

CHAPTER 30

INTERNAL INVESTIGATIONS

The internal investigations function is important for the maintenance of professional conduct in a police department. The integrity of the department depends on the personal integrity and discipline of each employee. To a large degree, the public image of the department is determined by the quality of the internal investigations function in responding to allegations of misconduct by the department or its employees.

The standards in this chapter assume that in large departments there will be a specialized organizational component, responsible for internal investigations matters. In those cases involving the integrity of the department, the specialized unit will actually conduct the investigation and carry out all assignments related to resolving the issue.

In smaller departments, a specialized unit may not be established. However, the function is important and investigations may be assigned to an individual on an as-needed basis or be conducted by the Chief of Police.

30.1 Administration

30.1.1 A written directive establishes the department's internal investigations function.

Comments: The written directive should establish the administration of internal investigations matters for the purpose of creating a process to ensure the integrity of the department. The goal of internal investigations is to ensure that the integrity of the department is maintained through an internal system whereby objectivity, fairness, and justice are ensured by an impartial investigation and review. (M M M)

30.1.2 A written directive specifies the activities of the internal investigations function, to include:

- o recording, registering, and controlling the investigation of complaints against officers;
- o supervising and controlling the investigation of alleged or suspected misconduct within the department; and
- o maintaining the confidentiality of the internal investigation and records.

Comments: It should be the policy of the department that all allegations of employee misconduct be appropriately investigated and promptly adjudicated. All reports or accusations made against members of the department or the department in general, from

*all sources, should be completely investigated in order to ensure the integrity of the department and its members.
(M M M)*

30.1.3 A written directive specifies the categories of complaints that require investigation by the internal investigations function.

Comments: The intent of this standard is to provide guidelines regarding which categories of complaints are to be handled by the internal investigations function and which as part of routine discipline. (M M M)

Complaint Processing

30.2.1 A written directive requires the department to investigate all complaints against the department or employees of the department.

Comments: The purpose of the standard is to require an appropriate investigation of all formal complaints against the department or its employees. (M M M)

30.2.2 A written directive requires the department to maintain a record of all complaints against the department or its employees.

Comments: The confidentiality of these records is important and proper security precautions should be taken. (M M M)

Operational Procedures

30.3.1 The department maintains liaison with Crown Attorney in investigations involving alleged criminal conduct on the part of an employee.

Comments: To protect further the integrity of the department, it is important for the department to maintain close liaison with the appropriate Crown Attorney. This liaison may include legal advice and assistance in case preparation. (M M M)

30.3.2 A written directive specifies the circumstances in which an employee may be relieved from duty.

Comments: Authority for suspension is covered by the Police Act and Regulations. (M M M)