



PIB INVESTIGATOR TRAINING

E-LEARNING MODULE 5: SUPERVISORY REVIEW OF THE INVESTIGATION





SERGEANT AND LIEUTENANT DUTIES

SECTION I



SERGEANT DUTIES

- Must meet with each investigator under their command **at least once per week** to review progress on every case and identify next steps, roadblocks and additional resources needed.
- All weekly case reviews must be memorialized in IAPro by the sergeant.
- Sgt. must promptly review all investigative reports within 48 hours of receiving the report, and either approve or return it to the investigator for corrections.



WEEKLY CASE REVIEW

During the weekly case review with investigators, the sergeant must:

- Consider whether the investigation is thorough, fair, and timely.
- Ensure that investigators are regularly updating their checklists and documenting all investigative steps.
- Work with the investigator to address any gaps in the investigation, including but not limited to: missing items, legal or policy concerns, or insufficient documentation.
- Address investigator's questions/concerns about the case.
- Consult their Lt. if there are continued problems or deficiencies.

LIEUTENANT DUTIES

Manage caseloads within their command - review caseload of each investigator and ensure cases are generally evenly distributed.

Manage command resources, e.g., staffing required on certain investigations.

Approve 24 hour extensions for sergeants reviewing investigator's investigative reports. Additional extensions must be approved by the Captain or Major.



LIEUTENANT: WEEKLY MEETING

Lieutenants must meet weekly with all sergeants under their command. During the meetings, the lieutenant shall:

- Check the status of all cases under their supervision
- Determine which cases should be prioritized
- Identify investigative steps that need to be taken
- Raise or listen to any concerns about specific cases or investigators
- Address administrative issues within their command
- Discuss legal issues, such as search warrants, subpoenas, or parallel criminal proceedings



