

★ PUBLIC INTEGRITY BUREAU ★



IAPro CASE MANAGEMENT PIB Annual Peer-to-Peer Training November 20, 2024



CONFIDENTIALITY

Personnel assigned to PIB must maintain the highest degree of confidentiality concerning all matters related to PIB complaints, investigations, and any other confidential or privileged information they glean from their official duties.

- Personnel are prohibited from disclosing or confirming to anyone outside PIB whether a complaint has been made or an investigation is being conducted**
- All investigative information must be secured at all times**
- PIB staff, except the PIB Chief or designee, can't share information about complaints or investigations with outsiders, including details about complainants or named employees, unless required by policy or law. They can still communicate with complainants as needed.**



PROGRESS REPORTS/CHECKLISTS



PROGRESS REPORT

What is the purpose of Progress Reports?

- To keep track of all substantive information related to the case.

THE PROGRESS REPORT MAY CONSIST OF THE FOLLOWING:

- Any information received (to include) communications with complainant or witness interviews.
- Reviewing BWC footage to document parts relevant to the investigation.
- Documenting any reports from the State's Attorney's Office.
- Any phone records, and emails to document a timeline of events.
- Documenting the suspension of an officer.
- Any new evidence received.



***Progress Report(s) should be completed whenever new information is discovered or received.**

BEST PRACTICES:

ALL progress reports must be clearly written to understand the facts surrounding the case's progress.

Refrain from using police terminology or slang unless it is quoted, and a definition is provided.

Examples:

- Body-worn camera footage captured Officer Doe having a slanging match with his supervisor on a call for service.
- The suspect displayed characteristics of an armed person (take the extra step to write out the actions displayed).

Refrain from using abbreviations (not all your readers are law enforcement).

Proofread before submitting to limit the number of grammatical mistakes.

PROOFREAD

- GRAMMAR
- SENTENCE STRUCTURE
- FORMATTING
- PUNCTUATION
- SPELLING
- CAPITALIZATION

POLICE DEPARTMENT BALTIMORE MARYLAND

October 3, 2024

TO: Commanding Officer
Public Integrity Bureau

VIA: Official Channels

FROM: Detective Jane Doe
Public Integrity Bureau

SUBJECT: PIB Case # 2024-0000
Investigative Report

On October 3, 2024, while reviewing Officer Jone Doe's body-worn camera footage from July 5, 2024, it captured some inconsistencies with the Incident report. According to body-worn camera footage, Officer John Doe placed handcuffs on Mr. Randy Paul before he eventually allowed him to leave; however, that information was omitted from the incident report.

Respectfully,

X

Investigator

X

Supervisor



INVESTIGATION DUE DILIGENCE

- All investigations must be conducted thoroughly and consistently.
- Investigators will thoroughly explore and pursue all reasonable investigative leads.
- For each case, the **INVESTIGATIVE CHECKLIST** must be completed **FULLY**.
- **SUPERVISORS** are responsible for providing regular supervision to address any omission or deficiencies during the investigative process.
- **ALL** administrative investigations must be completed to the conclusion.



OVERVIEW OF THE NEW INVESTIGATIVE CHECKLIST

There are currently five Investigative Checklists.

Initial Investigative Checklist (first 48 hours)

The primary investigator must complete the below checklist and mark the date that each task is completed. Mark "N/A" when the task does not apply to the case and be prepared to explain why you marked "N/A". This checklist serves as a guidance tool. Investigators must follow all take all necessary steps to follow all investigative leads, even if a specific task is not outlined in the checklist.

