administrative Complaints
  - 3.3.1 Interpersonal relationships, supervisory techniques, and administrative processes may generate employee concerns; however, such concerns should be handled through the chain of command, and not the internal investigation process.
  - 3.3.2 Supervisors may lodge an Administrative Complaint in writing through their chain of command.
    - 3.3.2(a) The complaint will be forwarded from the Bureau Commander to IIAU.
    - 3.3.2(b) All relevant documentation should be attached, or reference should be made to it in the written complaint.
  - 3.3.3 Administrative Complaints may be assigned to IIAU for investigation at the discretion of the Chief of Police.
- 3.4 External Complaints
  - 3.4.1 Springfield Police Department employees shall accept all external complaints in a courteous and willing manner. The employee may explain to clarify police procedures, if pertinent.
  - 3.4.2 The complainant may be referred to the supervisor if appropriate, or they may be provided with an Internal Affairs Complaint Form and/or instructions for making the complaint online.
    - 3.4.2(a) If the complaint is handled by a supervisor and resolved to the satisfaction of both the supervisor and the complainant, a complaint form does not need to be completed.
    - 3.4.2(b) If the complainant requests a complaint form, one will be provided to them.
      - 3.4.2(b.1) The complainant will complete and sign the written complaint unless disabilities prevent them from doing so. In such cases, Department employees will assist fully with completion, except signature.
      - 3.4.2(b.2) The complaint, including all forms and related reports, will be forwarded to the IIAU.

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#### 3.5 Anonymous Complaints

3.5.1 Anonymous and second party complaints shall be accepted.

3.5.1(a) The Chief of Police shall determine the extent to which they will be investigated. (CALEA 26.2.1)

## 4 COMPLAINT INVESTIGATION PROCEDURES <sup>5</sup>

4.1 Upon receipt of a complaint, the IIAU Supervisor or designee shall review and determine the complaint classification as directed by the Chief of Police and assign a complaint control number. The complaint shall then be entered into the Internal Investigations Control Log and the Administrative Investigations Management System (AIM).

#### 4.2 Class I or Class II Complaints

4.2.1 The IIAU shall provide the named employee(s) with a written notification. This written notification shall become part of the investigative case file.

4.2.1(a) At a minimum, the notification shall include:

4.2.1(a.1) Name of investigator conducting investigation;

4.2.1(a.2) Nature of complaint;

4.2.1(a.3) Location, date, and time of the alleged misconduct (if known);

4.2.1(a.4) The employee's rights and responsibilities as provided in the Merit Rules and the policies and procedures of the Springfield Police Department.

4.2.1(b) Suspension of the requirement to notify the employee of the complaint shall only be authorized by the Chief of Police in written form.

4.2.2 If the complaint alleges possible criminal conduct, IIAU staff shall notify the Chief of Police. In such cases, the Chief of Police may authorize delay of the internal investigation until a criminal investigation is completed.

4.3 CCRP Complaints will be handled by the Citizen Complaint Resolution Process as follows:

4.3.1 The complaint will be referred to the supervisor of the involved employee for resolution and the named employee shall receive written notification.

4.3.1(a) CCRP complaints will not be handled by a supervisor of the same rank as the involved employee, but by a supervisor of higher rank.

4.3.2 The supervisor will conduct an investigation into the complaint.

4.3.2(a) If the investigation reveals allegations that were not listed in the original complaint, the supervisor will refer the complaint back to IIAU for review and possible reclassification.

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<sup>5</sup> Section 4 heading revised, per Policy Change Order 18-032.

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- 4.3.3 After the investigation is completed, the supervisor will schedule a resolution meeting with the complainant and the involved employee.
  - 4.3.3(a) The resolution meeting will be conducted in a confidential setting to allow open and candid discussion of the issues at hand. The intent of the meeting is to facilitate a better understanding of the issues for both parties and identify ways to improve such interactions in the future. In some cases, no agreement will be reached, but the issue will be considered Resolved at the conclusion of the meeting.
  - 4.3.3(b) If new allegations related to the incident are revealed during the resolution meeting, the meeting will be concluded and the supervisor will refer the complaint back to IIAU for review and possible reclassification.
  - 4.3.3(c) If the complainant fails to attend two consecutive resolution meetings when reasonable attempts at notification were made, the complaint will be classified as Resolved.
- 4.3.4 After the resolution meeting, the supervisor will complete a brief report in AIM describing the results of the investigation and the resolution meeting. This shall be completed within 45 days of receiving the CCRP complaint.
- 4.3.5 The complaint will then be closed by IIAU staff and the conclusion of fact will be classified as Resolved.
- 4.3.6 CCRP complaints will not result in disciplinary action as defined in SOG 103.8 – Administration of Discipline.
- 4.4 Miscellaneous Complaints will be documented in the AIM System and on the Internal Investigations Control Log and the named employee shall receive written notification.
  - 4.4.1 Miscellaneous Complaints may be handled by IIAU or forwarded to the supervisor of the involved employee. <sup>6</sup>
  - 4.4.2 If forwarded to the supervisor, the supervisor will address the complaint with the involved employee, contacting the complainant for clarification if necessary, and respond to the IIAU supervisor within 30 days with the resolution of the complaint.
  - 4.4.3 If it is determined that a formal complaint investigation should be undertaken, the supervisor shall contact the IIAU for reclassification to Class I or Class II status.

