

<b>MESA POLICE</b>  Department Policy Manual	<b>Internal Affairs</b>	<b>DPM 1.4.25</b> Effective 04/05/2012 Revised 02/13/2025
Approved by: <b>Chief of Police</b>	Chapter: <b>Ethics &amp; Discipline</b>	Page: <b>1 of 11</b>

## 1. PURPOSE

This policy provides the established guidelines for the duties and responsibilities of the Mesa Police Department (MPD) Internal Affairs Section.

## 2. GENERAL

### 2.1 Organization

Internal Affairs acts on behalf of the Chief of Police as an investigative body.

### 2.2 Unit Responsibilities

Members of the Internal Affairs Section have a responsibility to:

- A. Assist in maintaining Department integrity.
- B. Protect Department members.
- C. Identify police misconduct.
- D. Maintain and monitor BlueTeam and IAPro databases. [\[ALEAP 12.5L\]](#)
- E. Ensure complaints against MPD members are accepted and entered into IAPro or BlueTeam.
- F. Manage alerts in IAPro and disseminate to the appropriate chain of command.
- G. Issue an Internal Affairs (IAPro) tracking number.
- H. Refer complaints alleging violations of Department policy, procedure, or service to the appropriate Division Commander/Manager or designee.
- I. Prepare an Internal Affairs case file for each complaint and monitor progress of all case files.
- J. Enter completed complaints into IAPro to provide: [\[ALEAP 1.7C\]](#)
  1. Efficient review.
  2. Comparative analysis.
- K. Investigate cases assigned to Internal Affairs as per [DPM 1.4.5 Administrative Investigations](#).
- L. Notify the affected Assistant Chief(s) when an investigation yields evidence of possible criminal misconduct by a Department member.
- M. Maintain case files in a secure location within Internal Affairs. [\[ALEAP 12.5L\]](#)
- N. Respond to the scene of Department shootings or critical incidents at the discretion of the Chief of Police, the Internal Affairs Commander, or as per [DPM 2.1.11 Concurrent Investigations](#).
- O. Oversee random Department member drug testing as per [DPM 1.4.65 Controlled Substance Screening – Department Members](#).

<b>MESA POLICE</b>  Department Policy Manual	<b>Internal Affairs</b>	<b>DPM 1.4.25</b> Effective 04/05/2012 Revised 02/13/2025
Approved by: <b>Chief of Police</b>	Chapter: <b>Ethics &amp; Discipline</b>	Page: <b>2 of 11</b>

- P. Forward a weekly report on all Internal Affairs investigations to the Chief of Police, Assistant Chiefs, MPD Legal Unit and Commanders/Managers. [ALEAP 1.7C]
- Q. Complete an annual statistical report including, but not limited to, all inquiries, complaints, and yearly warning alerts. The annual report will be forwarded to the Chief of Police for review and analysis. [ALEAP 1.7C] [ALEAP 12.5K]
- R. Review complaints received via City of Mesa Internal Affairs website and designate those complaints as inquiries, command investigations, or Internal Affairs investigations.

### 3. ALERT/EARLY WARNING REVIEW PROCEDURES

#### 3.1 Purpose

IAPro provides Internal Affairs with early warning alerts based on the thresholds set regarding the number of complaints received or involvement in incidents in a specified time period. Internal Affairs then assigns the alert review to the appropriate chain of command.