PIB Case # {{inc.fileNum}} ({{inc.invUser}})

Task	Date Completed or "N/A" if Not Applicable	Supervisor Approve Date & Initials
Scene Response / Area Canvass	Click or tap to enter a date.	Click or tap to enter a date. Initials
Complete Recusal Forms	Click or tap to enter a date.	Click or tap to enter a date. Initials
Obtain BWC	Click or tap to enter a date.	Click or tap to enter a date. Initials
Identify all officers involved (BWC, CAD, Incident Reports)	Click or tap to enter a date.	Click or tap to enter a date. Initials
Supervisor Meeting	Click or tap to enter a date.	Click or tap to enter a date. Initials
Schedule Complainant Interview	Click or tap to enter a date.	Click or tap to enter a date. Initials
Critwatch Cameras	Click or tap to enter a date.	Click or tap to enter a date. Initials
Private Camera (incl. cell phone video)	Click or tap to enter a date.	Click or tap to enter a date. Initials
Identify all witnesses involved	Click or tap to enter a date.	Click or tap to enter a date. Initials
Schedule Witness Interviews	Click or tap to enter a date.	Click or tap to enter a date. Initials
Witness 1	Click or tap here to enter text.	Click or tap to enter a date. Initials
Witness 2	Click or tap here to enter text.	Click or tap to enter a date. Initials
Witness 3	Click or tap here to enter text.	Click or tap to enter a date. Initials
Identify all potential allegations		
False arrest allegation? ☐ Y ☒ N	Click or tap to enter a date.	Click or tap to enter a date. Initials
False imprisonment allegation? ☐ Y ☒ N	Click or tap to enter a date.	Click or tap to enter a date. Initials
Abusive language allegation? ☐ Y ☒ N	Click or tap to enter a date.	Click or tap to enter a date. Initials
Excessive force allegation? ☐ Y ☒ N	Click or tap to enter a date.	Click or tap to enter a date. Initials
Harassment allegation? ☐ Y ☒ N	Click or tap to enter a date.	Click or tap to enter a date. Initials
UOF report complete? ☐ Y ☒ N	Click or tap to enter a date.	Click or tap to enter a date. Initials
Potential criminal misconduct? ☐ Y ☒ N	Click or tap to enter a date.	Click or tap to enter a date. Initials
If potential criminal, SAO notified? ☐ Y ☒ N	Click or tap to enter a date.	Click or tap to enter a date. Initials
Draft Investigative Plan	Click or tap to enter a date.	Click or tap to enter a date. Initials
5-Day Letter to Complainant	Click or tap to enter a date.	Click or tap to enter a date. Initials

First 30 Day Investigative Checklist

The primary investigator must complete the below checklist and mark the date that each task is completed. Mark "N/A" when the task does not apply to the case and be prepared to explain why you marked "N/A". This checklist serves as a guidance tool. Investigators must follow all take all necessary steps to follow all investigative leads, even if a specific task is not outlined in the checklist.

PIB Case # {{inc.fileNum}} ({{inc.invUser}})

Task	Date Completed or "N/A" if Not Applicable	Supervisor Approve Date & Initials
Chronological account of events	Click or tap to enter a date.	Click or tap to enter a date. Initials
Photographs of involved members	Click or tap to enter a date.	Click or tap to enter a date. Initials
Other Evidence Obtained	Click or tap to enter a date.	Click or tap to enter a date. Initials
Criminal lib docs/reports	Click or tap to enter a date.	Click or tap to enter a date. Initials
Run sheets	Click or tap to enter a date.	Click or tap to enter a date. Initials
Photos	Click or tap to enter a date.	Click or tap to enter a date. Initials
Text messages	Click or tap to enter a date.	Click or tap to enter a date. Initials
911 recordings	Click or tap to enter a date.	Click or tap to enter a date. Initials
Social media posts	Click or tap to enter a date.	Click or tap to enter a date. Initials
Property/Evidence Reports	Click or tap to enter a date.	Click or tap to enter a date. Initials
Statement of Probable Cause	Click or tap to enter a date.	Click or tap to enter a date. Initials
Medical evidence and/or records	Click or tap to enter a date.	Click or tap to enter a date. Initials
Discipline reports, UOF reports, CID investigation reports	Click or tap to enter a date.	Click or tap to enter a date. Initials
Other	Click or tap here to enter text.	Click or tap to enter a date. Initials
Other	Click or tap here to enter text.	Click or tap to enter a date. Initials
Other	Click or tap here to enter text.	Click or tap to enter a date. Initials
Policies identified & reviewed	Click or tap to enter a date.	Click or tap to enter a date. Initials
Review of member's complaint history, personnel file & attendance	Click or tap to enter a date.	Click or tap to enter a date. Initials
Complainant Interview	Click or tap to enter a date.	Click or tap to enter a date. Initials
Respondent Served	Click or tap to enter a date.	Click or tap to enter a date. Initials
Respondent Interview Scheduled	Click or tap to enter a date.	Click or tap to enter a date. Initials

Sergeant review checklist PIB Case # {{inc.fileNum}}

Name of sergeant conducting review: ({{inc.supUser}})

Date of Review: Click or tap to enter a date.