## **5 INVESTIGATIONS CONDUCTED BY IIAU <sup>7</sup>**

- 5.1 IIAU shall notify the complainant in writing that their complaint has been received and assigned for investigation. The notification letter shall include the name of the investigator and inform the complainant that they may be contacted for additional information.
- 5.2 The assigned investigator shall be responsible for keeping the citizen complainant and

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<sup>6</sup> Section 4.4.1 revised, miscellaneous complaint procedure updated, per Policy Change Order 18-032.

<sup>7</sup> Section 5 heading revised and section reorganized, per Policy Change Order 18-032.

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the involved employee notified concerning the overall status of the investigation but should avoid discussing findings or details. This will be documented in the investigative report.

- 5.3 If investigation reveals previously uncited allegations of misconduct, the IIAU Supervisor may decide to include the additional information in the original case file or activate a new investigation and case file. The IIAU Supervisor shall ensure that the new allegations are thoroughly investigated.
- 5.4 IIAU will compile an investigative case file which shall consist of the following:
  - 5.4.1 Investigative synopsis;
  - 5.4.2 Complaint form or written documentation of the original complaint;
  - 5.4.3 Copies of all related reports and statements;
  - 5.4.5 Employee's demeanor report;
  - 5.4.6 Any other pertinent information.
- 5.5 Completion Time Limits (CALEA 26.3.3)
  - 5.5.1 Class I investigations shall be completed within 60 days of assignment. Class II investigations and Miscellaneous Complaints shall be completed within 30 days of assignment.
    - 5.5.1(a) If the investigation cannot be completed within the above-listed time limits, an extension may be granted by the Chief of Police.
  - 5.5.2 Dispositions shall be completed within 30 days of the completion of the investigation.

## 6 COMPLAINT REVIEW AND DISPOSITION PROCESS <sup>8</sup>

- 6.1 Upon completion of the investigation, IIAU staff shall notify the involved employee's chain of command that the investigation is ready for the chain of command review in the AIM system.
- 6.2 Beginning with the immediate supervisor, each command level within that employee's chain of command shall conduct a comprehensive and structured review of the investigative case file to include the following:
  - 6.2.1 A determination that the investigation complies with department policies and procedures for conducting internal investigations;
  - 6.2.2 A determination that the evidence presented in the investigation justifies a specific "conclusion of fact" to include:
    - 6.2.2(a) **Unfounded** – Allegation is false or not factual;
    - 6.2.2(b) **Not Involved** – Employee was not present at time the alleged misconduct occurred;

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<sup>8</sup> Section 6 heading revised, per Policy Change Order 18-032.