#### 3.2 Philosophy

- A. Early intervention/early warning system is preventative in nature and aimed at engaging with members in a remedial and supportive manner. [ALEAP 12.7E]
- B. Early intervention should be utilized to intervene before a member's conduct escalates to the point that formal action is required. It takes a collaborative approach with a view to reducing the likelihood that members will engage in misconduct or unethical behavior in the future.
- C. Over time, early intervention is intended to pro-actively:
  - 1. Assist members to meet and maintain standards of conduct and performance required from a police employee.
  - 2. Reduce complaints.
  - 3. Reduce allegations of misconduct.
  - 4. Reduce absenteeism.
  - 5. Enhance accountability.
  - 6. Strengthen supervisory responsibility.
  - 7. Increase public confidence in the MPD.
- D. An early intervention/early warning system is separate from the formal disciplinary system. It is designed to help members improve their performance through counseling, training, or coaching if concerns are identified. One or more of the incidents identified by an early intervention system may warrant formal disciplinary action, but identification by the early intervention system remains separate from the disciplinary process. [ALEAP 12.7F]

<b>MESA POLICE</b>  Department Policy Manual	<b>Internal Affairs</b>	<b>DPM 1.4.25</b> Effective 04/05/2012 Revised 02/13/2025
Approved by: <b>Chief of Police</b>	Chapter: <b>Ethics &amp; Discipline</b>	Page: <b>3 of 11</b>

### 3.3 Internal Affairs Responsibility

- A. When Internal Affairs is alerted, the affected lieutenant and Division Commander/Manager will be notified regarding the early warning alert on that member, to include the associated cases which caused the alert.
- B. All early intervention information is held centrally in IAPro and is not included in the personnel file, performance appraisal or WSF. Information is documented within the IAPro alert system.

### 3.4 Supervisor Responsibility [ALEAP 12.7C]

- A. Internal Affairs will assign the employee's lieutenant/supervisor to review the alert, utilizing a "cc" to the affected commander/manager. The commander/manager may reassign if there is a conflict of interest.
- B. The assigned lieutenant/supervisor will review the cases which caused the alert and make a review conclusion.
  1. The conclusion may be "no issues identified" or there may be an issue which needs to be addressed through training, counseling, corrective action, or an Administrative Investigation.
    - a. Considerations such as the area a member works, assigned shift, or specialty assignments (i.e., VOU/MCU/SWAT, etc.) may be taken into account as part of the review process.
- C. Upon completion of their review, the lieutenant/supervisor will document notes in the narrative portion of the "Alert" within Blue Team detailing their review and action taken or note no action required. The lieutenant/supervisor will mark the alert "complete" and forward to Internal Affairs in BlueTeam.
  1. If the lieutenant/supervisor identifies information requiring further review, it will be forwarded to the commander/manager who will review and forward to PS documenting action taken.
  2. If further review is required due to a use of force incident which falls within a Level 1, 2, or 3 violation, the concern will be noted and forwarded to Internal Affairs for investigation. Refer to [DPM 1.4.5 Administrative Investigations](#).
- D. When an alert identifies an issue which needs to be addressed, the lieutenant/supervisor will confer with the commander/manager. The chain of command should notify the member of their assessment and any corrective action. Appropriate referrals should be made for the Employee Assistance Program and Peer Support when applicable. See [DPM 1.2.100 Fitness for Duty Evaluation Protocol](#). [ALEAP 12.7B,D,F]
  1. Ensure corrective action is appropriately documented.

### 3.5 Early Warning/Intervention System Thresholds and Flowchart [ALEAP 12.7A]

See [DPM 1.4.25A1 Early Warning/Intervention System Guide](#).

<b>MESA POLICE</b>  Department Policy Manual	<b>Internal Affairs</b>	<b>DPM 1.4.25</b> Effective 04/05/2012 Revised 02/13/2025
Approved by: <b>Chief of Police</b>	Chapter: <b>Ethics &amp; Discipline</b>	Page: <b>4 of 11</b>

## 4. INTERNAL AFFAIRS INVESTIGATIONS

### 4.1 Internal Affairs Responsibilities

Internal Affairs shall follow procedures for investigating and adjudicating Internal Affairs investigations as outlined in [ARS 38-1104](#), [DPM 1.4.5 Administrative Investigations](#), and [DPM 1.4.10 Disciplinary Process](#).