- Was the investigation thorough, complete, and timely? Choose an item.
- Did the investigation comply with the requirements of the PIB Investigations Manual? Choose an item. If not, provide explanation of what did not comply: Click or tap here to enter text.
- Findings are or are not supported by appropriate standard of proof? Choose an item. If not provide explanation:

Does the casebook include:

- A narrative description of the incident, including a precise description of the evidence that either justifies or fails to justify the officer's conduct based on the misconduct investigator's independent review of the facts and circumstances of the incident? Choose an item.
- Documentation of all evidence that was gathered, including names, phone numbers, and addresses of witnesses to the incident. In situations in which there are no known witnesses, the report will specifically state this fact. In situations in which witnesses were present but circumstances prevented the misconduct investigator from determining the identification, phone number, or address of those witnesses, the report will state the reasons why. The report also will include all available identifying information for anyone who refuses to provide a statement? Choose an item.
- Documentation of whether officers or other BPD employees were interviewed, including audio and video and a transcript of those interviews, if available? Choose an item.
- The names of all other BPD employees who witnessed the incident? Choose an item.
- The misconduct investigator's evaluation of the incident, based on their review of the evidence gathered, including a determination of whether the officer's actions appear to be within BPD policy, procedure, regulations, orders, or other standards of conduct required of BPD officers? Choose an item.
- In cases where credibility determinations must be made, explicit credibility findings, including a precise description of the evidence that supports or detracts from the person's credibility? Choose an item.
- In cases where material inconsistencies must be resolved between complainant, officer, and of witness statements, explicit resolution of the inconsistencies, including a precise description of the evidence relied upon to resolve the inconsistencies? Choose an item.

INVESTIGATIVE PLAN

APPENDIX L

{{inc.invUser}}

Investigative Plan Template Case # {{inc.fileNum}}

INVESTIGATOR/SUPERVISOR MEETING 1 DATE Click or tap to enter a date. COMPLETE? Y ☐ N ☐

To Do This Week

- Locate/Attach BWC
- Review BWC
- Send out 5 Day Letter to complainant
- Recusal
- Obtain Complainant Statement

INVESTIGATOR/SUPERVISOR MEETING 2 DATE Click or tap to enter a date. COMPLETE? Y ☐ N ☐

To Do This Week

- Begin Investigative Summary
- Serve Officer(s)
- Click or tap here to enter text.
- Click or tap here to enter text.

INVESTIGATOR/SUPERVISOR MEETING 3 DATE Click or tap to enter a date. COMPLETE? Y ☐ N ☐

To Do This Week

- Schedule Respondent Statement
- Send 30 Day Letter to complainant
- Click or tap here to enter text.

INVESTIGATOR/SUPERVISOR MEETING 4 DATE Click or tap to enter a date. COMPLETE? Y ☐ N ☐

To Do This Week

- Complete Summary
- Reach conclusion

Lieutenant Review Checklist PIB Case # {{inc.fileNum}}

Name of Lieutenant conducting review: Click or tap here to enter text.

Date of Review: Click or tap to enter a date.

- Did the sergeant complete their review checklist? Choose an item.
- Did the sergeant adequately identify any issues of concern in the investigation? Choose an item.
- Was the sergeant's review thorough? Choose an item.
- Does the Lieutenant agree with the recommended finding? Choose an item.

If the Lieutenant is returning the case to the investigator for any reason, the Lieutenant must state in writing why the case is being sent back and must state what other investigative steps the investigator must take.

