

## **UNIT ORDER #8 - INTERNAL AFFAIRS BUREAU (IAB) DOCUMENTS NOT RELEASED TO OUTSIDE ENTITIES**

### **PURPOSE OF THIS DIRECTIVE:**

To ensure the four documents listed below related to IAB investigative files are properly documented within the IAB investigative file, saved properly within the IAB shared files (file server), and to ensure these documents are not released from IAB to outside entities.

### **IAB DOCUMENTS NOT RELEASED BY IAB TO OUTSIDE ENTITIES:**

- Investigator's Log
- Administrative Investigations Time Frame Sheet
- Return to Unit Memorandums
- Completed Investigation/Force/Shooting Investigation Check-Off Sheet

### **IAB PROTOCOL FOR PROCESSING THE ABOVE DOCUMENTS:**

- These documents shall not be listed in any IAB investigative file's Table of Contents.
- With the exception of the Office of Inspector General, the above four documents shall not be released to any outside entity as they are internal documents for IAB use only.

### **RESPONSIBILITY FOR DIGITIZING AND SAVING COMPLETED IAB FILES:**

The IAB file clerk shall be assigned the responsibility of accurately converting hard copy completed IAB investigative files into digital format and shall save in the following manner:

- Upload and save in the IAB Shared File folder (file server) = the entire completed IAB investigative file (includes the above documents). The saved IAB investigative files in this server shall not be released to any outside entity.
  - Upload and attach to PRMS = completed IAB investigative file saved in PRMS shall not include the above documents. The saved IAB investigative file in PRMS can be released to authorized-outside entities.
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