3-04/020.12 - Supervisors' and Managers' Responsibility for Ensuring the Timely Completion and Adjudication of Administrative Investigations

Department supervisors are responsible for completing administrative investigations in a timely manner (within 120 calendar days before the expiration of the statute date for cases involving sworn personnel and, absent good cause, shall be completed within 240 calendar days of the initiation of the administrative investigation for cases involving non-sworn personnel).

Department managers are responsible for adjudicating administrative investigations in a timely manner (within 30 calendar days after completion of the investigation and no later than 90 calendar days before the statute date for cases involving sworn personnel and within 30-90 calendar days after completion of the investigation for cases involving non-sworn personnel.

With respect to sworn Department members, California state law requires that the letter of intent to discipline be served prior to the expiration of the one-year statute date, which generally is one year from the date the Department became aware of the incident that gave rise to the intended discipline.

Department supervisors shall be held accountable if the delay in completing an administrative investigation results in the letter of intent not being served prior to the expiration of the one-year statute date.

Department managers shall be held accountable if the delay in adjudicating an administrative investigation results in the letter of intent not being served prior to the expiration of the one-year statute date.

Division chiefs/directors shall track and monitor the status of all open administrative investigations of personnel within their command to ensure that the provisions of this section are fulfilled.