Click or tap here to enter text.



PLACEHOLDER-NEW CHECKLIST

Detail changes to the new checklist to be added in final draft.

BPD's new investigative checklist will consolidate the other checklists into one investigative checklist. The checklist will continually be used as the investigation progresses as opposed to the old checklists that are used at different stages. The new continuous investigative checklists will be easier to manage for investigators and easier to review for supervisors. PIB intends to fully launch the new checklist in January 2025.



WHY IS THE FIRST 48 IMPORTANT?

Physical evidence may not be available the longer you wait.

It is more likely to get a statement from a complainant /witness within 48 hours.

The events that took place may be fresh in their head. They may be more willing to cooperate with the investigation.

If it's a business, you're responding to, business hours play a factor.



CONTACTING COMPLAINANTS

- Should be interviewed as soon as practical
- Locate and interview all complainants at a time and place that is convenient for them
- Send a five-day letter/email unless the complainant's info is in the Public Portal
- The investigator needs to reach out to the complainant by phone within one business day to introduce themselves and schedule an interview– Leave voicemail if they don't pick up– Ask the complainant about the existence of electronic or media evidence such as texts, photographs, video, or recordings– Explain the investigative process to the complainant – Note that retaliation is prohibited
- PIB investigators will thoroughly investigate all allegations, even if the complainant wishes to remain anonymous, does not provide a statement, or wishes to withdraw the complaint.
- Complainants will receive updates every thirty days through the Public Portal. If information is not in the Public Portal, investigators need to provide updates to the complainant every thirty days.



TASKS

For investigative steps that are completed but do not generate substantive information, these must be documented as a “task” in IAPro. Tasks must still be memorialized with enough information to account for an investigator’s work.

- The supervisor must ensure that the investigative Detective completes the tasks for each case.
- Throughout the investigation, create a task for each investigative step.
- When tasks are automatically generated, ensure that they are being completed and not ignored.
- Examples of some of the tasks that should be created are interviews, contact with Legal Affairs, meetings with your supervisors, court dates, emails, CCTV camera footage, area canvasses, requesting charging documents, etc.
- Refer to page 108 in the PIB manual concerning the process of documenting legal consultation.



INITIAL TASKS AUTO GENERATED

External Complaints: 2024-1447

Save Print BT Rpt BlueTeam QA Flag Timescales Properties

Links Summary Status + Assign **Tasks** Routings When + where Statistical User Logs Public Portal

Tasks...

Created	Type	Due date	Completed date	Assigned to
2024-09-24	Bwc - Camera Footage	2024-09-29	2024-09-30	Un-Assigned
2024-09-24	Recusal Form	2024-09-29	2024-10-01	Un-Assigned
2024-09-24	Serve Respondent(s)	2024-10-01	2024-10-01	Un-Assigned
2024-09-24	Preferred Method of Contact	2024-09-29		Un-Assigned
2024-09-24	Investigative Plan	2024-09-25	2024-10-01	Un-Assigned
2024-09-24	30 Day Case Update to Complai	2024-10-24		Un-Assigned
2024-09-24	5 Day Communication to Compl	2024-09-29		Un-Assigned
2024-09-24	30 Day Investigative Checklist	2024-10-24		Un-Assigned
2024-09-24	Initial Investigative Checklist	2024-10-01		Un-Assigned
2024-09-24	Sergeant Review Checklist	2024-12-23		Un-Assigned
2024-09-24	Lieutenant Review Checklist	2024-12-23		Un-Assigned
2024-10-01	Note to File		2024-10-01	Police Officer Ana Quinones
2024-10-01	Serve Respondent(s)		2024-10-01	Detective Anthony Bowling

Add new task

Print all tasks

Add new running sheet entry

Print running sheet

Assign

Ensure all tasks auto-generated are assigned, and a completed date is assigned.

