P.O. 801 Administration			
Effective From:	7-20-2026	Effective To:	Current

P.O. 801 – Administration

1. PURPOSE
    - i) Responsibilities of the Internal Affairs Section
        - a) The Commander of the Internal Affairs Section shall ensure that personnel within his section:
            1) Investigate matters as authorized by the Assistant Superintendent/Chief of Staff of State Police. The Internal Affairs final report shall include a summary of the incident and the policies identified by Internal Affairs for review by the Disciplinary Review Committee (DRC). Conduct background investigations to determine if applicants are qualified and are of high moral character for appointment to State Police or other highly sensitive positions within the Department of Public Safety.
            2) Prepare information/background summaries for promotional/oral interview panels for the purpose of promoting State Police employees and the hiring of new employees, and in so doing, ensure that all members of the panel are provided with a background summary of each applicant for promotion or employment.
            3) Establish and maintain an Internal Affairs Personnel Record on all State Police employees and other Department of Public Safety personnel employed in sensitive positions. These files shall include, but are not limited to, a summary of background investigation(s), letters of complaint or allegations of wrongdoing by the employee along with a disposition of the same, and other departmental investigations pertaining directly to the employee.
            4) Perform all other duties required by procedural order and Internal Affairs Operational Manual.
        - b) Duties of an Internal Affairs Investigator.
            1) The position of an Internal Affairs investigator involves work of a sensitive and confidential nature. The person occupying this position shall conduct confidential background investigations as assigned. These investigations may pertain to individuals seeking employment with the Department of Public Safety, the Office of State Police, and others.
            2) He shall conduct other confidential investigations, take audio-recorded statements, interview/interrogate suspects, make arrests, complete reports, confer with departmental or prosecuting attorneys relative to the status of cases, and testify before the State Police Commission and in court.
            3) He shall collect the appropriate information for presentation to members of promotional and hiring panels.
            4) The investigator shall also be required to perform other duties as assigned.
2. SECURITY
    - a) Security
        1) All section and departmental information, both written and oral, is to be considered confidential. Written documents such as personnel files and investigative case reports shall not be left open or unattended.
        2) The dissemination of such material shall be limited to authorized personnel under the following guidelines.
            (i) Information released to other personnel within the Office of State Police shall be on a need-to-know basis, with the approval of an Internal Affairs Supervisor.

(ii) Information requests by agencies other than State Police shall be accompanied by an Information Release Form signed by the individual who is the subject of the information requested.

(iii) Other requests (news media, attorneys, etc.) for information shall be in writing and shall specify the exact information requested. These requests are to be forwarded to the Assistant Secretary of the Office of Legal Affairs for review to determine if this information may be released.

(iv) All releases of information shall be documented in the employee's file.

3. GENERAL OPERATIONS

i) Case Investigations

a) All cases shall be completed within the time allowed by Chapter 12 of the Louisiana State Police Commission Rules.

b) Authorized investigations shall be assigned a case number, and pertinent information shall be entered into the Internal Affairs Case Management database.

c) When an investigation is conducted outside the investigator's domicile, officers shall update the Internal Affairs Supervisor of the case status on a daily basis, or more often if circumstances dictate.

d) All investigations shall be conducted in accordance with P.O. 209 - Complaints and Administrative Investigations.

e) Upon completion of an investigation, the Internal Affairs final report shall include a summary of the incident and the policies identified by Internal Affairs for review by the Disciplinary Review Committee (DRC). Each DRC member shall review the applicable policy provisions and make a recommendation regarding the disposition for each alleged policy violation in accordance with the definitions outlined below:

1) Unfounded - The alleged action is false or not factual.

2) Exonerated - The incident occurred but was lawful and proper or was justified under existing conditions.

3) Not Sustained - There is insufficient evidence to prove or disprove procedural or criminal violation.

4) Sustained - There is sufficient evidence to prove a procedural or criminal violation.

f) A copy of or electronic link to the final case report shall be forwarded through the employee's current chain of command up to the applicable Command Inspector, assigned Office of Legal Affairs Attorney, and Senior Command Staff members for review and scheduling of the DRC. If the alleged action took place while assigned to a different Command, the former Commander will be asked to also provide insight. Internal Affairs will present the final case report to members of the DRC for review and recommendation of the proposed disposition by the appointing authority.

g) After the appointing authority determines the proposed disposition, the following shall take place as prescribed: the Administrative Program Specialist/Secretary shall log the date it was returned in the Internal Affairs Case Management database.

1) A written notification of investigative findings and the appointing authority's proposed disposition (Decision Page) shall be delivered to the employee who was the subject of the investigation within seven (7) calendar days. The original investigative case report shall then be placed in the appropriate employee file and the Internal Affairs Case Management System.

2) A copy of the report shall be forwarded to the Office of Legal Affairs for the drafting of the proposed disciplinary letter.

(i) All disciplinary action shall be administered in accordance with P.O. 211 - Disciplinary and LSPC Rule Chapter 12.7 and 12.8.

