



# INTERNAL AFFAIRS

**INDEX CODE: 303.1**  
**EFFECTIVE DATE: 07-01-23**

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### **I. INTERNAL AFFAIRS FUNCTION**

The department has an internal affairs function to ensure the integrity of the agency. The goal of internal affairs is to ensure that the department's integrity is maintained through a system that provides an objective and fair investigation and review of complaints against department employees.

### **II. INTERNAL AFFAIRS SECTION**

#### **A. Organization**

The Internal Affairs Section is a component of the Office of Professional Standards, which is a component of the Office of the Chief of Police. The commander of the Office of Professional Standards is responsible for the internal affairs function. The commander is appointed by and reports directly to the Chief of Police.

#### **B. Authority**

Persons assigned to this unit in an investigative capacity conduct their duties on behalf, and with the authority of the Chief of Police.

#### **C. Administrative Activities**

The Internal Affairs Section is primarily responsible for the administration of all internal affairs activities, to include:

- 1. Recording, registering, and controlling the investigation of complaints against police officers;
- 2. Supervising and controlling the investigation of alleged or suspected misconduct within the department;
- 3. Maintaining the confidentiality of internal affairs investigations and records.

The Chief of Police or the Office of Professional Standards commander may reserve or delegate investigation of any complaint, at their discretion.

The Internal Affairs Section will exercise oversight and review authority over all investigations to ensure competent investigation and fair resolution.

### **III. OFFICE OF PROFESSIONAL STANDARDS COMMANDER**

The Office of Professional Standards commander's authority includes:

- A. The authority to assign an investigation to the Internal Affairs Section or to an officer not assigned to Internal Affairs.

- B. The authority to offer disciplinary action, based on the Statewide Police Disciplinary Matrix (Appendix A), in a sustained internal administrative complaint.

#### **IV. COMMANDER'S ADMINISTRATIVE RESPONSIBILITIES**

The commanding officer of the Office of Professional Standards will ensure that all investigations are conducted according to applicable laws and based on sound investigative techniques. The commanding officer is responsible for:

- A. Providing a daily briefing to the Chief of Police of complaints made against the department or its employees, and updating the Chief on the status of all investigations of complaints of a serious nature.
- B. Determining the final *disposition* of internal administrative complaint investigations: sustained, not sustained, exonerated, unfounded, *or* policy failure.
- C. Liaison with the Anne Arundel County Police Accountability Board and the Anne Arundel County Charging Committee for complaint investigations involving members of the public.
- D. Administering disciplinary actions in a sustained internal administrative complaint authorized by the Chief of Police.
- E. Disseminating information to the public on procedures to be followed in registering complaints against the department or its employees.
- F. Ensuring that written verification is provided to complainants that complaints have been received for processing.
- G. Ensuring that complainants are notified of the status of complaints against the department or its employees.
- H. Maintaining all records of complaints, internal investigations, and disciplinary actions in a secure area.
- I. Maintaining liaison with the State's Attorney in cases involving alleged criminal conduct by a department employee.

#### **V. INTERNAL AFFAIRS RECORDS**

##### **A. Written Records Required**

The Office of Professional Standards commander will ensure that there is a written record of every complaint against the department or its employees, and of all disciplinary actions.

##### **B. Security of Records**

The Office of Professional Standards commander will ensure that all records of complaints against the department and/or its employees, and all records of disciplinary action, are permanently filed in secure facilities in the Internal Affairs office.

##### **C. Personnel File Contents**

Complaints and Internal Affairs investigative reports may not be placed in employees' personnel files. The fact that disciplinary action was administered will be included in personnel files. Unless otherwise directed by the Chief of Police, records of disciplinary action will be kept in employees' personnel files indefinitely. Employees may review the contents of their personnel files.

#### **VI. PROPONENT UNIT:** Office of Professional Standards.

#### **VII. CANCELLATION:** This directive cancels Index Code 303.1, dated *02-27-23*.