


<b>BERLIN POLICE DEPARTMENT GENERAL ORDER</b>		
SUBJECT: INTERNAL AFFAIRS		
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ACCREDITATION STANDARDS: 1.3.1, 1.4.3a-e	BY THE ORDER OF: Chief of Police Michael A Scheer	

**PURPOSE:** The purpose of this general order is to maintain a high quality of law enforcement services. Improving the relationship between employees and the public facilitates cooperation vital to the department's ability to achieve its goals. This department is committed to providing law enforcement services that are fair, effective, and impartially delivered. Employees are held to the highest standards of conduct and are expected to respect the rights of all citizens. This department must be responsive to the community by providing formal procedures for the processing of complaints regarding individual employee performance. An effective disciplinary framework permits department personnel to monitor employee compliance with department directives, assist employees in meeting department objectives, enhance performance, and permit managers to identify problem areas which require increased training or direction. Finally, this general order shall ensure fundamental fairness and due process protection to citizens and employees alike.

**POLICY:** It is the policy of the Berlin Police Department to accept and investigate all complaints of department and employee's alleged misconduct or wrongdoing from all persons who wish to file a complaint, regardless of the hour or day of the week. This includes reports from anonymous sources, juveniles, undocumented immigrants, and persons under arrest or in custody. All allegations of employee misconduct shall be thoroughly, objectively, and promptly investigated to their logical conclusion in conformance with this policy, regardless of whether the employee resigns or otherwise separates from the agency. Discipline shall be administered according to the degree of misconduct. All employees, regardless of rank/title, shall be subject to disciplinary action for violating their oath and trust. Committing an offense punishable under the laws of the United States, the State of New Jersey, or municipality constitutes a violation of that oath and trust. Employees are also subject to disciplinary action for the willful or negligent failure to perform the duties of their rank or assignment. In addition, employees may be disciplined for violation of any rule or regulation of the department or for failure to obey any lawful instruction, order, or command of a superior officer or supervisor. Disciplinary/corrective action in all matters will be determined based upon the merits of each case. Investigators conducting the investigation of any allegation of misconduct shall strive to conduct a thorough and objective investigation respecting the rights of the principal, any other law enforcement officer, and all members of the public. Accordingly, any supervisor and any officer who may be called upon to conduct an internal investigation must be thoroughly familiar with the department's Internal Affairs policy.

*This general order has been developed in accordance with the revised New Jersey Attorney General's Internal Affairs Policy and Procedure (IAPP).*

## PROCEDURE:

### I. DEFINITION OF TERMS/FORMS

- A. The following forms/reports shall be used in accordance with this general order:
1. **Request for Extension of Investigation** - This form shall be used to seek approval from the Chief of Police when additional time, beyond the thirty-day period, is needed to complete the internal affairs investigations.
  2. **Investigation Report** - This report will be an objective recounting of all the relevant information the investigation disclosed, including statements, documents and other evidence. Such report shall contain a complete account of the investigation.
  3. **Internal Investigation Summary and Conclusions Form** - This form shall summarize the case and provide conclusions of fact for each allegation. The form should be organized as follows:
    - a. A summary of the allegations against the principal, including a recitation of the alleged facts;
    - b. A summary of factual findings in which the investigator outlines the facts proven or supported by the evidence reviewed during the investigation, and applies those facts to each allegation. This shall include a conclusive finding on whether each allegation is to be recorded as exonerated, sustained, not sustained or unfounded. For sustained findings that qualify for disclosure, the summary of factual findings, along with the discipline imposed, should be the basis for the brief synopsis;
    - c. A discipline imposed section in which the final discipline imposed on the principal will be recorded. This section should be completed once the discipline imposed becomes final.

*If the conduct of a principal was found to be improper, the report must cite the agency rule, regulation, or SOP violated. Any aggravating or mitigating circumstances surrounding the situation, such as unclear or poorly drafted agency policy, inadequate training or lack of proper supervision, shall also be noted in the form.*
  4. **New Principal/Allegation Identification Form** - This form shall be used when an employee shifts from a witness to a principal. This form shall also be used to document perceived violations of Rules and Regulations and/or written directive not relevant to the complaint or the alleged misconduct being investigated.
  5. **Administrative Advisement Form** - This form shall be used during internal affairs investigation interviews when interviewing the principal in an internal affairs investigation.

6. **Miranda and Waiver Form** - This form shall be used in an internal affairs investigation when interviewing an employee accused of committing a crime after consultation with the Camden County Prosecutor's Office.
7. **Witness Acknowledgment Form** - The form shall be used during internal affairs investigation interviews when interviewing a witness in an internal affairs investigation.
8. **Weingarten (Union Representative) Representative Acknowledgement Form** - This form shall be provided to the Weingarten representative present during an internal affairs interview.
9. **State Standardized Internal Affairs Complaint Form** - This form shall be utilized by department employees to document a reportable incident by all complainants. (<https://www.njoag.gov/iapp/>)
10. **Immediate Suspension Notice** - This form shall be used upon the immediate suspension of an employee.
11. **Complaint Notification Form** - This form, when appropriate, shall be served to an employee who is the principal of an internal affairs investigation.
12. **Performance Notice** - This form shall be used when documenting remedial training and counseling. The supervisor shall memorialize any corrective action (not discipline) taken either as a result of a reported performance deficiency incident or internal affairs investigation. Additionally, this form shall also be used to commend an employee for positive performance.
13. **Internal Affairs Reporting Forms** - These reports, as provided by the Camden County Prosecutor's Office, shall be submitted to the Camden County Prosecutor's Office and others as required.
14. **Internal Affairs Information Sheet** - This form, which explains the department's internal affairs procedures, shall be provided to all citizen complainants. (<https://www.njoag.gov/iapp/>)
15. **Notice of Disciplinary Action Form** - These forms shall be used to notify formally, the principal of charges approved by the Chief of Police in connection with the completed internal affairs investigation. These disciplinary forms shall only be used for charges that exceed a written reprimand. **(Preliminary and Final)**
16. **Reprimand Notice** - This form shall be used when documenting verbal and written reprimands. The supervisor shall use this form to notify formally, the principal of discipline approved by the Chief of Police in connection with the completed internal affairs investigation. This form shall be used for discipline that does not exceed a written reprimand.

- B. **Reportable Incident:** is any behavior, performance, or non-performance that may violate department rules, regulations, procedures, applicable criminal and civil laws, and the United States or New Jersey Constitutions. All reportable incidents shall be carefully and thoroughly reviewed by the Internal Affairs Unit

Commander to determine the manner of response that best serves the public, the department, and the employee. Reportable Incidents classified as misconduct will result in an internal investigation conducted in accordance with the New Jersey Attorney General's Internal Affairs Directive and this general order. Reportable incidents include, but are not limited to the following:

1. A complaint that an employee has engaged in any form of misconduct, as defined in this general order, whether on or off-duty;
2. An alleged violation of any of the Department Rules and Regulations;
3. An alleged violation of any written directive issued by this department or appropriate authority as defined by ordinance;
4. A refusal to or a failure to comply with a lawful written or verbal order, directive, or instruction;
5. The filing of a civil suit by a civilian alleging any misconduct by an employee while on duty or acting in an official capacity;
6. The filing of a civil suit against an employee for off-duty conduct while not acting in an official capacity that alleges racial bias, physical violence, or threat of physical violence;
7. Criminal arrest of or filing of a criminal charge against an employee;
8. Allegation(s) that an employee is either an alleged perpetrator or victim of a domestic violence incident.

C. Police officers shall be held accountable for violations of all written directives, inclusive of use of force policies. The following are some mechanisms for ensuring accountability for violating the use of force policy:

1. Clear, and detailed policies defining acceptable use of force and the consequences for violations.
2. Regular, and comprehensive use of force training.
3. Supervision and meaningful reviews of use of force incidents.
4. Reporting and documentation of each use of force incident. Unreported use of force incidents shall result in disciplinary action, if warranted.
5. Allegations of excessive force shall be thoroughly investigated by Internal Affairs.
6. If an investigation determines that an officer violated use of force policies, there shall be timely and consistent disciplinary action, if warranted.
7. The agency shall maintain an early warning/early intervention system to document identified behavior trends, inclusive of use of force.

D. **Classification:** There are three classifications of a reportable incident. All allegations of **misconduct**, whether criminal or administrative, regardless of the

source of the allegation shall result in an internal investigation. All reportable incidents shall be forwarded to the Internal Affairs Unit Commander to screen, record and classify the incident as one of the following:

1. Criminal Misconduct - Reportable Incidents classified as criminal misconduct will result in immediate notification to the Camden County Prosecutor of the receipt of the complaint by the Internal Affairs Unit. No further action shall be taken, including the filing of charges against an employee, until directed by the Camden County Prosecutor.
  - a. Criminal Misconduct is defined as a reportable incident where there is an allegation of a crime or an offense.
2. Administrative Misconduct - An incident may be classified as administrative misconduct in which case an investigation shall be conducted in accordance with this general order.
  - a. Administrative Misconduct is defined as a reportable incident where there is a serious violation of department rules and regulations, written directive; or, conduct which adversely reflects upon the employee or the department.
  - b. Repeat performance deficiencies may be classified as administrative misconduct.
3. Performance Deficiency - An incident that is classified as a performance deficiency shall be referred to the supervisor for addressing through non-disciplinary corrective actions, (corrective action shall be training or counseling only).
  - a. A performance deficiency is defined as a reportable incident of any minor rule infraction that can be addressed at the supervisory level of an employee. This department recognizes that not all reportable incidents constitute misconduct and certain reportable incidents are more effectively handled outside of the disciplinary process. Performance deficiency incidents **are not** internal affairs investigations.