### 4.2 Secured Weapons

To maintain a safe working environment for all members, subject members of an internal investigation responding to Internal Affairs for a scheduled interview, or members receiving administrative paperwork (NOI, Admonishment, NOAR) from Internal Affairs, shall secure **ALL** firearms in the mounted gun locker outside the door prior to entering the Internal Affairs office.

### 4.3 Interviews

- A. Electronically (digitally) record interviews.
  - 1. The Chief of Police or designee can direct the release of other member's recorded interviews to the subject member concerning the same investigation.
  - 2. The Internal Affairs recording of an interview is the official Department record.
  - 3. The involved member may record the interview, if doing so does not substantially delay the interview and is done openly.
- B. Interview techniques **do not** include:
  - 1. Using abusive language.
  - 2. Threats of transfer or dismissal.
  - 3. Threats of other disciplinary action.
  - 4. Promises of reward to induce answers.
- C. Allow reasonable rest breaks for personal necessities, meals, and phone calls.
- D. Internal Affairs investigators may remotely monitor interviews being conducted by other members.

### 4.4 Notification

- A. Notify the subject member that a complaint is under investigation or inquiry unless such notice would jeopardize the investigation. [ALEAP 12.5G]
  - 1. If the investigation takes longer than 180 business days, notify the subject member of the status and extension.
  - 2. Notification may be made by telephone, mail, or electronic mail.

<b>MESA POLICE</b>  Department Policy Manual	<b>Internal Affairs</b>	<b>DPM 1.4.25</b> Effective 04/05/2012 Revised 02/13/2025
Approved by: <b>Chief of Police</b>	Chapter: <b>Ethics &amp; Discipline</b>	Page: <b>5 of 11</b>

- B. Notify the complainant of completion of the investigation and the outcome.  
[ALEAP 12.5H]
- C. Refer to [DPM 1.4.5 Administrative Investigations](#) and [DPM 1.4.10 Disciplinary Process](#) for further notification details.

## 5. SEARCHES

### 5.1 Personal Property

- A. Non-Criminal Disciplinary Cases:
  - 1. Not subject to search and seizure.
- B. Criminal Investigations:
  - 1. Subject to search and seizure in accordance with law.

### 5.2 Department Property

- A. Department property can be searched at any time, even when assigned or used exclusively by a single person.
- B. The Internal Affairs investigator can order the delivery of any property, document, or item which belongs to the Department when it is involved in the incident under investigation.

### 5.3 Work Areas

- A. In non-criminal investigations, employers have the right to monitor or to search member work areas for a legitimate business purpose(s) for the operational efficiency of the Department.
  - 1. A legitimate business purpose includes an allegation that a member violated the policies, rules, regulations, and/or orders of the Department or the City of Mesa.
  - 2. Work areas include, but are not limited to:
    - a. City-owned vehicles, equipment, desks, desk drawers (locked or unlocked), file cabinets (locked or unlocked), computers, Internet usage, offices, files, telephones, City-owned cellular telephones (electronic communications and text messages), lockers (locked or unlocked), and voice mail.
  - 3. Members are encouraged not to store personal items in any of these areas.
- B. All work area searches must be approved by the Internal Affairs Commander or designee and the MPD Legal Unit.

## 6. REQUIRED SUBMISSIONS BY MEMBER

<b>MESA POLICE</b>  Department Policy Manual	<b>Internal Affairs</b>	<b>DPM 1.4.25</b> Effective 04/05/2012 Revised 02/13/2025
Approved by: <b>Chief of Police</b>	Chapter: <b>Ethics &amp; Discipline</b>	Page: <b>6 of 11</b>

## 6.1 Submission of Information

The Chief of Police, Internal Affairs Commander or designee may, at any time, order any member to submit to **any lawful technique or request** when relevant to secure evidence related to a legitimate business purpose or related to the efficient operation of the Department.

- A. The lawful technique or request must be narrowly tailored to the facts relevant to the investigation.
- B. This includes, but is not limited to, required medical examinations. Refer to [DPM 1.2.100 Fitness for Duty Evaluation Protocol](#).