ROUTINGS

- **Intake and Classification is one of the first routings that's generated in the user's mailbox. It's automatically populated by the system. This portion of the routing is handled by the admin team.**
- **The admin team will then route the case to the investigative Lieutenant and the Sergeants assigned under the Lieutenant.**
- **The case is then assigned to a detective to start the investigation.**
- **The routings are very important to ensure accountability of the case itself. It ensures that everyone involved in the case is aware of what's happening.**
- **The date and time that the routing was sent will always be on the routing that the user sends.**



CREATING THE ROUTING

Once a routing is created, there are 3 boxes to select from:

1. The first box, choose the user you want to send the routing to.
2. The second box is to select the priority cases coming up for expiration; signatures needed to go to the ACC or DRC should be selected at a HIGH level.
3. The third box is when the user will specify in the instructions that they want to relay to the recipient. Be specific and detailed.



MAILBOX ROUTINGS

- "When sending routings from the Detective to the Supervisor, provide detailed instructions in the box to make the supervisor aware if the case is a 30/60/90-day case. Do not simply add 'case ready for review.'"
- Ensure you are making note that the case is sustained, not sustained, exonerated, or unfounded. In addition to the expiration date. This will alert the supervisors to prioritize the cases if charging documents are needed and the case needs to go to legal for review.
- The Detective should always know where the case is until it's closed.
- **Remember: Routings CANNOT be deleted by the user.**

Mailbox routings for Internal Complaints 2024-0470

1 - Choose mailbox routing...

Intake & Classification

Aden, Hassan

Akanni, Olufemi

Akinwande, Olufemi

Alfano, Anthony

Alford, Tameka

amey, Johnathan

Andrews, Lakiea

Ashe, Kyle

Ashmarova, Susanna

Astarita, Julianna

Austin, Bryant

Bailey, Leslie

Ballinger, Linda

Rosen, Matthew

2 - Select priority

Corrections

EI Complete

EI Pending

High

Create new

Send

Delete last sent routing

Done

3 - Enter the instructions to recipient

Mailbox	Priority	Sent Dt	Instructions
Police Lieutenant Courtney Pride	High	2024-09-23 19:07	case ready for review
Police Sergeant Roberto Rodriguez	Corrections	2024-09-20 06:33	Corrections completed, ready for furt
Detective Matthew Verga	Corrections	2024-09-19 16:38	make corrections, ensure all progress
Police Sergeant Roberto Rodriguez	Review	2024-08-11 07:34	For your review
Police Sergeant Roberto Rodriguez	Signature	2024-04-02 09:27	Recusal
Detective Matthew Verga	High	2024-04-02 07:35	new case
Police Sergeant Roberto Rodriguez	Low	2024-04-01 10:52	New case
Police Sergeant Alexis Emmanuelli	Low	2024-04-01 10:52	New case

IAPRO STAGES

IAPRO

Modules

Shortcuts

What's new

Incidents

Modules

Tools

Dashboard

Public Portal

Internal Complaints: 2024-1414

Save | Print | RT Rpt | BlueTeam | QA | Flag | Timescales | Properties

Links | Summary | Status + Assign | Tasks | Routings | When + where | Statistical | User Logs

Investigative unit assigned:
Un-Assigned

Source of information:
Agency Member

Investigator assigned:
Un-assigned

☐ Delegated to front-line and assigned to:

Priority:

Supervisor assigned:
Un-assigned

Outside Investigator:

Status

☐ Initial

☒ Active

☐ Suspended/pending

☐ Forwarded

☐ Completed

Open date: 09/16/2024

Date: MM/dd/yyyy

Date: MM/dd/yyyy

Date: MM/dd/yyyy

Assign date: MM/dd/yyyy

End date: MM/dd/yyyy

Due date: 09/19/2025

Reason:

Reason:

Disposition:

Next/new stage >>

☐ Stages completed

Incident-level organizational assignments

Bureau:
Operational

Command / Section:
Eastern District

Division:

Shift:

16

The seal of the Baltimore Police Department, featuring a circular design with "POLICE DEPARTMENT" at the top, "BALTIMORE" in the center, and "BALTIMORE, MARYLAND" at the bottom, surrounded by a laurel wreath.

