


<b>POLICY 117.4</b>	<b>INTERNAL AFFAIRS - PROCEDURE FOR STAFF REVIEW OF INTERNAL AFFAIRS CASES</b>	
	REVISED: 6/95, 11/08, <b>05/15</b>	RELATED POLICIES: <b>117.3</b>
	CFA STANDARDS:	REVIEWED: 06/01, 11/08, 08/11, <b>05/15</b>

**A. POLICY**

At the conclusion of an Internal Affairs investigation, Category I or Category II complaint, the completed investigation shall be forwarded to the appropriate bureau assistant chief.

**B. CATEGORY I COMPLAINTS AND ALL INVESTIGATIONS HANDLED BY THE OFFICE OF INTERNAL AFFAIRS**

1. Not Sustained, Exonerated, and Unfounded Cases

The concurrence of the bureau assistant chief and the Police Chief shall be indicated on the Internal Affairs complaint report form by signing their names and the date in the section marked "staff review". This is the only requirement for not sustained, exonerated or unfounded investigations.

2. Sustained Cases

a. In sustained cases, it shall be necessary for the appropriate Bureau Assistant Chief to author a memo indicating his/her concurrence with the investigative finding of Internal Affairs, and will include a recommendation for discipline.

b. Written recommendations as to the specific level of discipline is the responsibility of the bureau assistant chiefs. This particular recommendation shall occur after discussion with management staff and consulting with Employee Relations.

c. Following the bureau assistant chief's review of the case, the investigation and any recommendations shall be forwarded to the Police Chief for his review/concurrence then routed back to the Office of Internal Affairs without delay.

3. In the event someone within the staff review process does not agree with any part of the Internal Affairs recommendation, a separate memo shall be completed articulating the facts and the reasons supporting his/her non-concurrence, i.e., disagreement over the analysis of the investigation, the disposition or conclusion recommended by Internal Affairs, or the departmental violation included in the investigation.

a. All memos will be attached to the investigation and routed through the chain of command.

- b. Each level within the staff review process shall be completed in a timely manner.

**C. CATEGORY II COMPLAINTS (HANDLED BY THE INVOLVED COMMAND)**

The staff review process of these type complaints shall require the initials and dates of each respective reviewing staff member on the bottom of the front page of the Department's standard Complaint Form indicating concurrence. This is the only requirement for not sustained, exonerated or unfounded investigations. Sustained cases shall be handled in an identical manner as a sustained Category 1 investigation.

**D. DISCIPLINE**

1. Any discipline (Letter of Reprimand, suspension, or termination) resulting from any administrative investigation (category I or category II) shall be drafted by the Major of Internal Affairs, regardless of what entity conducts the investigation.
2. Supervisor Employee Interview Forms shall be prepared by the employee's shift Major or his/her designee.