## **II. GUIDING PRINCIPLES**

- A. The investigative process should seek to locate and identify all evidence available to either prove or disprove allegations made against an employee.
- B. With the exception of internal investigations that are part of an ongoing or potential criminal investigation, the majority of internal investigations are administrative in nature. Unlike criminal investigations where the burden of proof is beyond a reasonable doubt, the standard for administrative cases is a preponderance of the evidence.
- C. Also important is that strict rules of evidence and certain constitutional protections that apply in criminal cases do not attach to these investigations. In accordance with established case law, the investigator, reviewing authority and the Chief of Police can rely on types of evidence that would be inadmissible in a criminal proceeding provided, there is some indication of reliability.

- D. Furthermore, unlike criminal investigations, certain specific legal protections that arise in employment & labor matters and in police discipline matters apply to employees subject to an internal investigation. These include rights and practices commonly referred to as Weingarten, Loudermill, and Garrity rights, as well as contractual rights or those based on state or federal statutes.
- E. Investigators and reviewers shall scrupulously adhere to the principles that all employees shall be afforded all rights to which they are entitled. At the same time, investigative and review personnel will also be aware of their obligations to determine the facts of each case utilizing investigative methods, which are consistent with acceptable practices in employee discipline cases.
- F. Internal Affairs investigations shall not rely solely on the outcome of related criminal matters or traffic matters. The conviction of a citizen complainant shall not be dispositive as to the citizen's complaint regarding the employee's conduct related to the incident. However, the court proceedings will be relevant and should be reviewed. Unless otherwise determined, most cases involving a court action will require the collection and analysis of court records and transcripts of court appearances by the principal, complainant, or critical witnesses. The investigator should make every attempt to attend court proceedings, to monitor the progress/outcome of the case. As a monitor, the investigator need not notify the prosecutor, judge, or other court personnel of his/her presence and should not have any input in the proceedings.
- G. If a civilian signs criminal or traffic complaints, in addition to making an internal affairs complaint against an employee, a not guilty disposition of the court shall not automatically determine the outcome of the internal complaint. However, it will be relevant and part of the investigation.
- H. The investigator and reviewing authority shall consider that administrative charges have a different threshold of proof as well as less restrictive rules of evidence.
- I. The New Jersey Resiliency Program for Law Enforcement
  - 1. Under no circumstances, shall an officer face any type of discrimination or adverse internal affairs consequences for the sole reason that the officer decided to seek medical or psychological treatment for a mental health concern, including depression, anxiety, post-traumatic stress disorder, or substance use disorder.
  - 2. All officers are encouraged to take advantage of the resources provided by the New Jersey Resiliency Program for Law Enforcement, as well as the other resources identified in Attorney General Directive 2019-1.

### **III. INTERNAL AFFAIRS UNIT**

- A. The Internal Affairs Unit is herein established. The Internal Affairs Unit Commander shall have direct access to the Chief of Police on all matters involving internal affairs. Personnel assigned to the Internal Affairs Unit shall serve at the pleasure of and be directly responsible to the Chief of Police or designee.

1. Investigators must recuse themselves from cases where they have a conflict of interest that may prevent them from being impartial in the investigation of a subject employee.
2. Officers assigned to the internal affairs function shall complete training as mandated by the Division of Criminal Justice.
  - a. Officers may attend additional training on internal affairs provided by the Camden County Prosecutor's Office and other sources.
- B. The goal of the Internal Affairs Unit is to ensure that the integrity of the department is maintained through a system of internal discipline where fairness and justice are assured by objective, impartial investigation and review.
- C. Under no circumstances may the Berlin Police Department's internal affairs function be contracted or delegated to a private entity.
  1. Instead, when necessary, the Berlin Police Department may request that an internal affairs complaint be investigated directly by the Camden County Prosecutor, who shall determine whether to investigate the matter, refer the matter to the Internal Affairs function of another law enforcement entity, or return the matter to the Berlin Police Department, if the Camden County Prosecutor determines that the department can appropriately investigate the matter.
  2. Nothing in this general order shall prevent the Berlin Police Department from retaining a qualified private individual to serve as a hearing officer or an expert witness.
- D. Internal Affairs Unit Commander shall be responsible for:
  1. The management of the Internal Affairs Unit;
  2. The coordination and review of all internal affairs investigations;
  3. The review of all allegations of misconduct by employees of this department;
  4. The Chief of Police shall be immediately notified when an employee is accused of a criminal act, any use of force by an officer that results in death or serious bodily injury, any domestic violence incident where the employee is either an alleged perpetrator or victim, any incident that attracts media attention, or any incident that would affect the efficient and effective operation of the department. In addition, the duty supervisor shall take any immediate action necessary to preserve the integrity of the department until directed otherwise by the Chief of Police or his/her designee. All other notifications shall be made on the next business day.
  5. The maintenance of a comprehensive central file and recordkeeping system on all complaints received by this department, whether investigated by Internal Affairs investigators or assigned to an employee's supervisor. A quarterly report on the status of all pending Internal Affairs investigations will be provided to the Chief of Police.

6. The preparation and mailing of a Complaint Acknowledgement Letter to all civilian complainants.

E. Internal Affairs shall be responsible for:

1. The investigation and review of all allegations of misconduct by employees of this department.
2. In addition to investigations concerning allegations of misconduct, the Internal Affairs Unit shall receive notice of:
  - a. Any firearm discharge by department personnel, whether on-duty or off-duty, unless the discharge occurred during the course of a law enforcement training exercise; routine target practice at a firing range; a lawful animal hunt; or the humane killing of an injured animal;
  - b. Any discharge of an agency-owned firearm by anyone other than agency personnel;
  - c. Any use of force by agency personnel that results in injury to any person,
  - d. Any vehicular pursuit involving agency personnel; and
  - e. Any collision involving agency-owned vehicle
3. Once notification has been received, internal affairs will determine whether additional investigation is necessary and whether information must be reported to the Camden County Prosecutor, pursuant to Attorney General Directive 2019-4. If the firearm discharge occurs while the agency employee is on duty, then the Camden County Prosecutor must be notified. If the firearm discharge results in a fatality, the matter shall be investigated by OPIA or another entity pursuant to the Independent Prosecutor Directive.
4. Internal affairs shall conduct a manual or computerized audit of its records to determine if an employee has the emergence of a pattern, practices or trend of inappropriate behavior or misconduct in accordance with department general order governing early warning.
5. Internal affairs shall be responsible for any other investigation as directed by the Chief of Police.
6. The Internal Affairs Unit may conduct an internal affairs investigation on their own initiative upon notice to, or at the direction of the Chief of Police or Internal Affairs Unit Commander.
7. The Internal Affairs Unit may refer reportable incidents classified as a performance deficiency to an employee's supervisor for inquiry and corrective action.
8. The Internal Affairs investigators or personnel temporarily assigned to that Unit shall have the authority to interview any employee of the



department and to review any record or report of the department related to their assignment. Requests from Internal Affairs investigators, in furtherance of their duties and responsibilities, shall be given full cooperation and compliance as though the requests came directly from the Chief of Police.

