University of CINCINNATI

Department of Public Safety
Police Division
Policies and Procedures

Title	**SOP Number**
Internal Investigations and Complaints	**4.2.100**
Approval Signature 	
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I. Purpose: The purpose of this Directive is to inform all employees and the public of the University of Cincinnati Police Division ("Division") procedures for addressing complaints of employee job performance or personal misconduct that violates Federal, State, or local laws; or the policies or procedures of the Division. This Directive establishes the Internal Investigation function within the Division. The goal of Internal Investigations and the complaint process is to ensure that the integrity of the agency is maintained through an internal system whereby objectivity, fairness and justice are ensured by an impartial investigation/inquiry and review.

II. Policy: It is the policy of the Division to process all complaints of Division employee job performance or personal misconduct that violates Federal, State, or local laws; or the policies or procedures of the Division and to determine whether or not the allegations are valid and, when warranted, take appropriate action.

III. Definitions:

Administrative Review: A documented evaluation of various types of police actions that do not require a formalized investigation however are subject to a supervisory or command level evaluation for adherence to policies, training and practices.

Axon Standards: A Professional Standards and Internal Affairs tool that can be used on its own or in conjunction with Axon Records for investigative and documentation purposes.

Citizen Complaint: An allegation of misconduct, policy or procedures violation brought to the attention of the Division by anyone outside the Department of Public Safety.

Citizen Contact: A citizen inquiry concerning Division policy or protocol or employee action that a supervisor is able to resolve at the time of inquiry to the satisfaction of the citizen.

Community Compliance Council (CCC): A committee appointed by the University President whose purpose is to ensure UCPD's compliance with its policies and procedures, particularly in the area of Use of Force and Citizen Complaints. The CCC also provides community perspectives and insight based on its diverse membership, which includes representatives from the UC student body, faculty, staff, and alumni; neighborhood community groups; civic, faith, and business leaders; and law enforcement officials.

Conflict Facilitation Process ("CFP"): A voluntary meeting with the citizen who has filed a complaint and the employee who is the subject of the complaint, to attempt to

increase understanding and resolve the complaint.

CFP meetings are conducted by the Professional Standards and Special Events Bureau Commander and will only occur after interviews relating to the alleged or suspected misconduct have been completed.

- Allegations of the following nature are eligible for the CFP:
- Discourtesy/unprofessional attitude
- Lack of proper service
- Improper procedure, e.g., offense investigation, use of discretion, official law enforcement practices, and University and Police Division procedures

Internal Investigation: An allegation of misconduct, policy or procedure violation brought to the attention of the Division by a Department of Public Safety employee.

Investigating Officer: The person assigned by the Professional Standards and Special Events Bureau Commander to process an internal investigation. During the time they are conducting an internal investigation, the Investigating Officer will report to the bureau in which the officer being investigated is under except for allegations of serious or criminal misconduct, but may report directly to the Chief of Police due to the nature of the investigation. Any officer who was involved in the original incident that led to the complaint is prohibited from being assigned as the Investigating Officer. Investigating officers will remain neutral.

Investigation: A formal investigation into a complaint made by a citizen or Division employee involving allegations of unacceptable employee job performance or employee misconduct. Investigations include, but are not limited to, allegations involving:

1. Violations of Federal, State, and local law or the policies or procedures of the Division;
2. Personal misconduct that, if substantiated, would normally involve disciplinary actions of verbal warning, written counseling, written reprimands, termination, demotion, or suspension;
3. Inefficient job performance; or
4. Harassment or discrimination based on age, race, ethnicity, gender, sexual orientation, religion, immigration status, or other differences.

Serious Misconduct – Conduct that could result in suspension or dismissal.

