3-04/020.06 - Administrative Investigations - Constitutional Policing Advisors

Constitutional policing advisors (CPAs) shall be afforded the opportunity to review investigative, disciplinary, and other documents generated or received by this Department.

CPAs shall be afforded access to internal or external investigation, communication, and/or memorandum including, but not limited to, personnel investigations (whether conducted by an individual bureau, station, unit, detail, the Internal Affairs Bureau, or the Internal Criminal Investigations Bureau); Homicide Bureau investigations into any deputy-involved shooting or inmate death; any use of force investigation or investigation into a non-hit deputy-involved shooting; any civil claim or lawsuit information; any Watch Commander's Service Comment Report and attendant documentation; and/or any other similar document as necessary.

If a CPA determines a case requires additional investigation, the concerned unit commander shall discuss the case with the CPA to determine the level of additional investigation proposed. Any dispute regarding the need for and/or scope of additional investigation shall be addressed by the CPA through the concerned unit commander's chain of command.

The case shall then be forwarded to the concerned area commander and division chief or division director, irrespective of the disposition, for review. If a CPA did not concur with the findings and/or discipline, no disposition shall be made until after the CPA has had the opportunity to address the case through the Department's chain of command. No proposed disposition shall be communicated to the involved employee(s) until after the CPA has been provided the opportunity to address the case through the concerned unit commander's chain of command.

If an employee appeals the findings or discipline after the letter of imposition has been served, the concerned division chief or division director shall consult the CPA prior to offering the employee a settlement agreement changing the findings or discipline.

Before making a final determination to inactivate a case, the division chief or division director shall consult the CPA.