UNIT ORDER #36 - MENTORING NEW INVESTIGATORS

PURPOSE OF THIS ORDER:

To ensure the training program establishes minimum training benchmarks for new investigators assigned to the Internal Affairs Bureau (IAB) is standardized to better facilitate the learning process and to ensure the new investigator understands the role of an IAB Investigator before he or she is assigned a caseload.

SCOPE:

Administrative investigations involve complex, sensitive and highly confidential information. Proper training and experience is paramount in developing highly skilled investigators critical to IAB. All newly assigned investigators must be provided the essential tools and knowledge requisite to possess the attributes to conduct comprehensive and thorough investigations.

Therefore, all IAB investigators should attend the following courses within their first year of assignment, or upon the earliest scheduled availability of the courses:

- Internal Affairs Seminar
- Investigative Interview and Interrogation
- Officer-Involved Shootings

The new investigator shall work with a tenured investigator selected by the Team Lieutenant for a period of three (3) months. The new investigator must work closely with his or her mentor for the first thirty days to learn how to conduct an administrative investigation. This includes conducting interviews, attending case review, attending Executive Force Review Committee, and assigned to force or shooting rollouts.

- The new investigator shall not work at home during the training period without first consulting with his or her team lieutenant.

DUTIES AND RESPONSIBILITIES OF THE MENTOR:

It is the responsibility of the mentor to follow the guidelines of the IAB Training Program and to complete the training checklist for his/her new investigator (see attached). The completed training checklist shall be submitted to the Team Lieutenant at the end of the three (3) month period and a copy of the training checklist will be placed in the new investigator's Unit personnel file.