(ii) An employee shall not serve any discipline/suspension until the Final Letter has been issued to the employee.

ii) Background Investigations
   a) All personnel assigned to the Internal Affairs Section to conduct background investigations shall attend an Internal Affairs training course, which provides them with the necessary training required to conduct a background investigation.
   b) Background investigations on applicants should include, but are not limited to:
      1) Criminal records check.
      2) Local law enforcement check.
      3) Driving record check.
      4) Credit record check.
      5) Previous employment record.
      6) Personal Data Questionnaire verification, including the four personal references.
      7) Social network check.
   c) While most background investigations are intended to verify the information contained in the applicant's Civil Service/State Police Commission application and Personal Data History Questionnaire, the investigator should make every effort to develop information on their own to determine an accurate biographical profile of each applicant.

iii) Polygraph Examinations
   a) For pre-employment purposes, polygraph examinations shall be administered only to applicants applying for security-sensitive positions.
   b) The Assistant Superintendent/Chief of Staff's approval is required prior to the utilization of a polygraph examination for a specific test concerning an internal investigation.
   c) Investigators shall provide the polygraphist with background information and assistance in question formulation.
   d) A report indicating the results of the examination shall be made part of the investigative case file.

iv) Promotion Panels
   a) The Internal Affairs Section is responsible for the overall administrative efficiency of the Promotion Panel, as provided for in P.O. 229 - Promotions.
   b) Upon completion of a Promotion Panel, all applicable paperwork shall be filed accordingly and maintained by Internal Affairs.

4. RECORD KEEPING

i) Internal Affairs Personnel Files
   a) State Police Commissioned Personnel/Medical Records.
      1) An Internal Affairs Personnel/Medical File shall be maintained on each commissioned officer presently employed by the Office of State Police. Files shall be maintained on all former commissioned officers for the period of time prescribed by LRS 44:36, as it relates to the preservation of public records.
         (i) Active - Presently employed by this Department.
         (ii) Inactive - Resignations, terminations, and retirements.
      2) The files shall be arranged in alphabetical order according to the employee's last name.
   b) Non-commissioned Personnel Records
      1) Upon the completion of the background investigation of non-commissioned applicants, the personnel file will be returned to the DPS section requesting the background. These files will be retained by that DPS section for the period of time prescribed by policy, which will be maintained in Internal Affairs.
   c) Cadet Applicant Scoring Files
      1) Internal Affairs shall maintain cadet applicant background scoring files and oral assessment scoring files.
   d) Polygraph and Risk Assessment Reports

1) Pre-employment
    (i) Applicant (Not Hired).
        (a) Shall be maintained in the applicant's background file.
    (ii) Employee
        (a) Shall be maintained alphabetically in separate files, either active or inactive, categorized by State Police Commissioned, Department of Public Safety Police Officer, and Non-commissioned.
    (iii) The polygraph report will be filed and retained for a period of one year by the polygraphist administering the exam.

e) Fitness for Duty Evaluation
    1) Fitness for Duty Evaluations (FDE) shall be initiated by the employee's Commander and move through their respective chain of command when there is a reasonable belief that the employee may be unable to perform the essential functions of their position due to a medical, psychological, or emotional condition. The request must clearly outline the basis for concern and be supported by relevant documentation or observations.
    2) All requests for FDEs must be reviewed and approved by the Appointing Authority or their designee prior to proceeding. Once approval has been granted, the employee's Commander shall contact the Director of Human Resources to formally initiate the evaluation process. The Director of Human Resources will coordinate the necessary steps, ensuring compliance with applicable policies and laws.

ii) Cadet Applicant Background Files
    a) These files contain background investigation information on all cadet applicants who were not hired by the department.
    b) Background files of cadet applicants not hired by the Department shall be numbered sequentially and cross-indexed alphabetically by name. The file number, applicant's name, and Social Security Number shall be noted and maintained in the Cadet Applicant Tracking System database.
    c) Background files of cadet applicants hired by the Department shall be filed in the appropriate Active Internal Affairs Personnel files. They shall be noted and maintained in the Cadet Applicant Tracking System Database.

iii) Miscellaneous Investigative Files
    a) These files shall contain Internal Affairs Investigative Case Files that are not related to the actions or alleged actions of a specific employee or investigations for other agencies and any other investigative activity not identified in P.O. 801.

iv) Investigative Case Files
    a) Investigative case files shall be placed in the Internal Affairs file of the employee against whom the complaint was lodged, the employee who was the focus of the investigation, or the employee who was determined to have violated departmental policy or procedures. In the event more than one employee was involved in an investigation, a copy of the investigative case report and any applicable correspondence letters shall be placed in each employee's Internal Affairs File with a notification of referral to the original case report.
    b) All authorized investigations shall be assigned a case number. These case numbers will be assigned sequentially, with the first two digits reflecting the calendar year within which the case number was assigned.

v) Inter-Office Files
    a) The Administrative Secretary shall maintain the section's inter-office files according to the Department's Correspondence Coding System. These files shall contain all correspondence and pertinent information encountered in the normal operations of the section. Examples of such correspondence are:

1) Annual Statistics.
2) Requisitions / Budget.
3) Time and Attendance Records.
4) Directives from Colonels.

vi) Promotion Panel File

a) This file contains:
1) The State Police Commission List of personnel eligible for promotion.
2) The individual promoted.

b) These documents shall be placed together and filed by the employment classification being considered for promotion.

vii) Databases/Log Books

a) The following databases/log books shall be maintained in order that certain information may be located and to compile annual and semi-annual statistical reports:
1) Internal Affairs Investigative Case Management database.
(i) This database shall reflect all authorized cases investigated by Internal Affairs, and it will be arranged sequentially by case number.
2) Non-IA Case Management database.
(i) This database reflects the cases handled at the Troop/Section level and forwarded to Internal Affairs for filing.
3) Letter Log database.
(i) All outgoing official correspondence, other than form letters, shall be entered into this log by the letter number, date of the letter, name of the person sending a letter, name of the person receiving the letter, and a brief description of letter content.
4) Background Check Request/LSP Cadet Applicant Tracking System database.
(i) This database shall contain each applicant's name, work location, the date information was received, the date the investigation was completed, the disposition of the investigation, and the name of the investigating officer.
5) Promotion Log.
(i) This log contains the names of the individuals competing for a position, the location of the position, the date of the promotion panel, and the results of the promotion panel.