The following types of allegations of serious misconduct will be investigated by the Professional Standards and Special Events Bureau, an independent third party,

and/or the judicial system:

- Criminal conduct
- Sexual harassment or sexual misconduct
- Excessive or unnecessary use of force or brutality
- Corruption
- Improper searches and seizures
- Discrimination, racial profiling or biased policing

Allegations of serious misconduct are not eligible for the Administrative Review process and must be investigated in accordance with the Internal Investigation procedures.

IV. Procedure:

A. Complaint Intake Procedures
   1. Responsibility of the Chief of Police or his/her designee to assign the Professional Standards and Special Events Bureau Commander.
   2. The Professional Standards and Special Events Bureau Commander will be responsible for supervision of the Internal Investigations function to ensure compliance with Division policy. Specific responsibilities include, but are not limited to:
      a. Coordination with the Crime Analyst or other designated personnel for the maintenance of an Internal Investigation/Citizen Complaint log for recording and monitoring investigations of complaints.
         1) The Internal Investigation/Citizen Complaint log will include the date, type of investigation, case number, complaint category (citizen complaint, or internal investigation), allegation, involved employee, name of complainant (if available), the assigned Investigation Officer, assigned date, due date, extension date (if applicable), disposition, discipline imposed (if applicable) and closure date.
      b. Maintenance of a centralized file in a secured area housing the documentation associated with investigations. This file is kept in conformity with University and Division policies and procedures to ensure confidentiality of internal investigations, due process, and associated records retention requirements.
      c. Assignment of Division personnel to conduct investigations.
      d. Supervising and monitoring investigations including briefing command staff during weekly meetings and as requested or required by the Chief of Police.
      e. Determining the appropriate classification of the complaint and assignment of the investigation.

f. Coordination with the Crime Analyst or other designated personnel with to compile annual statistics relating to complaint investigations and dispositions.
g. Coordinate with the Training Section to provide training for receipt, documentation, and investigation of complaints.

3. To ensure compliance with this policy, the Chief of Police or his/her designee will provide an annual written report that summarizes the Division's complaint investigations and dispositions to the Director of Public Safety. This report will be presented by the Chief of Police or his/her designee annually to the Community Compliance Council (CCC). The CCC may make recommendations regarding policies, procedures, practices, and training that will be considered by the Chief of Police.

B. Receipt of Complaints
1. All complaints, including anonymous complaints, received by the University of Cincinnati Police Division will be documented and investigated.
2. The Division will make public its procedures for registering complaints through such means as posting the procedure on the University of Cincinnati Department of Public Safety website.
3. Complaints may be made in person, by telephone, through an electronic mail transmission at **publicsafety@uc.edu**, in writing, or online at http://www.uc.edu/publicsafety.html or through a third party. Complaints from citizens who wish their names to be held in confidence, withheld, or who wish to remain anonymous shall be accepted for investigation.
4. Preferably, an on-duty supervisor will accept complaints, however if a supervisor's response will be unreasonably delayed, any employee of the University of Cincinnati Police Division shall take a complaint; however, non-supervisory personnel have no authority to investigate complaints.
5. Upon acceptance of a complaint, a Supervisor shall:
   a. Promptly document the complaint in writing by utilizing the complaint intake process within Axon Standards.
   b. Promptly forward the complaint to the Professional Standards and Special Events Bureau Commander.
      1) If the complaint does not allege serious misconduct and is taken during normal business hours, the person taking the complaint shall notify their bureau's commander, who will then forward it to the Professional Standards and Special Events Bureau. After normal business hours, or if the Professional Standards and Special Events Bureau Commander is not available, the complaint form will be entered into Axon Standards and an email sent to the commander of the person taking the complaint and

the Professional Standards and Special Events Bureau Commander.

