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|  | STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small> | <small>Reference Number</small> INV-010 |
| | <small>Subject</small> Procedure When Public Officials Become Targets of Investigations | |
| | <small>Special Instructions</small> Replaces INV-003 dated January 15, 2015 | <small>Effective Date</small> April 4, 2024 |

I. PURPOSE

Establishes guidelines for reporting instances when elected, appointed, or other public officials (to include all law enforcement officers) become targets or subjects of Department investigations.

II. POLICY

Any Department employee, who encounters an elected, appointed, or other public official as a target or subject of an investigation shall make notification as explained in Sections B below, as soon as possible.

III. PROCEDURE

A. The following information shall be reported regarding the public official:

1. Name and physical description;
2. Place of employment (agency, office, location);
3. Position and title;
4. Specific allegation(s), complaint(s), and charge(s); and
5. How to contact investigating officer(s).

B. When a public official becomes the target of an investigation, or reaches the arrest phase, all information shall be collected and submitted through the electronic reporting system to the Special Investigations Division (SID) Commander or designee. E.g. The public official has been arrested for a traffic violation (infraction, misdemeanor or felony), in a raid, or has been witnessed to have participated in a criminal act or is the subject of a criminal investigation).

C. The SID Commander shall notify and update the Superintendent, or designee, when a public official becomes the target of an investigation.

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