9. The Berlin Police Department shall submit a quarterly summary report to the Camden County Prosecutor's Office Internal Affairs Unit.
10. The Internal Affairs Unit should prepare periodic reports for the Chief of Police that summarize the nature and disposition of all misconduct complaints the agency received. This report should be prepared at least quarterly but may be prepared more often as directed by the Chief of Police. The report should include the principal; the allegation; the complainant; the age, sex, race and other complainant characteristics that might signal systematic misconduct by any employee of the department; and the investigation's status.
  - a. Concluded complaints should be recorded and the reasons for termination explained.
  - b. This report shall be considered a confidential, internal work product. Dissemination of the report should be limited to command personnel, the Camden County Prosecutor, the appropriate authority, or a civilian review board that meets the minimum requirements for access to internal affairs information, if mandated by the governing body.
11. On an annual basis, the Berlin Police Department shall publish on its public website a report summarizing the types of complaints received and the dispositions of those complaints. This report **should** be statistical in nature. These reports shall not contain the identities of employees or complainants.
12. The Berlin Police Department shall on a periodic basis, no later than January 31 of the following year submit to the Attorney General and the Camden County Prosecutor, and publish on the agency's public website, a brief synopsis. The synopsis of each case shall follow the format provided in Appendix L (updated November 2022) and shall include the identity of each officer subject to final discipline, a full explanation of the rule, regulation, policy, directive, or law violated, a factual summary of their conduct, and a statement of the sanction imposed. This synopsis shall not contain the identities of the complainants or any victims. Where discipline relates to domestic violence, the synopsis shall not disclose the relationship between a victim and an officer. In rare circumstances, further redactions may be necessary to protect the identity of a victim. Whenever practicable, notice shall be given to victims of domestic or sexual violence in advance of an agency's disclosure of discipline related to the incident. The synopsis shall include all misconduct where an agency member:
  - a. Was terminated;
  - b. Was reduced in rank or grade;

- c. Was assessed a suspension of more than five days.
  - 1) A suspension of more than five days shall be broadly construed to include any disposition involving a suspension of more than 40 hours of time or the equivalent of five days/shifts if less than 40 hours, regardless of whether any of the suspension time was suspended or held in abeyance. It shall include the loss of vacation, sick or leave time totaling more than 40 hours or the equivalent of five days/shifts. It shall include any combination of suspension time assessed plus loss of vacation, sick or leave time that aggregates to more than 40 hours or the equivalent of five days/shifts. It shall also include any fine that exceeds the gross value of 40 hours, or the equivalent of five days/shifts, of pay;
- d. Had a sustained finding of discrimination or bias against any person because of the individual's actual or perceived race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex, gender identity or expression, disability, nationality, familial status, or any other protected characteristic under N.J.S.A. 10:5-1 et seq., regardless of the type or severity of discipline imposed;
- e. Had a sustained finding that the officer utilized excessive force in violation of departmental policy or the Attorney General's Use of Force Policy, regardless of the type or severity of discipline imposed;
- f. Had a sustained finding that the officer was untruthful or has demonstrated a lack of candor, regardless of the type or severity of discipline imposed;
- g. Had a sustained finding that an officer has filed a false report or submitted a false certification in any criminal, administrative, employment, financial, or insurance matter in their professional or personal life, regardless of the type or severity of discipline imposed;
- h. Had a sustained finding that an officer intentionally conducted an improper search, seizure or arrest, regardless of the type or severity of discipline imposed;
- i. Had a sustained finding that an officer intentionally mishandled or destroyed evidence, regardless of the type or severity of discipline imposed;
- j. Had a sustained finding of domestic violence, as defined in N.J.S.A. 2C:25-19, regardless of the type or severity of discipline imposed;

- k. Resigned, retired, transferred or separated from the agency, regardless of the reason, while any internal affairs investigation or complaint was pending, and the misconduct ultimately sustained (as defined in this policy and the current IAPP) falls within categories d through j above or would have resulted in an action under categories a through c had the member not separated from the agency; or
- l. Was charged with any indictable crime under New Jersey or an equivalent offense under federal law or the law of another jurisdiction related to the complaint.

*The department may not, as part of a plea or settlement agreement in an internal affairs investigation or otherwise, enter into any agreement concerning the content of a synopsis subject to public disclosure, including any agreement regarding the identities of officers subject to final discipline, summaries of misconduct, or statements of the sanctions imposed. The department or officer shall not enter into any non-disclosure agreement which seeks to conceal or prevent public review of the circumstances under which the officer separated from or was terminated or fired from employment by the department.*

- 13. The Berlin Police Department shall report to the Camden County Prosecutor's Office Brady/Giglio material in accordance with the requirements of the New Jersey Attorney General Directive 2019-6, as well as any Camden County Prosecutor's directive or guideline on this matter.

#### **IV. ACCEPTING COMPLAINTS**

##### **A. Duty of Employees to Self-Report**

- 1. All employees shall immediately self-report using the State Standardized Internal Affairs Complaint Form, in no case, more than four hours, the following information to the Internal Affairs Unit and the Chief of Police through the chain of command:
  - a. Whenever the employee is arrested or criminally charged for any conduct.
    - 1) The report must be made immediately, and in all cases prior to release or leaving the law enforcement agency. In the case of service of criminal charges, the notification must be made immediately upon the receipt of the charges.
  - b. Whenever the employee is named as a party in any civil suit involving their conduct while on duty or otherwise while acting in an official capacity.
  - c. Whenever the employee is named as a party in any civil suit regarding off-duty conduct while not acting in an official capacity that alleges racial bias, physical violence, or threats of physical violence by the employee.

- d. Whenever the employee is either an alleged perpetrator or victim of a domestic violence incident.
  2. When employees report this information to a supervisor, the supervisor shall directly and immediately report the information to the Chief of Police and Internal Affairs Unit, in no case more than four hours after receipt of the notification. The Chief of Police shall immediately notify the Camden County Prosecutor's Office of the receipt of this information.
- B. Duty of Employees to File a State Standardized Internal Affairs Complaint Form for Actions of Other Employees
  1. An employee who receives information defined as a reportable incident shall report such information to the Internal Affairs Unit.
  2. All employees must report directly to the Internal Affairs Unit, or the Chief of Police any conduct by another employee that reasonably appears to constitute any of the following:
    - a. Prohibited discrimination;
    - b. An unreasonable use of force or a threat of force;
    - c. A constitutional violation;
    - d. Failure to follow any of the documentation requirements, including documentation of civilian complaint filing procedures;
    - e. Providing false information in an investigation of an employee for misconduct or in any report, log, or transmittal of information to the department's communication center.
    - f. Any violations discovered during a supervisory review (staff inspection) of personnel. Supervisors conducting the review shall be held accountable for their referral decisions.
  3. Retaliation against any employee for reporting misconduct shall constitute a serious disciplinary offense and may lead to a severe penalty up to and including termination.
- C. Complaints from the Public
  1. All department personnel are directed to accept reports of department or employee misconduct from all persons who wish to file a complaint regardless of the hour or day of the week. Complainants are to be encouraged to submit their complaints in person as soon after the incident as possible. If the complainant cannot file the report in person, a representative from the Internal Affairs Unit shall visit the individual at their home, place of business, or at another location in order to complete the report, if possible. Telephone, e-mail, web-based reporting, and facsimile complaints may also be accepted.

2. If a member of the Internal Affairs Unit is immediately available, they shall take the complaint.
  - a. If a member of the Internal Affairs Unit is not immediately available, the complainant will be referred to the duty supervisor. In the absence of the duty supervisor, any department employee shall accept the report of employee misconduct.
3. Department personnel receiving the complaint shall:
  - a. Provide the person making the complaint with the Internal Affairs Information Sheet, which explains the department's Internal Affairs procedures. Explain the department's disciplinary procedures to the person making the complaint.
  - b. Advise the complainant that he or she shall be kept informed of the status of the complaint and its ultimate disposition, if requested.
  - c. Complete as much of the State Standardized Internal Affairs Complaint Form as possible before forwarding it to the Internal Affairs Unit Commander.
  - d. The State Standardized Internal Affairs Complaint Form shall be completed by the employee taking the complaint and shall be forwarded to the Internal Affairs Unit for recording in the master recordkeeping system and classification by the Internal Affairs Unit Commander.
4. All department personnel are directed to accept reports of department or employee misconduct from anonymous sources. If the anonymous complainant is talking to an employee, the employee should encourage them to submit their complaint in person. In any case, the complaint will be accepted.
  - a. An employee of the department who interferes with or delays the reporting or investigation of such complaints may be subjected to disciplinary action.
5. If a complainant wants to make a complaint against an employee of another law enforcement agency, he/she will be referred to that agency. If the complainant expresses fears or concerns about making the report directly, he/she will be referred to the respective county prosecutor's office.
6. If a complaint is received from another law enforcement agency, the complaint will be forwarded to the Internal Affairs Unit Commander for classification.
7. Complaints against the Chief of Police and command staff may originate from a member of the public or from an employee of the agency. All such complaints shall be documented and referred to the Camden County Prosecutor.

8. In accordance with the Attorney General's Directive No. 2018-6 on immigration issues, no state, county or local law enforcement officer shall inquire about or investigate the immigration status of any victim, witness, potential witness or person requesting or receiving police assistance.

D. Complaints shall be handled as follows:

1. All complaints will be forwarded to the Internal Affairs Unit Commander for classification and entry into the recordkeeping system.
2. Unless otherwise directed by the Internal Affairs Unit Commander or the Chief of Police, complaints classified as a performance deficiency shall then be forwarded to the supervisor of the employee or Patrol Commander for inquiry and corrective action.
3. All other complaints classified as misconduct shall be retained by the Internal Affairs Unit.
4. Once a complaint has been received, the principal shall be notified in writing that a report has been made and that an investigation will commence. Such notification shall not include the name of the complainant. This notification is not necessary if doing so would impede the investigation.