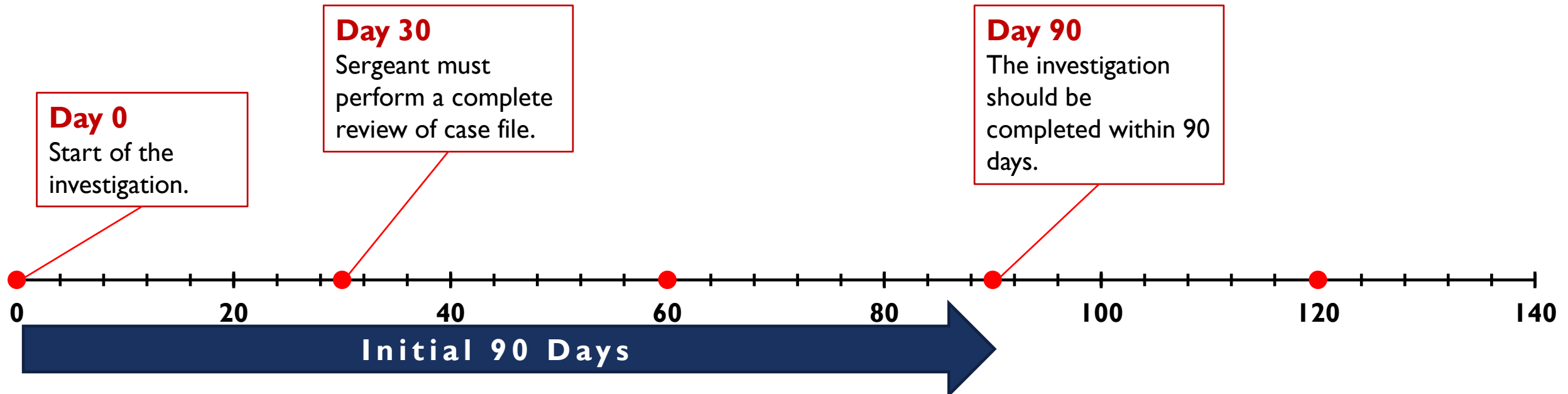


TIMELINE EXPECTATIONS

SECTION 2



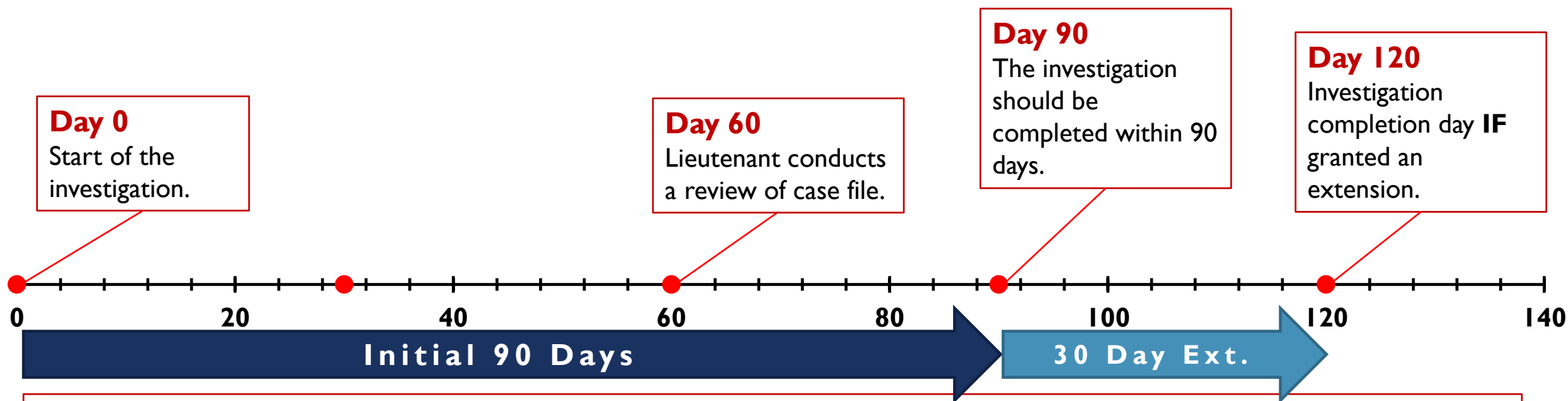
SERGEANT TIMELINE EXPECTATIONS



Initial 90 Days

After 30 days, the sergeant must review the case file to ensure investigative steps have been taken, identify gaps, and ensure the investigator is on schedule. The sergeant may determine that the investigator needs to readjust their resources to complete the investigation in 90 days and/or the investigator may need to begin documenting reasons why more time might be needed beyond 90 days.

