

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	Reference Number <b>INV-015</b>
	Subject <b>Administrative Investigations for Other Agencies</b>	
	Special Instructions Replaces INV-015 dated February 16, 2007	Effective Date <b>March 1, 2015</b>

## **I. PURPOSE**

Establish guidelines for conducting administrative investigations undertaken to assist other public agencies.

## **II. POLICY**

The Department will only conduct an administrative investigation into allegations of misconduct or malfeasance by a local, state, or federal employee(s) upon the Superintendent's approval of a written request for such assistance by the appropriate authority.

## **III. PROCEDURE**

A. Requests for assistance in conducting an administrative investigation for a local, state, or federal agency shall be submitted for the approval of the Superintendent.

B. No administrative investigation for a local, state, or federal agency shall be done without the Superintendent's approval.

C. The officer assigned to be in charge of the investigation shall coordinate with the Commander of the Internal Investigation Section, who shall:

1. Be kept informed of the progress of the investigation, as information develops; and
2. Keep a record consisting of the current status of each investigation and the officer(s) assigned.

D. All other records, especially investigative notes, records, and reports compiled in such investigations, shall be immediately surrendered to the requesting authority and no copies shall be retained by any member of the Department.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.