**V. IMMEDIATE SUSPENSIONS**

A. Suspension Pending Disposition or Investigation

1. A supervisor or Chief of Police may immediately suspend an employee from duty if it is determined that one of the following conditions exists:
  - a. The employee is unfit for duty; or
  - b. The employee is a hazard to any person if permitted to remain on the job; or
  - c. An immediate suspension is necessary to maintain safety, health, order or effective direction of public services; or
  - d. The employee has been formally charged with a first, second or third degree crime; or
  - e. The employee has been formally charged with a first, second, third or fourth degree crime or a disorderly persons offense while on-duty or the act touches upon his or her employment.
2. The supervisor imposing the immediate suspension must:
  - a. Advise the employee in writing of why an immediate suspension is sought and the charges and general evidence in support of the charges.

- 1) If the employee refuses to accept the written notification of immediate suspension, it shall be given to a representative of the employee's collective bargaining unit.
- b. Provide the employee with sufficient opportunity to review the charges and the evidence and to respond either orally or in writing, if applicable.
- c. Advise his immediate supervisor in writing of the suspension and the facts and circumstances requiring the suspension.

## **VI. INVESTIGATION**

### **A. Criminal Misconduct Complaints**

1. Where preliminary investigative data indicates the possibility of a criminal act on the part of the principal, or the investigation involves any use of force by an officer that results in death or serious bodily injury, the Chief of Police shall be notified immediately who will then notify the Camden County Prosecutor's Office. No further action shall be taken, until directed by the Chief of Police and the Camden County Prosecutor's Office.
2. The Internal Affairs Unit Commander shall interview the complainant, all witnesses, as well as review relevant reports and records, and obtain other relevant information and materials.
  - a. A principal shall not be compelled to answer any questions in the absence of a grant of use immunity as conferred by the Camden County Prosecutor's Office.
  - b. The Internal Affairs Unit Commander shall consult with the Camden County Prosecutor regarding the advisability of giving a Miranda Warning Form to the principal.

### **B. Administrative Misconduct Complaints**

1. When preliminary investigative data indicates an administrative misconduct offense, which may result in disciplinary action:
  - a. The supervisor or officer who took the complaint in absence of a supervisor must notify the Internal Affairs Unit, who will conduct a full investigation of the matter to include interviewing the complainant, all witnesses, and principal(s) as well as review relevant reports and records, and obtain other relevant information and materials.
  - b. The Internal Affairs Unit Commander will notify the Chief of Police of the offense; and
  - c. The Internal Affairs Unit will forward copies of the appropriate disciplinary documents and investigation reports to the Chief of Police for review; and

- d. The Internal Affairs Unit Commander will be responsible for the final case disposition and implementation of discipline, as determined by the Chief of Police or designee.

C. Performance Deficiency Complaints

1. Minor complaints should be assigned to and handled by a commanding officer at least one step removed from the employee's immediate supervisor, when possible.
2. When a complaint has been classified as a performance deficiency, the complaint shall be forwarded to the employee's supervisor or commanding officer for inquiry and further action as necessary. The supervisor or commanding officer shall then prepare a report summarizing the matter, recommending the appropriate corrective action.
3. The supervisor or commanding officer shall forward the completed report to the Internal Affairs Unit Commander for review, and entry of the disposition in the recordkeeping system.

- D. Investigative procedures shall be conducted in accordance with the requirements of the current New Jersey Attorney General Internal Affairs Policy and Procedure, any current New Jersey Attorney General Guideline or Directive on internal affairs as well as any Camden County prosecutorial directive or guideline on internal affairs.

## VII. REPORTING

- A. Upon completion of all possible avenues of inquiry, the Internal Affairs investigator shall complete the internal affairs investigation reports as identified. The reports will be submitted to the Internal Affairs Unit Commander for approval on a regular basis so as to keep the case current at all times.

B. Report Flow

1. The investigation should be completed and all reports prepared within **thirty (30) calendar days** of being assigned. Authorization for additional time to complete investigations must be received from the Chief of Police, in accordance with the investigation extension procedure.
2. The investigator, upon completion of the report, shall forward it directly to the Internal Affairs Unit Commander, who will forward it to the Chief of Police.
3. The Internal Affairs Unit Commander will review the case and make recommendations to the Chief of Police regarding discipline.
4. The Chief of Police, upon receipt of the recommendation, will review the matter and make the final determination or return the case for further investigation.
5. Once the Chief of Police is provided with "sufficient information" to file a charge, the Chief of Police has forty-five (45) days to do so. (N.J.S.A 40A:14-147).



6. In all cases, a letter shall be sent to the complainant explaining the outcome of the investigation. If the allegation was unfounded or the employee was exonerated, this conclusion shall be stated and defined for the civilian complainant. If the allegation was not sustained, the letter shall provide the complainant with a brief explanation why the complaint was not sustained (e.g., insufficient proof, lack of witnesses, etc.). If the allegation was sustained and discipline was imposed, the letter shall simply state that the allegation was sustained and that the employee has been disciplined according to department procedures. It is not necessary to specify the discipline imposed.
  - a. If discipline is imposed, a record of such discipline, not including the investigation report or attachments, shall be placed in the employee's personnel file.
7. Whenever a final determination is reached in an internal investigation, the Chief of Police shall in writing, notify the employee(s) involved as a principal(s) of that determination.

C. Internal Investigation Summary and Conclusion Report

1. At the conclusion of the investigation, the investigator will prepare Summary and Conclusions Form.
2. The allegation will set forth, in narrative form, the alleged misconduct and be linked to the specific provision of the Rules and Regulations and/or directive purportedly violated.
3. The conclusion reached by the investigator, based upon the facts developed in his/her investigation, will fall into one of the following four (4) dispositions.
  - a. Sustained - A preponderance of the evidence shows an officer violated any law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor; agency protocol; standard operating procedure; rule; or training.
  - b. Unfounded - A preponderance of the evidence shows that the alleged conduct did not occur;
  - c. Exonerated - A preponderance of the evidence shows the alleged conduct did occur, but did not violate any law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor; agency protocol; standard operating procedure; rule; or training. (For example, at the conclusion of an investigation into an excessive force allegation, the agency finds that the officer used force (alleged conduct) but that the force was not excessive (alleged violation).)
  - d. Not Sustained - The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.

4. The conclusions should be written in paragraph form wherein each piece of evidence that is relied upon in order to reach the conclusion found is individually numbered.
5. These individual paragraphs should be in sufficient detail that standing alone they provide a concise synopsis of the investigation and its findings.
6. These individual paragraphs should be footnoted to the source attachment used in formulating the paragraph.
7. The final paragraph in the Summary and Conclusions Form should encompass verbiage that reads, in effect; "that based upon the preponderance of evidence accumulated in the investigation it is concluded that:
  - a. There is insufficient evidence that <Officer/Employee> did <alleged behavior>.
  - b. The allegation that <Officer/Employee> did <alleged behavior> is unfounded.
  - c. The allegation that <Officer/Employee> did <alleged behavior> is substantiated.
  - d. The investigation exonerates <Officer/Employee> of the allegation of <alleged behavior>.

D. New Principal/Allegation Identification Form

1. In conducting investigations, the propriety of all conduct by the employee relating to the subject matter of the investigation shall be reviewed.
2. If during the course of an investigation, the investigator has reason to believe that misconduct occurred, other than that alleged, the investigator shall:
  - a. Document the information on a New Principal/Allegation Identification Form and forward it to the Internal Affairs Unit Commander/Chief of Police to determine the appropriate response. Upon completion of the review, the form, which shall include all appropriate endorsements, will be returned to the investigator, and be maintained as an attachment to the investigation.
  - b. Unless otherwise directed, the investigator shall investigate the additional allegation to its logical conclusion.
3. If during the course of an investigation, the investigator has reason to believe that another employee may have been involved in alleged misconduct and should be interviewed as a principal, the investigator shall:
  - a. Report the information on a New Principal/Allegation Identification Form to the Internal Affairs Unit Commander/Chief of Police, and

await further instructions. Other aspects of the investigation should continue.

E. Request for Extension of Investigation

1. Exceptions to the thirty (30) calendar day requirement to complete all internal investigations may be granted only in the following cases:
  - a. The investigation is pending criminal prosecution.
  - b. The investigation is undergoing a prosecutorial review to determine if the matter will be prosecuted criminally.
2. This form must be submitted to the Chief of Police through the chain of command or for approval as soon as any of the foregoing criteria are met.
3. The completed form, including all required endorsements, must be submitted as an attachment to the investigation.
4. If investigators are unable to complete an internal affairs investigation within thirty (30) calendar day of receiving a complaint, they must notify the Chief of Police on or about the 30th day. In such situations, the Chief of Police should seek to identify the reasons for the extended investigation and whether the internal affairs function requires additional resources or oversight to complete the inquiry in a prompt manner.
  - a. In addition, the Chief of Police should ensure compliance with the “45-day rule” established by N.J.S.A. 40A:14-147.
5. Investigators are required to provide further notice to the Chief of Police every additional 45 days that the internal affairs investigation remains open (*i.e.*, on or about the 90th, 135th, and 180th days from the receipt of the complaint), and the Chief of Police should exercise increasing scrutiny of the investigators’ work the longer the case remains open.
6. In the rare cases where the department has not filed disciplinary charges (or decided not to do so) within 180 days of receipt of the complaint, the department must notify the Camden County Prosecutor.
  - a. The Camden County Prosecutor, or their designee, shall investigate the reasons for the extended investigation and shall also examine whether the department’s internal affairs function faces any systemic issues that require additional resources or oversight.
  - b. The Camden County Prosecutor may take any steps necessary to ensure prompt resolution of the pending matter, including supersession of the department’s investigation.
  - c. The Berlin Police Department shall provide further notice to the Camden County Prosecutor every additional 90 days that the investigation remains open (*i.e.*, on or about the 270th and 360th days from the receipt of the complaint).

