

AURORA POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE
FORCE INVESTIGATIONS UNIT

02.00 OPERATIONS

Approved By:	Christopher Juul, Professional Standards and Training Division Chief
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02.01 FORCE INCIDENT INVESTIGATION PROCEDURES

The initial response to and reporting of use of force incidents is covered in [DM 05.05 – Reporting Use of Force](#) and [DM 05.06 – Investigating Use of Force](#). This Standard Operating Procedure (SOP) applies to use of force reports entered into the Department's electronic tracking system and routed to the Force Investigation Unit (FIU).

02.02 CASE MANAGEMENT

The FIU Sergeant will monitor the current administrative management system for use-of-force reports routed to the FIU. Upon receipt, the FIU Sergeant will add the report to the FIU case log. The report case number will be the incident number generated by the electronic tracking system (e.g., 2023-TIER2-0001).

The FIU Sergeant will then assign the case to an FIU Investigator. Cases should be assigned in consideration of caseload, extent of investigation required, and time sensitivity. When required, more than one FIU Investigator may be assigned to the same case to ensure thoroughness and timeliness in processing.

Once assigned, reassignment of a case must be approved by the FIU Sergeant or Professional Standards Section (PSS) Lieutenant.

FIU Investigators must notify the FIU Sergeant if it is determined additional assistance is required on an assigned case, a conflict of interest exists with the assigned investigator, or an inability to meet any required deadline for processing due to scheduling issues.

02.03 CASE INVESTIGATION

The focus of the FIU Investigators case processing is to prepare the case for an efficient, comprehensive, and timely review by the PSS Lieutenant, Force Review Board (FRB), and/or other appropriate adjudicating authority. A complete, thorough, and well-formatted FIU case presentation is critical to a timely, fully informed, and properly adjudicated use of force incident.

At a minimum, the FIU Investigators' case processing will consist of the following:

- Perform an initial inventory of the submitting supervisor's use of force report, associated General Offense report, photographs, video footage, and any other related use of force information.
- Confirm the classification level of force reported is correct, i.e.: TIER1, TIER2, or TIER3.

- Ensure all involved officers who used force are identified and properly assigned the correct use of force Tier level.
- Determine if all witnesses listed on reports or detected on any audio/video footage are identified and have submitted written statements and/or other relevant material.
- Determine if all required photographs are present.

After the initial inventory is complete, the FIU Investigator will complete the following:

- Follow up on any missing information required to complete a thorough investigation.
- Attach the complete General Offense report to the use of force report.
- Consolidate and attach the associated use of force photographs to the use of force report.
- Download and attach any associated use of force related information and/or documents.
- Consolidate and flag all BWC footage at relevant time stamps.
- Note any BWC violations.
- Note any issues to be addressed by additional/remedial training.
- Note any potential policy issues.
- Compare narratives with audio/video footage for consistency.
 - Note any inconsistencies.
 - Note any time periods not captured by audio/video.
 - Note any BWC function or dislodging issues.
- Complete an FIU Investigators case summary report.
 - Format the report in such a manner that allows for a sequential, logical, clear, concise, and complete presentation.
- Identify and document all required statistical data related to the case.
- Notify the FIU Sergeant of case completion and statistical data obtained.
- When directed, provide in-person presentation to FRB.

02.04 POTENTIAL CRIMINAL CHARGES

If, at any time during case processing, it is determined there are potential criminal charges or significant policy violations, investigators will discontinue their investigation and notify the FIU Sergeant immediately.

The FIU investigation will be subordinate to any criminal and/or Internal Affairs Bureau administrative investigation unless directed by the Chief of Police or designee.

02.04 INTERVIEWS

Two types of interviews exist for the FIU, *Clarification Inquiries* and *Preliminary Administrative Investigations*. The FIU Sergeant or designee will complete these interviews.

Interviews shall be recorded. If the person being interviewed chooses to make their own recording of the interview, they will be advised that the FIU will maintain the recording until the conclusion of the investigation and final incident disposition.

Interviews with subjects and/or department members will normally be conducted in person. Telephone interviews should be limited to extraordinary circumstances.

02.05 CLARIFICATION INQUIRY

A Clarification Inquiry is an informal interview to clarify information regarding the use of force or details regarding the incident. The involved member's supervisor may be present during this interview.

02.06 PRELIMINARY ADMINISTRATIVE INVESTIGATION

A Preliminary Administrative Investigation is a formal interview to determine if a policy violation occurred. Preliminary Administrative Investigations will be handled in accordance with Directive 10.2.6 Preliminary Administrative Investigations.

02.07 CASE ADJUDICATION

Tier One use of force investigations will be forwarded to the PSS Lieutenant for adjudication. The review will be for use of force policy compliance, conformance to law, and the appropriateness of the application of force.

Tier Two use of force investigations will be forwarded to the Force Review Board (FRB) for adjudication. The review will be for use of force policy compliance, conformance to law, and the appropriateness of the application of force.

Tier Three use of force reports will follow the procedure in [DM 05.06 – Investigating Use of Force](#).

If a Tier Three use of force involves an investigation by the Major Crimes Homicide Unit (MCHU), the FIU investigation will commence at the conclusion of the MCHU investigation.

If a District Attorney (DA) review is conducted, the FIU investigation will wait for the declination letter or other documentation provided to the Department advising no criminal charges are forthcoming. After receipt of the documentation from the DA's Office and absent any pending external reviews, the FIU investigation will commence.

02.07 FIU INCIDENT CALLOUTS

Awaiting criteria requirements, FIU Investigators role while on-scene, Required documentation, Compensation, On-call scheduling info, and other pertinent info. The current on-call schedule is maintained in [APD Operations on Call List](#).