## 6.2 Allegations of Substance Abuse

- A. When there are signs that a member is involved in substance abuse, the member may be required to submit to a field sobriety test, chemical test, blood test, or medical/laboratory test for determination of intoxication/impairment.
- B. Any medical or laboratory test requires prior approval of an Assistant Chief or designee, after consultation with the MPD Legal Unit.
- A. The results of a polygraph examination in an investigation shall not be the basis for disciplinary action unless other evidence or information exists.

## 6.3 Financial Disclosure Statements

A member may be ordered to submit financial disclosure statements (at the direction of an Assistant Chief or designee), after consultation with the MPD Legal Unit and with final approval from the Chief of Police, when such information is relevant to an administrative investigation of misconduct.

## 6.4 Photograph

A member involved in a misconduct investigation may be ordered to submit to be photographed when photographs on file with the Department are unsuitable or do not reasonably depict the current appearance of the member.

## 6.5 Photo Line-Up

- A. A member's photograph may be required in a photo line-up for identification purposes.
- B. A photo line-up will only be used when relevant to the administrative investigation and with the approval of the Internal Affairs Commander or designee, after consultation with the MPD Legal Unit.

## 7. BRADY DISCLOSURES TO MCAO and MESA CITY PROSECUTOR'S OFFICE

<b>MESA POLICE</b>  Department Policy Manual	<b>Internal Affairs</b>	<b>DPM 1.4.25</b> Effective 04/05/2012 Revised 02/13/2025
Approved by: <b>Chief of Police</b>	Chapter: <b>Ethics &amp; Discipline</b>	Page: <b>7 of 11</b>

## 7.1 Basis for Brady Disclosure

- A. *Brady v. Maryland* and *Giglio v. United States*, as well as a series of other court decisions, require the government (prosecutors and police officers) to disclose to a defendant potentially exculpatory evidence or any information that concerns the credibility of a member, respectively. Beyond exculpatory evidence, potential disclosure material may deal with issues of honesty, integrity, bias, and/or moral turpitude.
- B. Police officers who withhold material exculpatory evidence from the prosecution, thereby preventing the evidence from being turned over to the defense, may be held personally liable for a Brady violation.

## 7.2 Internal Affairs Section Responsibilities

- A. The Internal Affairs Lieutenant is designated as the compliance officer for Brady Disclosure.
- B. Upon receiving final disposition of sustained misconduct against a Department member involving issues of honesty, integrity, bias, and/or moral turpitude, Internal Affairs will:
  1. Forward disclosure material to the MPD Legal Unit, Internal Affairs Commander, affected Bureau Assistant Chief, and the Chief of Police for review as to whether the subject member(s) should be added to the Maricopa County Attorney's Office (MCAO) Law Enforcement Integrity Database.
  2. The Internal Affairs Lieutenant or designee will prepare a case briefing.
  3. The Internal Affairs Lieutenant will schedule a meeting with the MPD Legal Unit, Internal Affairs Commander, affected Bureau Assistant Chief, and the Chief of Police or designee for final determination. The Mesa City Prosecutor may also be included in the meeting.
  4. Once the final determination is made, the appropriate [DPM 1.4.5F16 Notice of Investigation Disposition](#) box will be checked, and the investigation will be forwarded to the appropriate entity.
  5. Subject member will be notified via electronic communication or in writing that the investigation has been submitted to MCAO for consideration.
  6. Disclosure material may include:
    - a. [DPM 1.4.5F4 Notice of Investigation \(NOI\)](#)
    - b. [DPM 1.4.5F16 Notice of Investigation Disposition](#)
    - c. Investigative and chain of command findings memorandums.
    - d. Executive summary, if applicable.

## 7.3 MPD Legal Unit Responsibilities

- A. Discuss the incident with Internal Affairs and/or Executive Staff.