2) Once received, the Professional Standards and Special Events Bureau Commander will notify the Assistant Chief of Police and Chief of Police of all complaints. If the complaint alleges **serious misconduct**, the supervisor shall notify the Professional Standards and Special Events Bureau Commander immediately. The Professional Standards and Special Events Bureau Commander shall then notify the Chief of Police immediately.

c. Attempts to resolve a complaint by an explanation of Division policies and procedures when appropriate. Attempts to resolve complaints shall be noted on the complaint report.
   1) If an individual alleges that a person who has been cited or arrested is not guilty of the charge, AND there is no other allegation of misconduct, the citizen contact will not be considered a complaint, and the individual will be notified to seek a judicial remedy. A supervisor shall document the matter on a supplement within the original arrest report.
   2) If an individual has a question or concern that a supervisor is able to satisfactorily address AND the subject of the inquiry was lawful and within policy, then this inquiry shall not result in a filed complaint. The supervisor shall document the matter within Guardian Tracking when appropriate.

d. Determine if the written complaint is illegible or if necessary for the supervisor to write out the complaint form on behalf of the complainant for any reason. If the supervisor does either of the above:
   1) The supervisor will read back or have the complainant read the statement for completeness and accuracy; and
   2) Ask the complainant to initial the document and sign the complaint form.

6. Employees will not discourage any person from making a complaint**.**
7. After taking the in-person complaint, the supervisor shall inform the complainant that the assigned investigator will make contact within one to three business days to provide a copy of the complaint form from Axon Standards and the University of Cincinnati Public Safety's complaint processing procedure. This shall serve as an acknowledgment of the complaint to the complainant.
8. Once the Investigating Officer has been assigned the complaint, the Investigating Officer shall contact the complainant to communicate that the complaint has been assigned. The Investigating Officer shall update the complainant on the status of the investigation every 15 days thereafter until the investigation is completed. This requirement shall not apply to anonymous complaints.
   a. Notifications will be completed by phone or email and will be documented within Axon Standards.
   b. If completed by email, the email notification will be printed and saved in the IA file of Axon Standards.

9. If any employee of the University of Cincinnati Police Division becomes aware of an incident involving the violation of UCPD policy or procedures, or officer misconduct, it is the duty of that employee to report the matter in detail to a supervisor. This includes but is not limited to improper use or threatened use of force, false arrest, unlawful search or seizure, or perjury.
10. If an employee wishes to file a complaint against another employee for violation of policy, the employee will document the complaint on an Internal Correspondence Memo, Form 5, as a "Request for Administrative Review" and submit the complaint to their supervisor. The Request for Administrative Review will be reviewed through the chain of command and either assigned for investigation, returned to a supervisor for disposition, or marked for no further action. If a Request for Administrative Review is marked for no further action, the reason for no further action shall be noted on the Request for Administrative Review.
11. The supervisor will submit the Request for Administrative Review to the Professional Standards and Special Events Bureau Commander for investigative assignment.
12. The assigned investigator will investigate in the same manner as any other investigation and document the investigation notes and summary within Axon Standards. Once completed, the assigned investigator will forward the case through Axon Standards using the appropriate Chain of Command.
13. The Bureau Commander will submit their complaint findings and recommended action(s) within Axon Standards and forward them through the Chain of Command to the Police Chief.
14. If approved, the corrective action will be implemented, and both employees (the complainant and the employee who is the subject of the complaint) will be notified of the results of the investigation via email. All notifications will be documented within Axon Standards.
15. All notifications for this process shall be commensurate with section D (7, 8, &9) below.
16. All UC Police Division employees will immediately notify their supervisor if they are:
    a. Physically arrested for any violation.
    b. Cited for a criminal violation or a minor misdemeanor violation, excluding minor traffic violations.
    c. Notified of or received any operator's license suspension from the Bureau of Motor Vehicles.

    The employee will provide written notification to the supervisor and forward it to the Police Chief, via the chain of command, the same day as arrested/cited/notified if working or within forty-eight hours if on time off. The employee will provide copies of all related documents with notification.