LIEUTENANT TIMELINE EXPECTATIONS

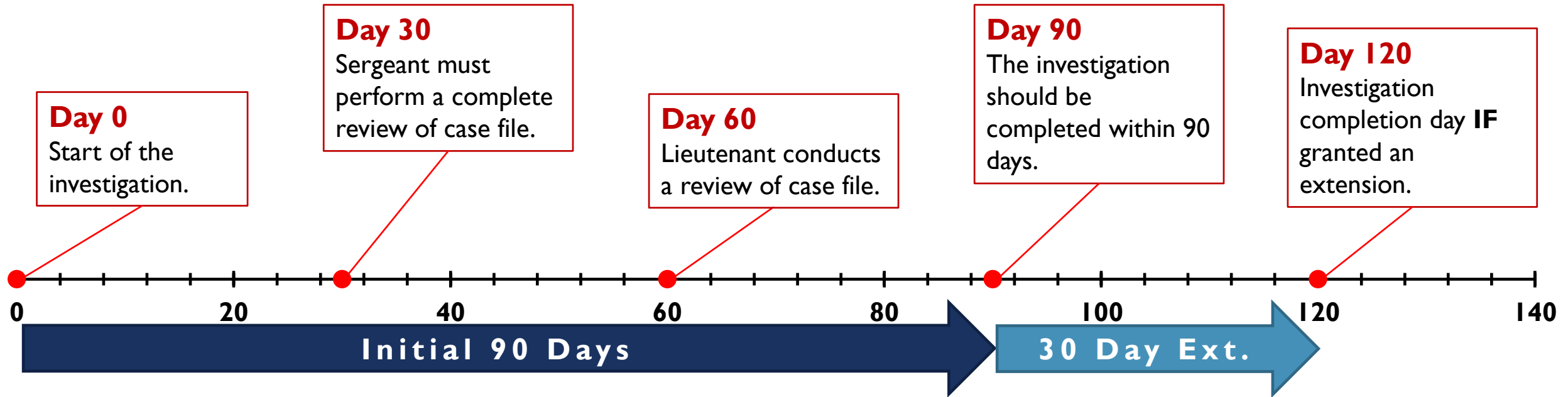


Initial 90 Days

After 60 days, the lieutenant must perform a complete review of the investigator's case file. If the investigation is not on track to be completed by day 90, then the lieutenant must will meet with the sergeant and investigator twice a week to help identify the concrete steps investigator needs to take and to determine whether an extension request will be needed. If required, the investigator must **submit** an administrative report **to their sergeant by day 75**, requesting an extension of no more than 30 days.

SERGEANT AND LIEUTENANT TIMELINE EXPECTATIONS

Manual pp.
112-114



30 Day Extension

All requests for extension must be forwarded, via chain of command, to the Deputy Commissioner of PIB, who must approve all extensions in writing.



CONSIDERATIONS FOR SUPERVISING A THOROUGH, FAIR AND TIMELY INVESTIGATION

SECTION 3



QUESTIONS TO CONSIDER WHEN SUPERVISING INVESTIGATIONS

Manual pp. 115-117

Was the investigation adequate, reasonable, thorough, timely and conducted to determine the truth?

Were the interviews conducted appropriately?

Was the investigation conducted fairly and without bias?

Did the investigator assign priority to the most important issues?

Was the investigation properly and timely documented?

Was the investigation and report prepared in a timely manner?

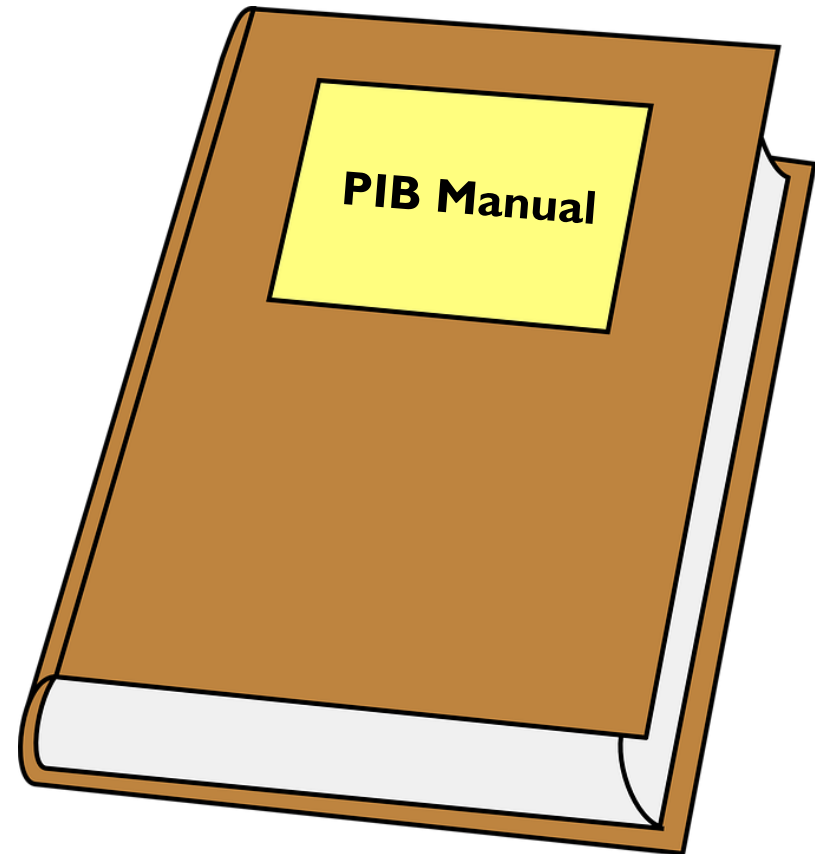
Was any evidence collected done in accordance with Policy 1401, *Control of Property and Evidence*?

