# 3-04/020.20 - Inactivation of Administrative Investigations

Inactivation of administrative investigations requires the approval of the concerned division chief or division director. Inactivation shall not occur merely because a complainant withdraws the complaint. There must also be independent reasoning that indicates that the alleged misconduct did not occur or that all investigative leads have been exhausted. All complainants who withdraw their complaint prior to the completion of an administrative investigation shall be queried as to the reason for the withdrawal. The investigator shall ask each such complainant if any Department member, or anyone else, has discouraged or intimidated the complainant in any way.

A request to inactivate an administrative investigation shall be in the form of a memo from the concerned division chief or division director to the Captain of Internal Affairs Bureau, detailing the reasons for the inactivation.