17. The Chief of Police will be notified as soon as practical, of all complaint investigations or administrative reviews against UCPD, its employees, volunteers and on-site workers contracted by the agency. The Chief of Police shall be notified immediately of any allegations of:
    a. Criminal conduct
    b. Sexual harassment or sexual misconduct
    c. Excessive or unnecessary use of force or brutality
    d. Corruption
    e. Improper searches and seizures
    f. Discrimination, racial profiling, or biased policing

    The notification may be made in person or by telephone.

    If criminal conduct is alleged or discovered at any point during any investigation, the Police Chief shall be notified immediately for assignment of a separate and independent Investigating Officer to conduct a separate and independent criminal investigation.

    The Police Chief or his or her designee will notify the Director of Public Safety as soon as practical of any complaints of discrimination and/or violations of civil rights. Upon completion of the investigation of a complaint of this nature, the Director of Public Safety shall review the investigation to ensure it was conducted in accordance with established protocols for such investigations
18. If a lawsuit alleging police misconduct is filed against Public Safety personnel, the Chief will notify the Director of Public Safety and the University of Cincinnati Office of General Counsel.

C. Assignment of Complaints for Investigation
    1. The Professional Standards and Special Events Bureau Commander may refer investigations of complaints of a minor nature to the employee's supervisor or any other supervisory personnel within the Division. Minor complaints include, but are not limited to:
        a. Unprofessional demeanor, rudeness, discourtesy;
        b. Minor traffic offenses;
        c. Lack of proper service;
        d. Improper procedure, e.g., offense investigation, use of discretion, law enforcement practices, or Division procedures.
    2. The Chief of Police may refer investigations of complaints of a substantial nature to the Professional Standards and Special Events Bureau Commander or an outside agency for investigation. Substantial complaints include any offense not listed above.
    3. The Chief of Police will direct a separate Investigating Officer to conduct a criminal investigation if the facts of the case warrant such action. Before conducting an interview of an employee as a part of a criminal investigation, the

investigating Officer shall read a standard Miranda warning to the employee to ensure they understand their right to remain silent, not answer questions, and be represented by an attorney if they wish. If the employee chooses to answer questions after receiving a Miranda warning, the investigating Officer shall attempt to secure a written/signed UCPD Notification of Rights Form 3 from the employee. In an interview conducted pursuant to a criminal investigation, the Investigating Officer shall NOT read or present to the employee any of the alleged offenses or documents from Axon Standards. Any criminal and internal investigation will be conducted separately and independently. However, any information gathered as a result of a completed criminal investigation involving a Division employee may be used in a subsequent personnel hearing or action.

4. Investigating Officers are encouraged to seek assistance, when necessary, from the Chief of Police in any investigation they are conducting. Investigating Officers will document all investigations within Axon Standards and forward them to the Professional Standards and Special Events Bureau Commander. The Chief of Police may reassign an Internal Investigations Investigation at any time.
5. All complaints of employee job performance or personal misconduct shall be processed pursuant to the policies and procedures of the University of Cincinnati Police Division.

D. Processing of Complaint Investigations
   1. Upon receipt of a citizen's complaint, the Investigating Officer shall obtain from the Professional Standards and Special Events Bureau Commander or their designee a case number from the Internal Investigation/Citizen Complaint log.
   2. The Investigating Officer will contact and advise the complainant that the matter is under investigation, and shall advise the complainant of Division procedures for processing complaints. The investigating officer will provide the complaint form as well at this time as outlined in section B.7. of this policy. If the complaint originates from a Division employee, the issuance of an email message can be sent to the complainant. All communications will be documented within Axon Standards.
   3. The employee against whom the complaint is made will be notified using the Internal Investigations Employee Complaint Notification Form 15 C that he/she is the subject of an internal investigation. This shall be documented within Axon Standards.
   4. If a union employee waives their right for union representation, A Waiver or Non-Waiver of Union Representation Form 15 D will be completed and signed. This shall be documented within Axon Standards.
   5. If notification of the employee would hamper the investigation, at the direction of

the Chief of Police or designee, the Investigating Officer may delay employee notification. Reasons for this delay must be documented and maintained in the investigation file located within Axon Standards.