Did the investigator ask open-ended questions?

QUESTIONS TO CONSIDER WHEN SUPERVISING INVESTIGATIONS REFERENCES

Additional sub-questions can be found on page 115 of the PIB Manual in section:

VIII.D.c Considerations for Supervising a Thorough, Fair and Timely Investigation





REVIEW OF THE INVESTIGATION

SECTION 4



SERGEANT REVIEW CHECKLIST

Investigator
submits
completed
investigation

Sergeant
completes the
“Sergeant
Review
Checklist”

Sergeant
approves or
returns to
investigator

“The Sergeant Review
Checklist can be found in
Appendix J of the PIB Manual”



LIEUTENANT REVIEW CHECKLIST

Sergeant
approves
completed
investigation

Lieutenant
completes the
“Lieutenant
Review
Checklist”

Lieutenant
approves or
returns to
investigator

“The Lieutenant Review
Checklist can be found in
Appendix K of the PIB Manual”



If the sergeant or lieutenant does not agree with the investigator's recommended finding during their reviews, they must document their reason for disagreement.

This will be included as an addendum to the investigative report.



DOCUMENTING REVIEW IN IAPRO

Whenever a superior officer orders additional investigation, they must document the actions as a “task” in IAPro.



FINAL DETERMINATIONS BY DEPUTY COMMISSIONER

Manual p.
123-124

- All cases will be forwarded, through chain of Command, to the Deputy Commissioner of PIB (or designee) to make the final determination on case findings.
- If the Deputy Commissioner of PIB (or designee) does not agree with the investigator's recommended findings, but does not order additional investigation, they may order the finding to be changed.

NOTE: For cases where the finding was changed by the Deputy Commissioner or designee, the addendum will be provided to the PIB Investigative Sergeant and Lieutenant for consideration in training of PIB investigators and debriefing the investigation.



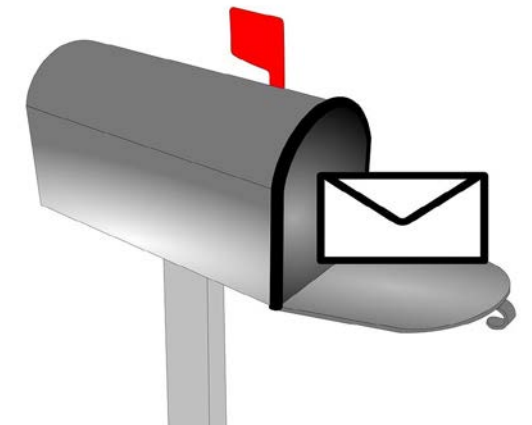
POST-FINDINGS PROCEDURES

SECTION 5



NOT SUSTAINED/UNFOUNDED/EXONERATED FINDINGS

- If the case's final **finding is not sustained, unfounded or exonerated**, the case will be forwarded to PIB's Administrative Section, where the findings will be noted in IAPro, and the case file will be maintained.
- PIB's Administrative Section will ensure that a letter is sent to the complainant within 5 business days informing them of the case findings.
- The PIB's Administrative Section will inform the respondent officer of the case outcome via PowerDMS.



SUSTAINED FINDINGS

Request charging document for sustained findings from Legal Affairs

OAH will prepare the case presentation for the DRC

PIB will forward sustained cases to OAH by the next business day

The DRC will make a disciplinary recommendation on behalf of the Police Commissioner

FINAL STEPS: AFTER THE DRC

- The PIB Administrative section will note the findings in IAPro.
- PIB's Administrative Section will ensure that a letter is sent to the complainant within 5 business days informing them of the case findings.
- The investigation will be placed in “suspended” state by the Administrative Unit.
 - If the case is sustained, the Admin Unit will add all of the charges from the charging document and mark each allegation with its appropriate finding.





Module 5 Complete