

## UNIT ORDER #6 - DISTRICT ATTORNEY LETTER OF OPINION

The following guidelines shall be followed when receiving a District Attorney (DA) Letter of Opinion.

- The letter shall be sent to Internal Affairs Bureau (IAB) Operations from Detective Division. If an investigator receives the Letter of Opinion from another source, the investigator shall give a copy to the Captain's Secretary, for processing.
  - It will be the responsibility of the assigned investigator to provide the Captain's Secretary with the Statute date.
  - The IAB Captain's Secretary is responsible for the following:
    - Scan the letter and save under the year received using the IV/SH/FO number as the file name, for example: 0000000  
\\1-comm-03\IAB\IAB OPERATIONS FOLDERS\DA Letter of Opinion
    - Email a copy of the letter to the IAB Operations Lieutenant, IAB Team Lieutenant, and the Professional Standards Division Chief. List all lawsuits and claims along with their status.
    - Update PRMS from Monitored to Monitor Complete, add a note including DA findings and status of all Lawsuits and Claims; enter the Statute date as provided by the assigned investigator and attach a copy of the letter.
    - Write the IV/SH/FO number, Assigning Lieutenant, Investigating Sergeant, all Lawsuits and Claims on a note and attach to the letter.
    - Log the information in the DA Letter of Opinion Tracker.
    - Once the letter has been reviewed and PRMS has been updated with all pertinent information, it will be given to the Assigning Lieutenant.
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