6. The Investigating Officer shall investigate all complaints thoroughly and objectively and is prohibited from giving unsubstantiated credibility to the statements of any party. If, during the course of an investigation, an investigator discovers evidence of other misconduct that was not previously alleged, the investigator will document, include, and investigate the additional allegation within the original investigation
7. A status report shall be given to the employee by the Investigating Officer in accordance with the employee's Collective Bargaining Agreement. Unrepresented employees shall be given a status report every 30 days.
   a. These communications will be written and sent via University email.
   b. A copy of the notification will be saved and documented within Axon Standards.
   c. All such communications shall be documented in the Investigating Officer's report and documented within Axon Standards.
8. Investigations of complaints shall be completed within 30 calendar days after receipt of the complaint. Extensions beyond 30 calendar days may be granted by the Chief of Police, but should only be made in those cases with extenuating circumstances for legitimate business reasons.
   a. The period of the extension and reason for extension must be communicated in writing to the complainant and documented in Axon Standards.
   b. In addition, the employee who is the subject of the investigation will be notified of any extension approved by the Chief of Police in writing.
   c. The notification of extension will be made in writing and sent via University email. A copy of the notification will be saved in Axon Standards.
9. The first status report is due 15 days after the assignment of the complaint. This status report will be forwarded to the Professional Standards and Special Events Bureau Commander. Regular status reports shall be filed with the Professional Standards and Special Events Bureau Commander by the Investigating Officer every 15 days during the investigation. The complainant shall receive regular status reports by the investigating officer every 30 days. These communications will be written and sent via University email. All such communications will be documented in the Investigating Officer's report and documented within Axon Standards.
10. During criminal investigations involving Division employees, the Professional Standards and Special Events Bureau Commander and Investigating Officer shall maintain ongoing communications regarding the status of the case. It is in the discretion of the Chief of Police when to contact and obtain legal advice from

the Prosecutor's Office; however, contact shall be made as early as possible.

11. All interviews with the accused employee, the complainant, and witnesses to the alleged incident will be audio recorded, except for the initial written complaint.
12. Complaints made by Division employees against Division employees shall be investigated in conformance with all procedures within this policy.
    a. The Investigating Officer will interview the supervisors of the respective employees, and any other personnel deemed appropriate, to ascertain the working relationship between the employees.
    b. The Investigating Officer will request the Professional Standards and Special Events Bureau Commander to examine past internal investigations to determine if a pattern of allegations involving the employees can be identified.
    c. In situations where one employee serves in a supervisory capacity over the other, the Investigating Officer will request the Professional Standards and Special Events Bureau Commander to additionally examine the Performance Review files of both employees and the Division Personnel files of both employees to determine if a pattern of bias may exist between the parties or if the allegation may be a retaliation for any past action by either employee.
13. When complaints are made by one Division employee against another, the Chief of Police will determine if the formal staff relationship between the two should be temporarily altered. If necessary, this alteration may include temporary work assignments of either or both parties, temporary transfers of either or both parties, or any other actions deemed necessary by the Chief of Police.
14. Upon conclusion of the investigation, the Investigating Officer will prepare a written report within Axon Standards containing/listing all allegations, all witness statements, documentation of any evidence to include relevant video and/or summaries of tape-recorded interviews, and a summary of the completed investigation. The Investigating Officer will **not** make any recommendations for the classification of the allegations. The completed report will be forwarded to the Captain of the investigating officer.
    a. The Captain will review the investigation for completeness and sufficient evidence to support a conclusion and recommendation regarding each allegation. The Captain can and should return the investigation to the assigned Investigating Officer for clarification or follow-up where the Captain believes there is a need for additional information.
    b. Once the packet is complete, the Captain will make a recommendation through Axon Standards to the classification for each of the included allegations. Additionally, the Captain will make a recommendation for a penalty on any sustained allegation(s)
    c. The Captain's recommendation regarding each allegation will be one of the

following classifications:

- **Sustained** – A preponderance of the evidence supports the assertion that the incident occurred and the actions of the officer were improper or did not meet the standards of the agency.
- **Not Sustained** – Insufficient facts exist to determine whether the alleged misconduct occurred. (i.e. statements of the officer and the citizen conflict and there is no other reliable evidence to support either)
- **Exonerated** – A preponderance of the evidence supports the assertion that the alleged conduct did occur, but was within the standards, policies, procedures, or training of the agency.
- **Unfounded** - The investigation conclusively proved that the act(s) complained of did not occur. This finding also applies when the individual personnel was not involved in the act(s) which may have occurred.
- **Sustained-Other** – A Sustained finding of misconduct or a violation of the standards, policies, procedures, or training of the agency other than the allegation initially reported.

15. The Captain's recommendation will include a summary of their rationale for recommending classification for each original and/or added allegation. The summary will also contain the rationale for the recommendation of any penalty. The Captain's rationale will be based on a preponderance of the evidence and any corrective action or disciplinary recommendation will be based on the UCPD's Disciplinary Matrix.
16. The completed investigation and Captain's summary will be forwarded through the Professional Standards and Special Events Bureau Commander to the Assistant Police Chief.
17. The Assistant Police Chief will review the completed investigation and recommendations for classification for each allegation, and any recommendations for corrective action and or discipline. The Assistant Police Chief will concur with the findings, or include a summary outlining any disagreements with those findings by documenting their recommendation in Axon Standards. The completed report will be forwarded to the Chief of Police for final approval.
18. Upon approval of the investigation by the Chief of Police, the Professional Standards and Special Events Bureau Commander will notify the complainant of the results of the Complaint Investigation by a letter signed by the Chief of Police. If the complainant is a Division employee, the Professional Standards

and Special Events Bureau Commander will send an E-mail notification of the case disposition. The complainant may receive a copy of the complaint public record if requested. All notifications will also be documented in Axon Standards.

19. Prior to issuing a decision on investigations that could result in suspension, demotion or termination; the Chief of Police/Director of Public Safety will consult with Labor Relations and the Office of General Counsel.
20. Upon conclusion of the investigation, the Professional Standards and Special Events Bureau Commander will notify the accused employee, in writing, of the results of the investigation including the nature of the suspected misconduct as it is known at that time. If disciplinary or other action is warranted, that action will also be communicated to the accused employee.
21. After the investigation is completed, the Professional Standards and Special Events Bureau Commander shall ensure that all recommended corrective action, discipline or training is completed and documented in Guardian Tracking prior to the case being closed on the Internal Investigation/Citizen Complaint log.
22. If the complaint is closed without the need for formal discipline, there may still be a need to engage in the employee being coached or the employee participating in a Lessons Learned meeting in accordance to Policy 6.4.100. The Commander will facilitate this process.
23. Division members will not file charges against a complainant for a violation of Ohio Revised Code ("ORC") 2921.15, Making false allegation of peace officer misconduct. In the event a charge under ORC 2921.15 is a consideration, the charge must be filed by the Professional Standards and Special Events Bureau, only after consulting various UCPD officials and the Hamilton County Prosecutor.

E. Employee's Duties and Rights During Investigation
   1. Employee Rights and Responsibilities during Investigation Interviews.
      a. Prior to an interview concerning alleged non-criminal violations, the employee shall be advised, in writing, that:
         1) The employee will be required to fully and truthfully answer all questions specifically, narrowly, and directly related to the performance of his or her duties.
         2) Refusal to comply with an order to answer such questions, or failure to answer questions fully and truthfully, is a violation of Division rules. This will be considered gross personal misconduct and may subject the employee to disciplinary action up to, and including, termination;
         3) Any required self-incriminatory admission made during **a compelled** interview may only be used against the employee in administrative

proceedings.