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- 6.2.2(c) **Exonerated** – Incident complained of occurred, but actions of employee were lawful and proper;
  - 6.2.2(d) **Not Sustained** – Insufficient evidence to prove or disprove the allegation;
  - 6.2.2(e) **Sustained** – Allegation is supported by sufficient evidence;
  - 6.2.2(f) **Policy Failure** – The incident may or may not have occurred, but the investigation revealed faulty policies, procedures, or rules;
  - 6.2.2(g) **Resolved** – The incident has been closed utilizing the Citizen Complaint Resolution Process.
- 6.2.3 A recommendation for specified disciplinary action in accordance with SOG 103.8 – Administration of Discipline. If the supervisor believes severe discipline in the form of suspension, demotion, reduction in pay, or termination is appropriate; they should recommend that a pre-disciplinary hearing be held.
- 6.3 Whenever a supervisor or commander's disposition differs from that of a subordinate, written justification is required and shall be included in the case file with all other recommendations.
- 6.4 At any time, any supervisor or commander within the involved employee's chain of command may request clarification or additional information from IIAU on any aspect of the investigation.
- 6.5 The Chief of Police shall receive the case file and shall indicate the final "conclusion of fact" and shall specify final disciplinary action as provided in SOG 103.8 – Administration of Discipline. (CALEA 1.2.9(c))
- 6.6 Upon receiving the final disposition from the Chief of Police; IIAU staff shall notify the complainant, the involved employee, and the employee's chain of command in writing of the findings of the investigation. Copies of these notifications will be maintained in the case file.
- 6.6.1 The notification to the complainant will include the general findings and if the complaint is sustained, a statement that "appropriate action is being taken by the Chief of Police." This notification will also include a brief description of the procedure for appeal of the disposition of the complaint.
  - 6.6.2 The notification to the involved employee and their chain of command will include the general findings. When there is disciplinary action in the form of suspension, demotion, dismissal, or reduction in pay, a brief description of the applicable appeal process will be included. If the involved employee is a member of the SPOA bargaining unit, reference to the disciplinary grievance procedures outlined in the current Collective Bargaining Agreement shall be included. If the employee is not a member of the SPOA bargaining unit, the disciplinary appeals process outlined in Merit Rule 13.4 shall be referenced.<sup>9</sup>
- 6.7 If it has been established that a citizen knowingly and fraudulently made a false

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<sup>9</sup> Section 6.6.2 revised, disciplinary grievance procedure updated, per Policy Change Order 18-032.

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complaint, the Chief of Police may forward the case to the appropriate prosecutor for criminal prosecution review.

## **7 EMPLOYEE RIGHTS AND RESPONSIBILITIES**

- 7.1 Employees are afforded all rights under law and municipal regulations pursuant to any investigation of any complaint.
  - 7.1.1 A complete and current copy of Merit System Rules and Regulations are on file and available for inspection on the city's computer network and at the office of the Director of Human Resources.
- 7.2 For any employee involved in a complaint investigation, the following additional rights are granted:
  - 7.2.1 The employee may review the complaint after receiving written notification of the investigation.
  - 7.2.2 During any interview, the employee may have a representative present.
    - 7.2.2(a) The representative may not participate in the interview.
    - 7.2.2(b) Proceedings may not normally be delayed due to the inability of a particular representative to attend.
    - 7.2.2(c) The representative may be the employee's attorney.
    - 7.2.2(d) The employee's representative may not be anyone within the employee's chain of command.
  - 7.2.3 During the interview, the IIAU investigator will record the proceedings. The IIAU interview recording will be transcribed and both the recording and transcript will become part of the case file.<sup>10</sup>
    - 7.2.3(a) The involved employee may also record the interview proceedings.
  - 7.2.4 Reasonable breaks are allowed during the interview process.
  - 7.2.5 If practical, interviews will be conducted during the employee's scheduled work shift.
  - 7.2.6 The employee may provide additional information in writing without the request of IIAU.
- 7.3 Police employees must cooperate fully with the internal administrative investigation of a complaint. Refusal to do so will be grounds for disciplinary action.
- 7.4 Statements
  - 7.4.1 Employees are required to truthfully answer all questions.
  - 7.4.2 Employees may not refuse to answer questions narrowly and specifically related to the performance of their duties.
- 7.5 Medical, Laboratory, and Polygraph Examinations

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<sup>10</sup> Section 7.2.3 revised, interview transcription procedure updated, per Policy Change Order 18-032.

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- 7.5.1 Employees shall not be ordered to submit to medical, laboratory or polygraph examinations or submit financial disclosure statements, except for cause as determined by the Chief of Police.
- 7.5.2 Employees shall not refuse to submit to any non-testimonial examinations for cause (e.g. polygraph, blood-alcohol testing, medical examination, lineups, drug testing, photographs) during internal, administrative investigations. In criminal cases, the employee may have an attorney present as provided by law.
- 7.5.3 For drug testing information, refer to Merit Rule 26 – Substance Abuse Policy.
- 7.5.4 Polygraph Examinations - An employee may be ordered by the Chief of Police to submit to a polygraph examination.
  - 7.5.4(a) When the complaint from a citizen is the basis for the investigation, and no corroborating evidence has been discovered, the employee will not be required to submit to a polygraph examination without the complainant first taking such examination; however, based upon justification the Chief of Police may order the employee to take the polygraph.
  - 7.5.4(b) An employee may request a polygraph examination. Such examination may be completed during the investigative process at the discretion of the Chief of Police.
  - 7.5.4(c) Prior to any examination, the employee will be permitted to review all questions to be asked during the polygraph examination.
  - 7.5.4(d) Polygraph test results gained pursuant to an administrative investigation are not usable in a criminal proceeding.
  - 7.5.4(e) The person making the complaint may be asked to submit to a polygraph examination if the Chief of Police believes the examination would be necessary to accurately complete the investigation.
- 7.5.5 Searches
  - 7.5.5(a) All Department property, property issued by the Department, and personal property used in connection with official police duties shall be subject to inspection at any time, even if assigned to or used exclusively by the employee.
  - 7.5.5(b) An employee's personal property shall be afforded protection as provided by law.
- 7.5.6 Photographs
  - 7.5.6(a) Pursuant to an internal investigation, photographs of the employee may be taken at any time.
- 7.5.7 Lineups
  - 7.5.7(a) Photographic lineups may be utilized to assist in identification of officers in internal investigations. When used, the same procedures and methods shall be used as employed during criminal investigations.