Internal Complaints: 2024-1414

Save | Print | BT Rpt | BlueTeam | QA | Flag | Timescales | Properties

Links | Summary | Status + Assign | Tools | Routing | When + where | Statistical | User Logs

Investigative unit assigned:
Squad 7

Source of information:
Agency Member

Investigator assigned:
Slewick, Police Sergeant Erik

Priority:

Supervisor assigned:
Roeser, Police Lieutenant Kevin

Outside Investigator:

☐ Initial

☒ Active

☐ Suspended/pending

☐ Forwarded

☐ Completed

Open date: 09/16/2024

Date: MM/00/yyyy

Date: MM/00/yyyy

Date: MM/00/yyyy

Assign date: 09/16/2024

End date: MM/00/yyyy

Due date: 08/18/2025

Reason:

Reason:

Disposition:

Next/new stage >>

☐ Stages completed

Incident-level organizational assignments

Bureau:
Operational

Command / Section:
Eastern District

Division:

Change/set stage

ACC Review
Investigations Update
Sergeant Review
Lieutenant Review
Deputy Director Review
Captain Review
Major Review
Deputy Commissioner Review
Legal Review

Start date: 10/18/2024

Days out due date calculation: 90

Due date: 01/16/2025

Cancel

Save new stage >>

REMEMBER YOU MUST SET THE STAGE FOR THE NEXT PERSON IN THE CHAIN OF COMMAND.

17

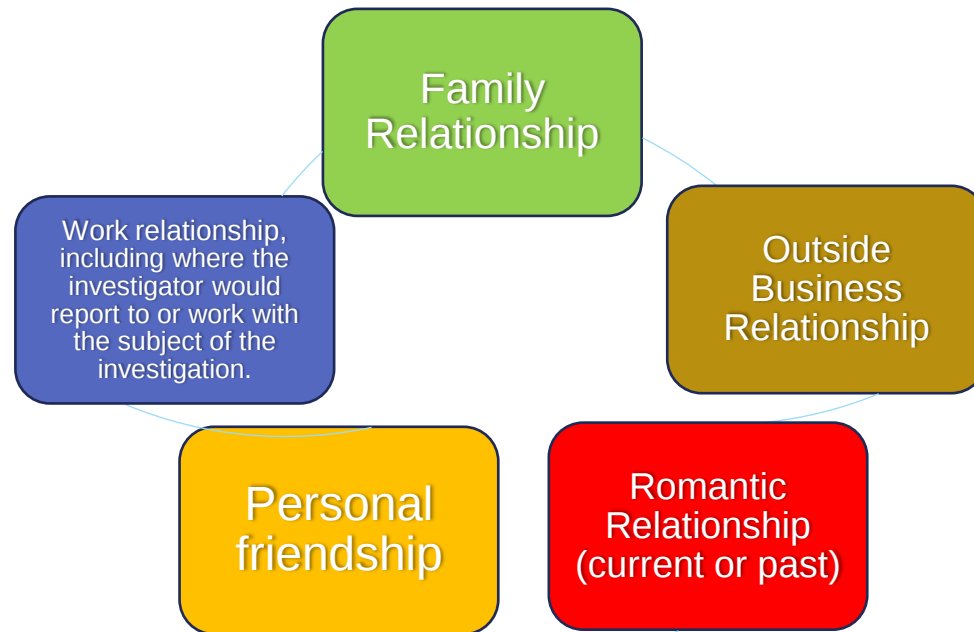
The logo of the Baltimore Police Department, featuring a circular seal with a shield in the center, surrounded by the words "POLICE DEPARTMENT" and "BALTIMORE, MARYLAND".

RECUSAL FORMS

BPD recognizes the negative impact of actual bias or perceived bias in an internal investigation.

A recusal is a form used to withdraw the investigator from investigating a case and reassign it to another investigator due to a possible conflict of interest.

Reasons
for a
conflict:



Baltimore Police Department PIB Recusal Form

This form shall be completed and approved by PIB command prior to the permanent assignment of the investigation.