4) The employee has the right to have a Fraternal Order of Police representative present to advise him/her during the interview if he/her is covered by a collective bargaining agreement.

b. Prior to any interview or special examination (as identified in section D.3. above), the employee under investigation will receive written notification of the complaint. This notification will include a summary of the complaint, and the employee's rights and responsibilities during the investigation, which shall be signed by the employee.

c. At no point during an investigation will an employee be subjected to offensive language, threatened with dismissal, or other disciplinary action during any interview. No promises of case disposition or discipline shall be made by the Investigating Officer. Interviews shall be for reasonable periods of time and shall allow for personal necessities and rest periods.

d. Accused employees are encouraged to contact the Investigating Officer to ascertain the status of the investigation of a complaint filed against him/her at any time.

e. During investigations where the complainant is not a member of the Division, employees subject to investigation are prohibited from communicating, in any manner, with the complainant during the course of the investigation. During investigations involving a Division employee as the complainant, any communication between the employees will specifically exclude any discussion of the investigation.

2. Scope of Examination, Testing, and Inspection during Investigations

a. Sworn officers who are the subject of an Investigation may be ordered, upon specific approval by the Chief of Police, or the Chief's designee, to undergo certain special examinations at the Division's expense including, but not limited to:

1) Medical or laboratory examinations to include: breath or blood chemicals analysis, urine testing, and psychological evaluation;
2) Photographs to be included in a photographic line up; or
3) Any other non-testimonial procedures deemed appropriate by the Chief of Police such as fingerprints, polygraphs, hair samples, etc.

b. The special examination must be specifically and narrowly related to a particular Investigation.

c. An on-duty supervisor or the supervisor on-call is required to direct a Division employee to submit to a breath, blood, or urine test when inebriation or drug usage is suspected as a factor directly related to duty performance or operation of a Division vehicle.

d. Refusal to submit to an ordered test or examination will be considered a

positive test and is a violation of Division rules. Refusal to submit will also be considered gross personal misconduct and may subject the employee to disciplinary action up to, and including, termination.

e. All property belonging to the University of Cincinnati Department of Public Safety is subject to inspection where there is reasonable suspicion that evidence of work-related misconduct will be found therein. Property includes, but is not limited to, equipment, vehicles, desks, files, computers, and storage lockers.

F. Release of Information on Internal Investigations
   1. Release of any internal investigation will be coordinated by the Records Manager.
   2. Information regarding internal investigations will be kept confidential to the extent allowable by law when the disclosure would compromise the investigation.
   3. Officer Involved Shooting (OIS) investigative findings will be made public via the Public Safety website, press conference, or press release.
   4. The Chief of Police shall present a summary and status update of all Internal Investigations and Complaints to the CCC quarterly.
   5. Annually, in the month of January, the Administrative Sergeant shall conduct a review of the Complaints, Internal Investigations, and Administrative Reviews recorded in Axon Standards during the previous calendar year. The review shall note the total number of Complaints received and Internal Investigations and Administrative Reviews initiated, and shall review the University affiliation of all complainants and the nature and disposition of all complaints. The review shall confirm that proper investigative protocol was followed, that permitted timelines and extension requests were adhered to, and that all records in Axon Standards were also correctly documented in Guardian Tracking. The investigative protocol may be examined by reviewing a sampling of completed investigations. The review shall be documented on a Form 5 to the Police Chief and will function as the annual report on Internal Investigations and Complaints.
   6. A summary of all Internal Investigations and Complaints will be made available to the public on the agency's website as part of the annual status report of the UCPD.

G. Public Records Requests
   1. All public records requests received by the Division shall be promptly forwarded to the Records Division, which will coordinate the request with the Office of General Counsel for processing.

References:

UC Public Safety http://www.uc.edu/publicsafety.html
O.R.C. 2921.15 Making false allegation of peace officer misconduct