<b>MESA POLICE</b>  Department Policy Manual	<b>Internal Affairs</b>	<b>DPM 1.4.25</b> Effective 04/05/2012 Revised 02/13/2025
Approved by: <b>Chief of Police</b>	Chapter: <b>Ethics &amp; Discipline</b>	Page: <b>8 of 11</b>

- B. Upon receiving MCAO's decision, notify the subject member(s), Internal Affairs, and Executive Staff of the decision.

#### 7.4 Mesa City Prosecutor Responsibilities

- A. Upon receiving the disclosure materials from the MPD Legal Unit, the Mesa City Prosecutor will:
1. Contact the MPD Legal Unit for clarification of any concerns.
  2. If necessary, contact the MCAO to discuss the incident.
  3. Coordinate with MCAO to ensure accuracy of the Law Enforcement Integrity Database list.
  4. Provide the MPD Legal Unit with a copy of the MCAO Law Enforcement Integrity Database list as received.

### 8. DISCLOSURES TO AZPOST

#### 8.1 Internal Affairs Section Responsibilities

- A. The Internal Affairs Lieutenant is designated as the compliance officer for AZPOST.
- B. Upon a final disposition of a sustained misconduct resulting in termination, resignation, or separation from the Department, or if requested by AZPOST, the case shall be forwarded to AZPOST for review ([ARS 41-1828.01 Required Law Enforcement Agency Reporting](#)).
- C. Disclosure material may include:
1. [DPM 1.4.5F4 Notice of Investigation \(NOI\)](#).
  2. [DPM 1.4.5F16 Notice of Investigation Disposition](#).
  3. Investigative and chain of command findings memorandums.
  4. Executive summary, if applicable.
- D. Disclosure materials are not normally redacted prior to release to AZPOST; however, the MPD Legal Unit may assist in determining if redactions should be made.
- E. The Internal Affairs Lieutenant will check the appropriate [DPM 1.4.5F16 Notice of Investigation Disposition](#) box and, as appropriate, the investigation will be forwarded to AZPOST.
- F. The subject member will be notified via electronic communication or in writing, if still employed, that the investigation has been submitted to AZPOST for consideration.

### 9. INTERNAL AFFAIRS RECORDS

#### 9.1 Medical Records



<b>MESA POLICE</b>  Department Policy Manual	<b>Internal Affairs</b>	<b>DPM 1.4.25</b> Effective 04/05/2012 Revised 02/13/2025
Approved by: <b>Chief of Police</b>	Chapter: <b>Ethics &amp; Discipline</b>	Page: <b>9 of 11</b>

- A. When medical records, as defined by [ARS 12-2291.6](#), are involved in an administrative investigation, the information will not be included in the main investigative report.
  1. All files containing medical records will be marked “**Confidential: Do Not Release**”, and the medical records will be stored in a separate file than the investigative report file within the office of the Internal Affairs Lieutenant or designee.
  2. Medical Records **will not** be kept with the work unit copy of the investigation.
  3. Any reference to medical records or history in the investigative report will be reviewed by the MPD Legal Unit prior to releasing the report to the member, representative, or attorney.
  4. Supplementary reports containing medical records will not be released as public records and may only be released internally with the permission of the Internal Affairs Lieutenant or designee, after consultation with the MPD Legal Unit.
  5. A supplementary report will be created to contain the medical records.

## 9.2 Custodian of Complaint/Disciplinary Records

- A. Internal Affairs shall maintain files in a secure area located within the Internal Affairs Section.
- B. Internal Affairs investigations must be reviewed and approved by the MPD Legal Unit prior to release.