Case Number	Investigator's Name (Printed)	Seq. #	Investigator's Sergeant (Printed)	Seq. #
Case #	Detective name		Sergeant	
Accused BPD Member(s):		Officer		

BPD recognizes the negative impact of actual bias or the appearance of bias on the legitimacy of internal investigations. For that reason, conflicts of interest in misconduct investigations or in those assigned by BPD to recommend or make disciplinary decisions shall be prohibited. This provision requires BPD to ensure the following:

- No employee who was involved in or a witness to an incident shall conduct or review a misconduct investigation arising out of that incident;
- No employee who has an external business relationship or close personal relationship with a principal or witness in a misconduct investigation shall conduct or review the misconduct investigation. No such person may make any disciplinary decisions with respect to the misconduct including the determination of any applicable grievance or appeal arising from any discipline. A close personal relationship includes a personal friendship, a romantic or familial relationship.
- No employee shall be involved in an investigation or make any disciplinary decisions with respect to any person who they directly report to in their chain of command. In cases where BPD is unable to meet this requirement, the investigation must be referred to an outside authority. Any outside authority retained by BPD must possess the requisite background and level of experience of internal affairs investigators and must be free of any actual or perceived conflicts of interest;

PIB investigators will not be assigned to any assignments, which could create a conflict of interest for their administrative investigations, including any assignment in which the investigator would report to or work with the subject of an open investigation. To ensure the above requirements, and in accordance with Policy 306, *Complaint Intake and Classification Process*, an investigator shall disclose the circumstances of any relationship with a BPD member accused in an investigation to ensure that the nature of the relationship could not be perceived to compromise the investigative process. An investigation shall be reassigned if any of the following conditions exist:

- > Family relationship;
- > Outside business relationship;
- > Romantic relationship (current or past);
- > Personal friendship; or
- > Work relationship, including where the investigator would report to or work with the subject of the investigation.

Declaration:

Detective	Sergeant	Lieutenant
☐ I was directly involved in the incident	☐ I was directly involved in the incident	☐ I was directly involved in the incident
☐ I have a relationship with one or more of the parties accused which could be perceived as compromising to the investigative process	☐ I have a relationship with one or more of the parties accused which could be perceived as compromising to the investigative process	☐ I have a relationship with one or more of the parties accused which could be perceived as compromising to the investigative process
☒ I am not directly involved in the incident and do not have any relationship with any of the accused parties which could be perceived as compromising to the investigation	☒ I am not directly involved in the incident and do not have any relationship with any of the accused parties which could be perceived as compromising to the investigation	☒ I am not directly involved in the incident and do not have any relationship with any of the accused parties which could be perceived as compromising to the investigation
Detective's Signature:	Sergeant's Signature:	Lieutenant:
X	X	X
Detective	Sergeant	Lieutenant
Seq. #	Seq. #	Seq. #
1865	J003	H911

Upon receiving a new case, the investigator must submit a recusal form on the same day.





Baltimore Police Department PIB Recusal Form

This form shall be completed and approved by PIB command prior to the permanent assignment of the investigation.

Case Number	Investigator's Name (Printed)	Seq. #	Investigator's Sergeant (Printed)	Seq. #
[PIB Number]	[Investigator]			
Accused BPD Member(s):				

BPD recognizes the negative impact of actual bias or the appearance of bias on the legitimacy of internal investigations. For that reason, conflicts of interest in misconduct investigations or in those assigned by BPD to recommend or make disciplinary decisions shall be prohibited. This provision requires BPD to ensure the following:

- No employee who was involved in or a witness to an incident shall conduct or review a misconduct investigation arising out of that incident;
- No employee who has an external business relationship or close personal relationship with a principal or witness in a misconduct investigation shall conduct or review the misconduct investigation. No such person may make any disciplinary decisions with respect to the misconduct including the determination of any applicable grievance or appeal arising from any discipline. A close personal relationship includes a personal friendship, a romantic or familial relationship.
- No employee shall be involved in an investigation or make any disciplinary decisions with respect to any person who they directly report to in their chain of command. In cases where BPD is unable to meet this requirement, the investigation must be referred to an outside authority. Any outside authority retained by BPD must possess the requisite background and level of experience of internal affairs investigators and must be free of any actual or perceived conflicts of interest;