- F. Performance Notice: is the form that must be completed by a supervisor or Patrol Commander to address the corrective action taken as a result of the performance deficiency.
1. A Performance Notice shall be used when the performance deficiency warrants a corrective action of training or counseling.
  2. The supervisor or Patrol Commander issuing a Performance Notice (counseling, or training) shall complete the form.
  3. The employee shall be advised of the corrective action by the issuing supervisor and acknowledge receipt.
  4. The Internal Affairs Unit Commander shall review the form and the documentation shall be retained in the filing system.
- G. Reprimand Notice (verbal/written reprimand): is the form that must be completed by a supervisor or Patrol Commander to address the disciplinary action initiated as a result of repeated performance deficiencies or administrative misconduct.
1. A Reprimand Notice shall be used when the performance deficiency or misconduct warrants disciplinary action of a verbal or written reprimand.
  2. The supervisor or Patrol Commander recommending the issuance of a Reprimand Notice (verbal or written) shall complete the form, which will be forwarded to the Internal Affairs Unit Commander for review and approval.
  3. Upon approval of the Reprimand Notice, the employee shall be advised of the corrective action by the issuing supervisor and acknowledge receipt.
  4. A copy shall be forwarded to the Internal Affairs Unit Commander for filing.
- H. Notice of Disciplinary Action - Formal Charge:
1. A Notice of Disciplinary Action Form shall be used to formally charge an employee with administrative misconduct, the penalty for which exceeds a written reprimand.
  2. If the complaint is sustained after review, and it is determined that formal administrative charges should be pursued, the Chief of Police, or designee shall direct the Internal Affairs Unit Commander or a designee of the Internal Affairs Unit to prepare the **Preliminary Notice of Disciplinary Action form** and have it served upon the principal. The Chief of Police, or designee will sign and file these charges.
  3. The Preliminary Notice of Disciplinary Action Form shall direct that the employee charged must enter a plea of guilty or not guilty, in writing, on or before the date set forth in the notice for entry of a plea. The date will be listed on the notice and must provide a reasonable time, at least 5 days after the date of service of the charges, to enter a plea and request a hearing, if applicable.

- a. If the employee charged waives a hearing and enters a plea of guilty, the Chief of Police shall permit the employee to present factors in mitigation prior to assessing a penalty.
4. At the conclusion of fact and the penalty imposed, the **Final Notice of Disciplinary Action form** will be placed in the employee's personnel file after he or she has been given an opportunity to read and sign for each disciplinary action. The designated law enforcement executive, or designee will cause the penalty to be carried out and complete all required forms.

## **VIII. HEARINGS**

- A. The hearing shall be held before the appropriate authority or the appropriate authority's designee. In accordance with N.J.S.A. 40A:14-148, except as otherwise provided by law, the officer, board or authority empowered to hear and determine the charge or charges made against an employee of the police department, shall have the power to subpoena witnesses and documentary evidence. The Superior Court shall have jurisdiction to enforce any such subpoena.
- B. All disciplinary hearings shall be closed to the public. However, the employee may request an open hearing. The appropriate authority or the appropriate authority's designee shall conduct a closed hearing unless a legitimate reason exists to grant the employee's request for an open hearing. The hearing date will be set on the Notice of Disciplinary Action form in accordance with N.J.S.A 40A: 14-147.
- C. The appropriate authority or the appropriate authority's designee will fix punishments that are deemed appropriate under the circumstances in accordance with the Rules and Regulations.
- D. The appropriate authority or the appropriate authority's designee is empowered to enter a finding of sustained or not sustained, or to modify the charges as deemed necessary. The decision of the appropriate authority or the appropriate authority's designee should be in writing and should be accompanied by findings of fact for each issue in the case.
- E. A copy of the decision or order and accompanying findings and conclusions shall be delivered to the employee who was the subject of the hearing.

## **IX. CONFIDENTIALITY**

- A. The progress of Internal Affairs investigations and all supporting materials are considered confidential information. Upon completing a case, the Internal Affairs Unit Commander will enter the disposition in the Internal Affairs record keeping system.
- B. The Berlin Police Department shall protect and maintain the confidentiality of all internal affairs records against the department or employees. These records shall be in a designated secure area accessible only to the Chief of Police, Internal Affairs Unit Commander and others as authorized by the Chief of Police.

- C. The information and records of an internal investigation shall only be released under the following limited circumstances:
1. If administrative charges have been brought against an employee and a hearing will be held, a copy of all discoverable materials shall be provided to the employee and the hearing officer before the hearing.
  2. If the principal, department or municipality has been named as a defendant in a lawsuit arising out of the specific incident covered by an internal investigation, a copy of the internal investigation reports may be released to the attorney representing the principal, department or jurisdiction.
  3. Upon request or at the direction of the Camden County Prosecutor or New Jersey Attorney General.
  4. Upon a court order; or
  5. Upon a request from the Division of Pensions, following an officer's application for a retirement allowance.
- D. The Chief of Police may authorize access to a particular file or record for good cause. The request and the authorization shall be in writing, and the written authorization shall specify who is being granted access, to which records access is being granted, and for what time period access is permitted. The authorization shall also specify any conditions (i.e., the files may be reviewed only at the internal affairs office and may not be removed). In addition, the law enforcement executive may order any redactions in accordance with the current IAPP. The Chief of Police should grant such access sparingly, given the purpose of the internal affairs process and the nature of many of the allegations against officers. As a general matter, a request for internal investigation case files may satisfy the good cause requirement:
1. If a Civilian Review Board that meets certain minimum requirements requests access to a completed or closed investigation file, subject to the conditions described in this section; or
  2. If another law enforcement agency requests the files because it is considering hiring an officer who was formerly employed at the agency with the internal investigation files.
- E. The *Internal Investigation Summary and Conclusions Form* shall be released in response to a request made under the common law right of access by any member of the public or press where it satisfies any of the following conditions:
1. The *Internal Investigation Summary and Conclusions Form* led to a result on or after January 1, 2023, that requires disclosure pursuant the current IAPP;
  2. The agency otherwise concludes that the *Internal Investigation Summary and Conclusions Form* is subject to release pursuant to applicable law or court order; or

3. Upon the request or at the direction of the County Prosecutor or Attorney General at any time.
- F. When an agency concludes that an *Internal Investigation Summary and Conclusions Form* is subject to disclosure under, it shall redact the following before disclosure:
1. The names of complainants, witnesses, informants, victims and cooperators, in addition to information that could reasonably lead to discovery of their identities;
    - a. In instances of domestic violence, in addition to redaction of the victim's name, all reference to the specific nature of the qualifying relationship should also be redacted to protect the identity of the victim. For example, if the victim is an intimate partner, terms such as "spouse," "partner," "girlfriend," "boyfriend," "husband," or "wife," should also be redacted, and to the extent possible the report should just indicate that the relationship between the victim and the officer was an enumerated relationship under the Domestic Violence Act (*N.J.S.A. 2C:25-17 et seq.*).
  2. Non-public, personal identifying information about any individual named in the report, such as their home addresses, phone numbers, dates of birth, social security numbers, familial relationships, etc.;
  3. Medical information or history, including but not limited to, mental health or substance abuse services and drug or alcohol evaluation, counseling or treatment;
  4. Information regarding any criminal investigation or prosecution that is not already contained in a public filing, or any information that would impede or interfere with a pending criminal or disciplinary proceeding;
  5. Any records or material prohibited from disclosure by law;
  6. Juvenile records;
  7. Any information which is the subject of a judicial order compelling confidentiality;
  8. Any other information that would violate a person's reasonable expectation of privacy; and
  9. Any information regarding law enforcement personnel, procedures, or resources that could create a risk to the safety of any person, including but not limited to law enforcement personnel.
- G. Whenever a law enforcement officer makes an application to the New Jersey Division of Pensions for retirement benefits, in anticipation of upcoming retirement and the receipt of a pension, both the department and the officer shall have an affirmative obligation to report to the Division of Pensions the existence of any pending internal affairs investigation, complaint or case, including those on appeal, as well as any criminal charges.