## 9.3 Confidentiality [ALEAP 12.5L]

- A. All Internal Affairs investigation files are confidential Department records and intended for the exclusive use of the Chief of Police, Internal Affairs Commander, or designee. Release of confidential Department records to unauthorized individuals or groups may result in disciplinary action against the subject member or action consistent with [ARS 38-1104](#).
- B. Investigation files are subject to Arizona Public Records laws as defined in [ARS Title 39 Public Records](#).
- C. Release of Internal Affairs investigation file:
  1. The subject member, against whom an allegation was made or who brings a complaint forward, may review the completed Internal Affairs investigation file after receipt of written approval from the Internal Affairs Commander.
    - a. All other involved employees may review only that portion of the report containing their own interviews.
    - b. NOTE: It is strictly forbidden for employees to make and/or disperse copies of internal/external complaints or inquiry reports.

<b>MESA POLICE</b>  Department Policy Manual	<b>Internal Affairs</b>	<b>DPM 1.4.25</b> Effective 04/05/2012 Revised 02/13/2025
Approved by: <b>Chief of Police</b>	Chapter: <b>Ethics &amp; Discipline</b>	Page: <b>10 of 11</b>

2. When released subject to a Public Records Request, complete [DPM 1.4.10F13 Release of Internal Affairs Case – Member Notification](#) and send notification to each subject member of the investigation.

#### **9.4 Records Retention** [ALEAP 12.4]

- A. In accordance with Arizona General Records Retention Schedule for All Public Bodies Law Enforcement Records, all internal investigation files will be maintained under the following guidelines:
  1. All inquiries will be retained for three calendar years from the date of final adjudication. At the direction of the Chief of Police, any inquiry may be held beyond this timeframe.
  2. Investigations resulting in a finding of Administratively Closed, Exonerated, Not Sustained, Policy Failure, and/or Unfounded will be retained for three calendar years from date of final adjudication. At the direction of the Chief of Police, any of these investigations may be held beyond this timeframe.
  3. Investigations resulting in a finding of sustained will be retained for five years after separation of employee. At the direction of the Chief of Police, any of these investigations may be held beyond this timeframe.
  4. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits, or investigations, are not destroyed without approval from the City Attorney's Office.
    - a. On an annual basis, the Internal Affairs Commander will submit a list of cases to the City Attorney's Office, verifying they are no longer required for any ongoing official proceeding.
  5. On an annual basis, the Internal Affairs Commander will submit cases to the Chief of Police requesting their release for destruction. In order to be submitted, the member(s) must have been separated from the Department for at least 5 years and the case must no longer be required for any official proceedings as verified by the City Attorney's Office.
    - a. Upon approval of this list, Internal Affairs will coordinate with the Department's Criminal Justice Information Division (CJID) manager to dispose of the approved cases in accordance with [DPM 1.1.105 Records Retention & Disposition](#).

#### **9.5 Records Purge Protocols** [ALEAP 12.4] [ALEAP 12.5L]

- A. Once items are due to be purged, the entire investigation, to include IAPro database records, shall be purged.
- B. Electronic files shall be purged by deleting the files.

## **REFERENCES**

<b>MESA POLICE</b>  Department Policy Manual	<b>Internal Affairs</b>	<b>DPM 1.4.25</b> Effective 04/05/2012 Revised 02/13/2025
Approved by: <b>Chief of Police</b>	Chapter: <b>Ethics &amp; Discipline</b>	Page: <b>11 of 11</b>

- [ARS 12-2291.6](#)
- [ARS 38-1104](#)
- [ARS Title 39 Public Records](#)
- [ARS 41-1828.01](#)
- [DPM 1.1.105 Records Retention & Disposition](#)
- [DPM 1.2.100 Fitness for Duty Evaluation Protocol](#)
- [DPM 1.4.5 Administrative Investigations](#)
- [DPM 1.4.5F4 Notice of Investigation \(NOI\)](#)
- [DPM 1.4.5F16 Notice of Investigation Disposition](#)
- [DPM 1.4.10 Disciplinary Process](#)
- [DPM 1.4.10F13 Release of Internal Affairs Case-Member Notification](#)
- [DPM 1.4.25A1 Early Warning/Intervention System Guide](#)
- [DPM 1.4.65 Controlled Substance Screening - Department Members](#)