PIB investigators will not be assigned to any assignments, which could create a conflict of interest for their administrative investigations, including any assignment in which the investigator would report to or work with the subject of an open investigation. To ensure the above requirements, and in accordance with Policy 306, *Complaint Intake and Classification Process*, an investigator shall disclose the circumstances of any relationship with a BPD member accused in an investigation to ensure that the nature of the relationship could not be perceived to compromise the investigative process. An investigation shall be reassigned if any of the following conditions exist:

- Family relationship;
- Outside business relationship;
- Romantic relationship (current or past);
- Personal friendship; or
- Work relationship, including where the investigator would report to or work with the subject of the investigation.

Declaration:

Defective	Sergeant	Lieutenant
☐ I was directly involved in the incident	☐ I was directly involved in the incident	☐ I was directly involved in the incident
☐ I have a relationship with one or more of the parties accused which could be perceived as compromising to the investigative process	☐ I have a relationship with one or more of the parties accused which could be perceived as compromising to the investigative process	☐ I have a relationship with one or more of the parties accused which could be perceived as compromising to the investigative process
☐ I am not directly involved in the incident and do not have any relationship with any of the accused parties which could be perceived as compromising to the investigation	☐ I am not directly involved in the incident and do not have any relationship with any of the accused parties which could be perceived as compromising to the investigation	☐ I am not directly involved in the incident and do not have any relationship with any of the accused parties which could be perceived as compromising to the investigation
Defective's Signature:	Sergeant's Signature:	Lieutenant:
Defective:	Sergeant	Lieutenant
Seq. #	Seq. #	Seq. #

Check Box Form Field Options

Check box size

☒ Auto

☐ Exactly: 10 pt

Default value

☐ Not checked

☒ Checked

Run macro on

Entry: Exit:

Field settings

Bookmark: Check3

☒ Check box enabled

☐ Calculate on exit

Add Help Text...

OK Cancel

- Properly fill out the form and attach the form in IA PRO under the respondent section. Each respondent will need its own recusal form completed.
- Three options are available to select when completing the form. Check the appropriate box that applies to the case, by clicking twice in the box and selecting checked and then OK.
- The Investigator will add their signature to their respective box. This can be done by double-clicking the signature box



SUPERVISORS

After reviewing the recusal form, if there is no involvement or conflict between the detective and the accused respondent, then check “approved / no conflict” and sign your name in the signature box.

However, if a conflict is brought to your attention by the detective, check the box reassigned and then assign the case to another detective.

Sergeant Review	Lieutenant Review	PIB Commander Review
I have reviewed this form and have made the following determination: ☐ Approved/No Conflict ☐ Reassigned	I have reviewed this form and have made the following determination: ☐ Approved/No Conflict ☐ Reassigned	I have reviewed this form and have made the following determination: ☐ Approved/No Conflict ☐ Reassigned
Sergeant's Signature:	Lieutenant's Signature:	Commander's Signature:
X Sergeant	X Lieutenant	X Commander
Seq. #	Seq. #	Captain Seq. # Major Seq. #



REMINDERS

- The recusal form is the initial step in conducting an internal investigation. After the detective fills out the form, it needs to be routed to the Sergeant for review, then to the Lieutenant, and finally to the Captain for command review and approval.
- If, at any point during the investigation, the investigator feels it will be difficult to maintain a neutral, impartial, or unbiased stance towards the accused respondent(s), it must be documented in the case file.
- The investigator should also inform their supervisor about recusing themselves from the case.
- If there are multiple respondents, each respondent requires their individual recusal form. Do not put multiple respondents on one form.



TIME MANAGEMENT

- **Prioritize, Plan, Prepare, and Perform**
- **Ensure that you are utilizing your time accurately to manage cases.**
- **Plan ahead**
- **Set Reminders for due dates**
- **Establish a routine**
- **Creating tasks for yourself when completing cases**
- **Block out Distractions**
- **Track absences, including holidays, training schedules, and vacations**
- **Ensure there is adequate time for supervisory and legal review**





QUESTIONS?