- H. Agencies may receive subpoenas directing the production of internal affairs investigative records. Before responding to the subpoena, the Chief of Police should consult with the Department's legal counsel or County Prosecutor's Office to determine whether the subpoena is valid.
- I. If the release of internal affairs documents is appropriate, the department should inventory the reports they are releasing and obtain a signed receipt.
- J. Subpoenas for Employee's Personnel/Internal Affairs Files
  - 1. In matters that involve criminal and/or civil actions resulting from an internal affairs case, the department shall **NOT** release any information in response to the subpoena without first contacting the Assistant Prosecutor to whom the matter has been assigned by telephone and in writing. All such contact shall be noted in the internal affairs report.

## **X. INTERNAL AFFAIRS FILES**

- A. A separate Internal Affairs file system shall be maintained in a secured file cabinet. Personnel records are separate and distinct from Internal Affairs records. Internal Affairs investigation reports shall not be placed in an employee's personnel records file.
  - 1. When a complaint has a disposition of exonerated, not sustained, or unfounded, there shall be no indication in the employee's personnel file that a complaint was ever made.
  - 2. When a complaint has been sustained, only the disciplinary action imposed shall be filed in an employee's personnel file.
- B. Selection and Hiring
  - 1. In addition to the requirements of the selection process, background investigations must include a review of the prior internal affairs files of any law enforcement candidate.
  - 2. If the Berlin Police Department has reason to believe that a candidate for employment was previously a sworn officer of another law enforcement agency, the Berlin Police Department has an affirmative obligation to identify all such former employers. The Berlin Police Department shall then request all internal affairs files for cases where the candidate was the principal, regardless of the ultimate disposition or status of the complaint.
    - a. If requested, the Berlin Police Department shall provide a written acknowledgement to the releasing agency that it will maintain the confidentiality of said files in accordance with this policy.
  - 3. If the Berlin Police Department receives such a request regarding a former employee, then it shall immediately share copies of all internal investigative information related to that candidate with the hiring agency, in accordance with N.J.S.A. 52:17B-247. Confidential internal affairs files shall not be disclosed to any other party.



4. The Chief of Police retains the authority to defer a decision on hiring a particular candidate until all extant internal affairs information has been received and reviewed.
- C. Investigative records created during an Internal Affairs Investigation are included in the “Records Retention and Disposition Schedule for Local Police Departments” and shall be maintained as such. The agency may choose to retain the files longer and exceed the retention schedule.

## **XI. COUNTY PROSECUTOR**

- A. The Camden County Prosecutor is responsible for conducting substantive oversight to ensure that the Internal Affairs Unit of the Berlin Police Department is operating professionally and effectively.

## **Appendix A**

### **Berlin Police Department Civilian Complaint Information Sheet**

The members of the Berlin Police Department are committed to providing law enforcement services that are fair, effective, and impartially applied. It is in the best interests of everyone that your complaint about the performance of an individual officer is resolved fairly and promptly. The Police Department has formal procedures for investigating your complaint. These procedures are designed to ensure fairness and protect the rights of both citizens and law enforcement officers:

1. Reports or Complaints of officer/employee misconduct must be accepted from any person, including anonymous sources, at any time.
2. Complaints shall be accepted regardless of age, race, ethnicity, religion, gender, sexual orientation, disability, or immigration status of the complaining party.
3. Your complaint will be sent to a superior officer or a specially trained internal affairs officer who will conduct a thorough and objective investigation.
4. You might be asked to help in the investigation by giving a detailed statement about what happened or providing other important information or documents.
5. All complaints against law enforcement officers are thoroughly investigated. You will be kept informed of the status of the investigation and its ultimate outcome, if requested, and you provide contact information. The exact discipline imposed is confidential, but you will be advised of the ultimate finding, namely :
  - a. Sustained: A preponderance of the evidence shows an officer violated any law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor; agency protocol; standing operating procedure; rule; or training.
  - b. Unfounded: A preponderance of the evidence shows that the alleged misconduct did not occur.
  - c. Exonerated: A preponderance of the evidence shows the alleged conduct did occur, but did not violate any law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor; agency protocol; standing operating procedure; rule; or training.
  - d. Not Sustained: The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.
6. If our investigation shows that a crime might have been committed, the county prosecutor will be notified. You might be asked to testify in court.
7. If our investigation results in an officer being charged with a violation of department rules, you might be asked to testify in a departmental hearing.
8. If our investigation shows that the complaint is unfounded or that the officer acted properly, the matter will be closed.
9. Internal affairs investigations are confidential and all disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing.
10. You may call Internal Affairs at 856-767-4700 Extension 7 with any additional information or any questions about the case.

## Appendix B

Berlin Police Department

IA Case Number \_\_\_\_\_

# INTERNAL AFFAIRS REPORT FORM

## Person Making Report (Optional, But Helpful)

Full Name _____	Phone _____	Preferred? <input type="checkbox"/>
Address _____	Email _____	<input type="checkbox"/>
City, State _____	DOB _____	

## Officer(s) Subject to Allegation (Provide Whatever Info Is Known)

Officer(s) \_\_\_\_\_ Badge No. \_\_\_\_\_

Incident Site \_\_\_\_\_ Date/Time \_\_\_\_\_

In the space below, describe the type of incident (traffic stop, street encounter) and any information about the alleged conduct. If you cannot fit your response below, feel free to use extra pages and attach them to this document. If you do not know the officer's name or badge number, provide any other identifying information.

## Other Information

How was this reported? ☐ In Person ☐ Phone ☐ Letter ☐ Email ☐ Other \_\_\_\_\_

Any physical evidence submitted? ☐ Yes ☐ No If yes, describe: \_\_\_\_\_

Was incident previously reported? ☐ Yes ☐ No If yes, describe: \_\_\_\_\_

## To Be Completed by Officers Receiving Report

Officer Receiving Complaint _____	Badge No. _____	Date/Time _____
-----------------------------------	-----------------	-----------------

Supervisor Reviewing Complaint _____	Badge No. _____	Date/Time _____
--------------------------------------	-----------------	-----------------

# **BERLIN POLICE DEPARTMENT**

## **Internal Affairs Complaint Notification Appendix C**

To:

Badge No.

You are hereby notified that an internal affairs complaint has been made against you. This complaint involves an allegation of

which occurred on or about

The investigator will contact you if you will be needed for an interview or to render any other assistance to the investigation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# BERLIN POLICE DEPARTMENT

## Immediate Suspension Notice Appendix D

To: \_\_\_\_\_

Date & Time: \_\_\_\_\_

TAKE NOTICE that you are suspended from duty effective immediately for the following reason:

☐

You are unfit for duty

☐

You are a hazard to other persons if permitted to remain on the job

☐

An immediate suspension is necessary to maintain safety, health, order or effective direction of public services; or

☐

You have been formally charged with a first, second or third degree crime.

☐

You have been formally charged with a first, second, third or fourth degree crime or a disorderly persons offense while on-duty, or the act is directly related to your employment.

The facts in support of the above reason are:

---

---

---

---

\_\_\_\_\_  
Supervisor making suspension

I hereby acknowledge receipt of this notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Appendix E

**Berlin Police Department Sample Response Letters; The letter shall be placed on Department Letter Head and drafted to the complainant. The Complaint Acknowledgment will be issued first upon receipt of the Internal Affairs Complaint, followed by a conclusion of an investigation. This drafter letter shall also have a copy of the complaint attached with it.**

Josh Smith  
2025-03-07 18:56:22

This

### Complaint Acknowledgment

*This will acknowledge receipt of the complaint made by you on [date of complaint] concerning the actions of a member of this department occurring on [date of incident].*

*A thorough investigation will be conducted into the allegations contained in your complaint and you will be advised of the results of the investigation upon its conclusion. In the meantime, if you have any questions, please feel free to contact this office by calling [telephone number], Monday through Friday, between the hours of \_\_\_\_a.m. and \_\_\_\_p.m.*

### Officer Exonerated

*The Internal Affairs Unit of this department has completed its investigation of your complaint concerning the conduct of [name of subject officer]. The investigation and a review of all information currently available to this office indicates that the officer followed the appropriate department policies and procedures. More specifically, department policies and procedures permit the officer to [give details of the policy or procedure]...*

*If you have any additional information which you believe should be considered, please contact the Internal Affairs Unit at [telephone number].*

*Thank you for bringing this matter to our attention.*

### Not Sustained

*The Internal Affairs Unit of this department has completed its investigation of your complaint concerning the conduct of [name of subject officer]. The investigation and a review of all information failed to disclose sufficient evidence to clearly prove or disprove the allegation. More specifically,...*

- a. (witness could not be located)*
- b. (document could not be located)*
- c. (physical or forensic evidence could not be located)*
- d. (witness did not support your complaint)*
- e. (physical or forensic evidence did not support your complaint)*
- f. (the investigation failed to yield enough evidence to support your complaint)*
- g. (while some evidence supported your complaint there was not enough evidence to support your complaint)*

*If you have additional information which you believe should be considered, please contact the Internal Affairs Unit at [telephone number]. If no additional information is received within ten days, this case will be considered closed.*

*Thank you for bringing this matter to our attention.*

## **Unfounded**

*The Internal Affairs Unit of this department has completed its investigation of your complaint concerning the conduct of [name of subject officer]. The investigation revealed that the alleged incident did not occur.*

*If you have additional information which you believe should be considered, please contact the Internal Affairs Unit at [telephone number]. If no additional information is received within ten days, this case will be considered closed.*

*Thank you for bringing this matter to our attention.*

## **Sustained**

*The Internal Affairs Unit of this department has completed its investigation of your complaint concerning the conduct of [name of subject officer]. The investigation revealed that the officer violated departmental rules and regulations. He/she will be subject to appropriate discipline under our agency's procedures.*

*If you have any questions, please feel free to contact the Internal Affairs Unit at [telephone number].*

*Thank you for bringing this matter to our attention.*





Appointing authority or authorized agent's signature and title.