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7.5.7(b) In the event a live lineup is required, accused employees shall cooperate fully with investigators.

#### 7.5.8 Financial Disclosure Statements

7.5.8(a) For cause, employees may be directed by the Chief of Police to provide personal financial disclosure statements detailing financial receipts or disbursements.

## 8 DISCIPLINARY RECORDS

### 8.1 Location and Physical Security of Records (CALEA 26.2.2)

8.1.1 IIAU investigation and disposition records are secured in the Inspections and Internal Affairs office and on a secured portion of the City's computer network. File cabinets and offices shall be locked after working hours.

### 8.2 Access Control to Disciplinary Records

8.2.1 Disciplinary and personnel records are closed records by Missouri law. These records shall not be made public, nor released to unauthorized persons.

8.2.2 Employees may inspect their own IIAU record by appointment during office hours. Such inspection must occur directly on premise. Notes may be made but copies are not authorized unless specifically approved by the Chief of Police.

8.2.2(a) IIAU staff will review the contents of the case file and will redact any references to the IIAU record of any other employee.

8.2.2(b) If other involved employees give written consent to release records pertaining to them, they may be viewed by the requesting employee.

8.2.2(c) An attorney representing the employee(s) may also review the IIAU file with written consent from the involved employee(s).

8.2.2(d) A background investigator may review all IIAU records pertaining to a specific employee if a release signed by that employee is provided. A copy of the release will be retained in the employee's file.

8.2.2(e) IIAU records pertaining to open complaints are not available for inspection. A complaint is considered open until a final conclusion of fact is indicated by the Chief of Police.

8.2.3 IIAU staff has access to records. No other person shall have access to information from IIAU records without the express written permission from the Chief of Police, except as otherwise provided in this policy. If such permission is granted, the written request and authorization shall become an addition to the case file.

8.2.4 Supervisors in the chain of command of an employee may review IIAU records pertaining to that employee.

8.2.5 Lieutenants, captains, and majors will have access to IIAU records for any employee unless directed otherwise by the Chief of Police.

8.2.6 Any review of IIAU records by supervisors will be documented in AIM and/or

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noted in the employee's file.

- 8.3 The employee's Police Department file, including IIAU records, is a permanent file and may not be purged.
- 8.4 An employee's Demeanor Report will be available to any supervisor in the chain of command of the employee or as authorized by the Chief of Police. A record of any request for a Demeanor Report will be maintained in the employee's file.
- 8.5 The Demeanor Report shall include general information regarding the following:
  - 8.5.1 All Class I complaints;
  - 8.5.2 Promotions;
  - 8.5.3 Resistance Control reports;<sup>11</sup>
  - 8.5.4 Pursuits;
  - 8.5.5 For the past 5 years, all traffic crashes;
  - 8.5.6 For the past 2 years:
    - 8.5.6(a) All Class II complaints;
    - 8.5.6(b) All Miscellaneous complaints;
    - 8.5.6(c) All CCRP complaints;
    - 8.5.6(d) Letters of compliment;
    - 8.5.6(e) Citations, awards.

## **9 DISCIPLINARY STATISTICAL DATA**

- 9.1 The Inspections and Internal Affairs Unit Supervisor shall prepare an annual report detailing internal affairs investigative activity, status, and disposition. This report will also detail all other IIAU activity, workload, action, and projects.
- 9.2 The IIAU Supervisor shall make the annual report available for publication of statistical data by the Public Affairs Officer.<sup>12</sup>
- 9.3 Statistical data is available to any person upon request.

## **IV Attachments**

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<sup>11</sup> Section 8.5.3 revised, terminology updated, per Policy Change Order 18-032.

<sup>12</sup> Section 9.2 revised, R & D personnel removed from disciplinary data publication process, PCO 18-032.