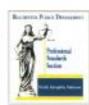


Professional Standards Section

Investigation Flow Chart



Center for Dispute Settlement



Complaint

P.S.S. Intake

Professional Standards Section

Initial Interview - C.D.S. advocate option made available.

Complaint Form is completed if it is not taken by C.D.S.

Advisement Form

Stenographic Statement

Post Interview

- A voluntary Survey is provided for the complainant to complete.
- Complaint Process and investigative procedure forms are explained and given to the complainant.
- -Civil Claim forms are available at the complainant's request.
- -P.S.S. business cards are provided.

Investigation

- -Case Timeline directive is completion within 90 calendar days from the date of assignment until the case is forwarded for Division review.
- -Neighborhood check.
- 911 records
- -Police and Court reports.
- -Videos.
- -Stenographic Statements from Witnesses and Officers.
- -All other evidence.
- -Update letters for the complainant.
- -Investigative Summary to include case findings.
- Case forwarded to P.S.S. Commander for review and case package approval.

The complainant is updated every 30-days of the case status. Additionally, they have P.S.S. contact information to include location, phone and E-mail. Complainants are encouraged to contact the investigating sergeant any time with any questions, concerns, additional information, etc.

Review Process

Division Review – 10 calendar days-Review from the Officer's Sergeant, Lieutenant, Captain and Division Commander.

- Reviews are conducted simultaneously.
- Each review is independent and requires a finding for each allegation and a penalty recommendation in cases of sustained findings from a Deputy Chief and Chief of Police.

Civilian Review Board – 1 day to review as soon as a board can convene (usually within a week), Their review is simultaneous with the Division review.

P.S.S. Commanding Officer Review – An Executive Summary is completed.

Executive Review - Assigned to the appropriate Bureau Chief.

Chief's Review – Utilized for sustained cases and Civilian Review Board non concurrence sustained cases.

Discipline Process – Continued when an allegation is sustained by the Chief of Police. Case Conclusion

A Final Letter is signed by the Chief and delivered to the complainant indicating a finding for each allegation. The complainant is also sent phone and E-mail confirmations. In the case of a sustained finding, the letter will indicate discipline was imposed.

In cases containing sustained findings and a discipline hearing is requested by the officer, an advisement letter will be sent to the complainant. Additionally, the complainant will be notified they may be called to testify at the hearing. The case remains open until a hearing disposition is determined.