Signature \_\_\_\_\_ Title \_\_\_\_\_

**This form must be personally served on the employee or sent by certified or registered mail.**

☐

Certified or Registered Mail

Receipt number \_\_\_\_\_

☐

Signature of Server \_\_\_\_\_ Date of person service \_\_\_\_\_

I hereby acknowledge service of the within charges

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

# BERLIN POLICE DEPARTMENT

## MIRANDA WARNING Appendix G

1. You have the right to remain silent and refuse to answer any questions.  
(*Usted tiene el derecho de guardar silencio y negarse a contestar cualquier pregunta.*)  
Do you understand? (*¿Comprende?*) ☐ Yes (Sí) ☐ No
2. Anything you say may be used against you in a court of law. (*Cualquier cosa que usted diga pued usarse en su contra en un tribunal.*)  
Do you understand? (*¿Comprende?*) ☐ Yes (Sí) ☐ No
3. You have the right to consult with an attorney at any time and have him/her present before and during questioning. (*Usted tiene el derecho de consultar con un(a) abogado(a) en cualquier momento y contar con su presencia antes y durante un interrogatorio.*)  
Do you understand? (*¿Comprende?*) ☐ Yes (Sí) ☐ No
4. If you cannot afford an attorney, one will be provided if you so desire prior to any questioning. (*Si usted no tiene los recursos para contratar a un(a) abogado(a), se le facilitara un(a) abogado(a), si lo desea, antes de cualquier interrogatorio.*)  
Do you understand? (*¿Comprende?*) ☐ Yes (Sí) ☐ No
5. A decision to speak to us is not final and you may stop talking to us at any time. (*La Decision de hablar con nosotros no tiene character definitiva, y a usted se le permite dejar de hablar con nosotros en cualquier momento.*)  
Do you understand? (*¿Comprende?*) ☐ Yes (Sí) ☐ No

If the member is aware of any criminal complaint that has been filed against the subject relating to the questions to be asked, the member must advise the subject of the charges.

## WAIVER OF MIRANDA RIGHTS

I, \_\_\_\_\_, have been read the above statement of my rights aloud. I understand each of my rights and at this time I am willing to give up my right to remain silent and speak to you without a lawyer present. No promises or threats have been made to me. A mi, \_\_\_\_\_, me han leído en voz alta la declaración que figura arriba. Entiendo cada uno de mis derechos; en este momentum, estoy dispuesto a renunciar a mi derecho de guardar silencio, y hablare con usted sin tener a un abogado presente. No me han hecho ni promesas ni amenazas.

Signed (*Firma*): \_\_\_\_\_ Witness: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Advising Officer: \_\_\_\_\_

**BERLIN POLICE DEPARTMENT**  
**INTERNAL AFFAIRS**  
**WITNESS ACKNOWLEDGMENT - Appendix I**

**CASE #** \_\_\_\_\_

You have been identified as a witness in a matter that is being investigated by this department. You are not the subject of this investigation at this time, however if in the event that you become a subject of this investigation you will be advised and the appropriate procedures will be followed.

As a witness you have an obligation to cooperate in this investigation and you must truthfully answer all questions that are narrowly and directly related to the performance of your duty. For the purposes of this investigation "performance of your duty" includes your actions, observations, knowledge, and any other factual information of which you may be aware of, whether it concerns your own performance of duty or that of another employee(s).

If during this investigation you believe that your answer(s) may incriminate you in a criminal matter you must assert your constitutional rights.

Upon reading the following three (3) statements, you are required to sign and date this form.

1. I acknowledge that I have been informed that I am a witness in an internal investigation. This investigation concerns:
2. I acknowledge my responsibility to answer truthfully all questions specifically related to the performance of my official duties.
3. I acknowledge that this investigation is confidential, and I am hereby ordered not to disclose any information discussed during this interview.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Investigator: \_\_\_\_\_

Location: \_\_\_\_\_

COMMENTS:

**Appendix H**  
**Berlin Police Department Immunity Grant**  
**Advisement Form**

**“Garrity Warning”**

1. I am being questioned as part of an investigation by this agency into potential violations of department rules and regulations, or for my fitness for duty. This investigation concerns

- 
2. I have invoked my *Miranda* rights on the grounds that I might incriminate myself in a criminal matter.
  3. I have been granted use immunity. No answer given by me, nor evidence derived from the answer, may be used against me in any criminal proceeding, except for perjury or false swearing.
  4. I understand that I must now answer questions specifically, directly and narrowly related to the performance of my official duties or my fitness for office.
  5. If I refuse to answer, I may be subject to discipline for that refusal which can result in my dismissal from this agency.
  6. Anything I say may be used against me in any subsequent departmental charges.
  7. I have the right to consult with a representative of my collective bargaining unit, or another representative of my choice, and have him or her present during the interview.

Assistant Prosecutor or

Deputy Attorney General authorizing: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Witnessed by: \_\_\_\_\_  
\_\_\_\_\_

Print Name:

# BERLIN POLICE DEPARTMENT

## Administrative Advisement Form - Appendix J

### Administrative Investigations Only

1. I am being questioned as a subject of an investigation by this agency into potential violations of department rules and regulations, or for my fitness for duty. This investigation concerns

- 
2. This is an administrative investigation. I will be asked questions specifically, narrowly and directly related to the performance of my duties, or for not answering truthfully.
  3. I may be subject to departmental discipline for refusing to answer a question directly related to the performance of my duties, or for not answering truthfully.
  4. I have the right to consult with a representative of my collective bargaining unit, or another representative of my choice, and have him or her present during the interview.
  5. I acknowledge that this investigation is confidential, and I am hereby ordered not to disclose any information discussed during this interview.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Signature

Print name: \_\_\_\_\_

<b>FROM</b>	Employing Agency Name	Address & Phone Number	Case ID #
<b>TO</b>	Employee Name	Title	Date

☐ You requested a hearing which was held on \_\_\_\_\_

☐ You did not request a hearing

☐ You requested a hearing and did not appear at the designated time and place

Sustained Charges:	Incident(s) giving rise to the charge(s) and the date(s) on which it/they occurred
<i>If checked, charges are continued on attached page.</i> <input type="checkbox"/>	<i>If checked, incidents are continued on attached page.</i> <input type="checkbox"/>

☐ Suspension for working days, beginning \_\_\_\_\_ and ending \_\_\_\_\_

☐ Indefinite suspension pending criminal charges effective (date) \_\_\_\_\_

☐ Removal, effective (date) \_\_\_\_\_

☐ Demotion to position of \_\_\_\_\_ effective (date) \_\_\_\_\_

☐ Resignation not in good standing, effective (date) \_\_\_\_\_ Other Disciplinary Action \_\_\_\_\_

☐ Fine \_\_\_\_\_ which is equal to \_\_\_\_\_ (number of working days)

Signature \_\_\_\_\_ Title \_\_\_\_\_

**This form must be personally served on the employee or sent by certified or registered mail.**

☐

Certified or Registered Mail

Receipt number \_\_\_\_\_

☐

Signature of Server \_\_\_\_\_ Date of person service \_\_\_\_\_

I hereby acknowledge service of the within charges

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Print Name \_\_\_\_\_



**BERLIN POLICE DEPARTMENT**

**INTERNAL AFFAIRS**

**WEINGARTEN REPRESENTATIVE ACKNOWLEDGMENT - Appendix N**

**CASE #** \_\_\_\_\_

I, \_\_\_\_\_ a bargaining unit representative, do hereby acknowledge my presence at the interview of \_\_\_\_\_. The aforementioned Subject and I have been informed of the subject matter of the interview. To the best of my knowledge, I am not involved in the subject matter of the interview.

I have been afforded the opportunity to consult with the Subject prior to the interview. I understand that I may be present during the interview and that once the interview has begun, the Subject and I may not leave the room for the purpose of further consultation. I also understand that I shall not be permitted to answer questions for the Subject.

Before the interview is concluded, I may assist and consult with the Subject on clarification of issues and questions/answers that were raised during the interview. If the Subject is advised of his/her constitutional rights, I must leave after he/she is so advised, signs the constitutional acknowledgment, and gives his/her response.

