

	STANDARD OPERATING PROCEDURE State Form 39870 (R/S-06)	Reference Number INV-010
	Subject Procedure When Public Officials Become Targets of Investigations	
	Special Instructions Replaces INV-003 dated April 4, 2024	Effective Date October 24, 2025

I. PURPOSE

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

II. POLICY

Any Department employee, who encounters an elected or appointed 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;
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 an elected or appointed 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 Investigations Bureau Commander or designee. (e.g. The public official has been arrested for a 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 Investigations Bureau Commander shall notify and update the Superintendent, or designee, when an elected or appointed 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.