Date: \_\_\_\_\_

Bargaining Unit Representative: \_\_\_\_\_

Bargaining Unit Representative Signature: \_\_\_\_\_

Investigator: \_\_\_\_\_

Investigator Signature: \_\_\_\_\_

COMMENTS:

**BERLIN POLICE DEPARTMENT**  
**INTERNAL AFFAIRS INVESTIGATION SUMMARY & CONCLUSIONS - Appendix O**

**CASE NUMBER:**

NAME OF COMPLAINANT

***NARRATIVE: Summary and Conclusions***

PAGE NUMBER

DATE

RANK – NAME

**CONFIDENTIALITY NOTICE:**

***The information contained in this report is privileged and confidential and is intended for the sole use of the persons or entities as authorized by the Chief of Police or designee.***

REVIEWED BY:

DATE:

DEPARTMENT CASE NUMBER

**BERLIN POLICE DEPARTMENT**  
**INTERNAL AFFAIRS INVESTIGATION REPORT - Appendix P**

					<b>CASE NUMBER:</b>	
NAME OF COMPLAINANT			HOME ADDRESS			HOME TELEPHONE
BUSINESS ADDRESS					BUSINESS TELEPHONE	
DATE OF BIRTH	SOCIAL SECURITY NUMBER	RACE	ETHNICITY	GENDER	CELL TELEPHONE	
<b>SUBJECT(S) INFORMATION</b>						
NAME				RANK		
NAME				RANK		
NAME				RANK		
NAME				RANK		
<b>ALLEGATION(S):</b>						
PAGE NUMBER	DATE	RANK - NAME				
<b>1</b>						
<b>CONFIDENTIALITY NOTICE:</b>		<i>The information contained in this report is privileged and confidential and is intended for the sole use of the persons or entities as authorized by the Chief of Police or designee.</i>				
REVIEWED BY:			DATE:		DEPARTMENT CASE NUMBER	

**BERLIN POLICE DEPARTMENT**  
**INTERNAL AFFAIRS INVESTIGATION REPORT**  
**CONTINUATION PAGE**

**CASE NUMBER:**

NAME OF COMPLAINANT

**CONTINUATION FROM PREVIOUS PAGE(S):**

PAGE NUMBER

DATE

RANK – NAME

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REVIEWED BY:

DATE:

DEPARTMENT CASE NUMBER

**BERLIN POLICE DEPARTMENT**  
**INTERNAL AFFAIRS INVESTIGATION REPORT**  
**CONTINUATION PAGE**

**CASE NUMBER:**

NAME OF COMPLAINANT

**CONTINUATION FROM PREVIOUS PAGE(S):**

PAGE NUMBER

DATE

RANK – NAME

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REVIEWED BY:

DATE:

DEPARTMENT CASE NUMBER

**BERLIN POLICE DEPARTMENT**  
**INTERNAL AFFAIRS INVESTIGATION REPORT**  
**CONTINUATION PAGE**

**CASE NUMBER:**

NAME OF COMPLAINANT

**CONTINUATION FROM PREVIOUS PAGE(S):**

PAGE NUMBER

DATE

RANK – NAME

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DEPARTMENT CASE NUMBER

**BERLIN POLICE DEPARTMENT**  
**INTERNAL AFFAIRS INVESTIGATION REPORT**  
**CONTINUATION PAGE**

**CASE NUMBER:**

NAME OF COMPLAINANT

**CONTINUATION FROM PREVIOUS PAGE(S):**

PAGE NUMBER

DATE

RANK – NAME

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REVIEWED BY:

DATE:

DEPARTMENT CASE NUMBER

# BERLIN POLICE DEPARTMENT

## NEW SUBJECT / ALLEGATION IDENTIFICATION FORM - Appendix Q

CASE NUMBER		DATE	
-------------	--	------	--

EMPLOYEE'S NAME & TITLE	ASSIGNMENT

**NARRATIVE:** (BRIEFLY EXPLAIN JUSTIFICATION FOR THE REQUEST)

--

APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>
-----------------------------------	--------------------------------------

BY:	DATE:
-----	-------

NAME AND SIGNATURE OF APPROVING OFFICIAL



# BERLIN POLICE DEPARTMENT

PERFORMANCE NOTICE - Appendix R	
EMPLOYEE:	TITLE:
ISSUING SUPERVISOR:	CASE # (if applicable)
DATE OF EVENT:	DATE ISSUED:
ACTION IMPOSED:	
<input type="checkbox"/> Commendation <input type="checkbox"/> Counseling Notice <input type="checkbox"/> Training (attach information)	

NARRATIVE:

ISSUING SUPERVISOR:	DATE:
APPROVING AUTHORITY:	DATE:
<i>I hereby acknowledge receipt of the action imposed</i>	
EMPLOYEE:	DATE:

## BERLIN POLICE DEPARTMENT

REPRIMAND NOTICE - Appendix S	
EMPLOYEE:	TITLE:
ISSUING SUPERVISOR:	CASE #: (if applicable)
DATE OF EVENT:	DATE ISSUED:
DISCIPLINARY ACTION IMPOSED: <input type="checkbox"/> Verbal Reprimand <input type="checkbox"/> Written Reprimand	

NARRATIVE:

ISSUING AUTHORITY:	DATE:
APPROVING AUTHORITY:	DATE:
<i>I hereby acknowledge receipt of the disciplinary action imposed</i>	
EMPLOYEE:	DATE:

**REQUEST FOR EXTENSION OF AN INTERNAL AFFAIRS INVESTIGATION - Appendix T**

<i>SUBJECT(S)</i>	<i>ALLEGATIONS</i>

☐ Pending criminal investigation and/or prosecution

☐ Other

<b>APPROVED</b> <input type="checkbox"/>	<b>DISAPPROVED</b> <input type="checkbox"/>
<b>BY:</b>	<b>DATE:</b>

NAME AND SIGNATURE OF APPROVING OFFICIAL \_\_\_\_\_

## Investigative Chronology – Appendix U – I.A. Case #

Date	Action or Comment	Initials
------	-------------------	----------

[illegible]



# Berlin Police Department

Service ♦ Integrity ♦ Community

Michael Scheer  
Chief of Police

## Case Checklist and Summary Sheet – Appendix V

IA Case #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Type of complaint: \_\_\_\_\_

Principal person(s): \_\_\_\_\_

Yes N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | IA Reporting form – APPENDIX B   |
| <input type="checkbox"/> | <input type="checkbox"/> | Prosecutor's Office notified   |
| <input type="checkbox"/> | <input type="checkbox"/> | Complaint Information Sheet – APPENDIX A   |
| <input type="checkbox"/> | <input type="checkbox"/> | Complaint information entered computer/index file  |
| <input type="checkbox"/> | <input type="checkbox"/> | Officer notified of complaint – APPENDIX C   |
| <input type="checkbox"/> | <input type="checkbox"/> | Department reports received  |
| <input type="checkbox"/> | <input type="checkbox"/> | Medical reports received   |
| <input type="checkbox"/> | <input type="checkbox"/> | Photographs taken  |
| <input type="checkbox"/> | <input type="checkbox"/> | Video tapes received   |
| <input type="checkbox"/> | <input type="checkbox"/> | Communications tapes received  |
| <input type="checkbox"/> | <input type="checkbox"/> | Interview of complainant   |
| <input type="checkbox"/> | <input type="checkbox"/> | Interview of witnesses   |
| <input type="checkbox"/> | <input type="checkbox"/> | Interview of officers  |
| <input type="checkbox"/> | <input type="checkbox"/> | Special reports by officers received   |
| <input type="checkbox"/> | <input type="checkbox"/> | Subject employee warnings  |
| <input type="checkbox"/> | <input type="checkbox"/> | Interview of subject employee  |
| <input type="checkbox"/> | <input type="checkbox"/> | Special report by subject employee   |
| <input type="checkbox"/> | <input type="checkbox"/> | Evidence reports   |
| <input type="checkbox"/> | <input type="checkbox"/> | Chronological record of investigation  |
| <input type="checkbox"/> | <input type="checkbox"/> | Internal affairs investigation report – APPENDIX P / Summary and Conclusions Report – APPENDIX O |
| <input type="checkbox"/> | <input type="checkbox"/> | Officer notified of conclusion   |
| <input type="checkbox"/> | <input type="checkbox"/> | Complainant notified of IA AND conclusion – APPENDIX E   |
| <input type="checkbox"/> | <input type="checkbox"/> | Entry Into Tracking for Early Warning System   |

Allegation	Conclusion			
1.	<input type="checkbox"/> Sustained	<input type="checkbox"/> Not Sustained	<input type="checkbox"/> Unfounded	<input type="checkbox"/> Exonerated
2.	<input type="checkbox"/> Sustained	<input type="checkbox"/> Not Sustained	<input type="checkbox"/> Unfounded	<input type="checkbox"/> Exonerated
3.	<input type="checkbox"/> Sustained	<input type="checkbox"/> Not Sustained	<input type="checkbox"/> Unfounded	<input type="checkbox"/> Exonerated

Date Completed : \_\_\_\_\_ Disposition: \_\_\_\_\_