

## **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.

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## **• UNIT ORDER #36 - 36 ATTACHMENT**

### **INTERNAL AFFAIRS BUREAU**

### **TRAINING PROGRAM**

NEW INVESTIGATOR	MENTOR SERGEANT	DATE ASSIGNED TO UNIT	TRAINING LT. VERIFICATION	I.A.B. CAPTAIN

## **PURPOSE**

This program is designed to ensure that newly assigned sergeants are given the necessary direction and background to effectively handle their responsibilities. The program is not all inclusive; it is intended to provide a basis upon which to build and to minimize the need to learn through trial and error. Incumbent upon each new investigator will be the realization of his or her limitations at any given time and the judgment to seek advice when uncertain and assistance when in need.

## **THE PROGRAM**

Team Lieutenants will select an experienced I.A.B. Sergeant from their team (hereafter referred to as the mentor) to train the newly assigned investigator. In addition to any other training or orientation provided, the mentor will have the responsibility to direct and monitor the new investigator through the tasks identified in the training checklist. The mentor will indicate the “date explained” and “date understands” for each subject. The new investigator will initial each subject as he or she feels comfortable with it. The checklist will be maintained by the mentor until it is completed. It will then be submitted to the Training Lieutenant via the Team Lieutenant at the conclusion of the program.

The Team Lieutenant will be responsible for monitoring the progress of the new sergeant.

## **TRAINING PHILOSOPHY**

Ideally, the new investigator will be assigned responsibilities by the mentor until the completion of the program. To best accomplish certain aspects of the program it may be necessary, or more appropriate, for the newly assigned investigator to work with selected unit personnel for limited periods of time. The mentor will still be responsible to ensure acceptable training occurs in all areas.

The training philosophy of the Bureau is one of “close mentorship.” This means the newly assigned investigator should be accompanied by his or her mentor for at least three consecutive months. The new investigator should work cases with his or her mentor, regardless of whether the case is assigned to the mentor or the new investigator. The mentor should always be present when the new investigator is assigned as the “Duty Sergeant,” as if both were assigned. In other words, the mentor is to provide very close guidance to the newly assigned investigator so as to provide the best training possible. During the fourth month, the newly assigned investigator should be able to conduct interviews on their own in preparation for the completion of his or her training by the beginning of the fifth month. These timelines are stated only as a guideline, and may be exceeded if necessary.

## **WEEK ONE**

- Introduction of personnel and Bureau by Mentor Sergeant.
- Meet and talk with Captain.
- Orientation by Lieutenant and experienced sergeants to cover protocols, expectations, and Bureau philosophy.
- Assignment of keys and necessary equipment by Operations Lieutenant or Captain's designee.
- Distribute information packet or have newly assigned investigator photocopy and compile available material for reference.
- Provide the new investigator with digital copies of the Administrative Investigations Handbook, Guidelines for Discipline, and all Unit Management Directives.

### **CRITICAL TRAINING AREAS**

#### **Computer Training**

Within the first month of assignment, the new investigator shall be provided with an orientation and hands on training regarding the NT System.

#### **Force/Shooting Roll-Outs**

Newly assigned investigators (sergeants only) are to be assigned to respond as a third person to force or shooting roll-outs to observe the two assigned sergeants. These roll-outs should be varied so as to expose the sergeant to different types of roll-outs. These assignments do not necessarily need to be with the mentor. The purpose is to provide the opportunity for the newly assigned sergeant to be an observer prior to rolling as the first or second person.

#### **Equipment Training**

Within the first month of assignment, arrangements shall be made to provide training in the use of assigned field equipment to the newly assigned investigator.

#### **Advocacy Unit**

Within the first three months of assignment, each newly assigned investigator should receive an orientation and training session from the Advocacy Unit regarding the function of the Unit, effective interviewing, and other areas of importance for an investigator.

### **INTRODUCTION**

DATE	DATE
EXPLAINED	UNDERSTAND

- A. Introduction
1. Employees
2. Staff Areas of Responsibilities
3. I.A.B. Captain
- B. Administrative Investigations Handbook
- C. IAB Files
1. Administrative Investigation, Shooting, Force  
Files/Tapes
2. Watch Commander Service Comment Files
3. Shooting and Force Files
4. Supplies/Equipment
5. IAB Management Directives
- D. Cases
1. Origin

2. Complaint Procedures

3. Case Routing

a. Shooting and Force

b. Sexual Harassment

c. Other Cases

4. Final Distribution

E. Information Sources

1. Personnel Administration

2. Records and Identification Bureau

3. CII and FBI

4. ICIB

5. Risk Management

6. Crime Lab

7. Tech Crew

F. NT Computers

1. Location of Forms in Outlook

2. IAB Shared Files

3. Saving of Completed Cases in IAB Shared Files

4. P.R.M.S.

**FORMS AND PROCEDURES**

DATE	DATE
EXPLAINED	UNDERSTANDS

- A. Investigator's Activity Log
- B. Personnel Investigation Form
- C. Investigative Summary
- D. Subject/Witness Admonition Forms
- E. Case Stacking
- F. Exhibits/Misc. Notes
- G. Notifications  
(Receipt and Conclusion of Investigation)

- 1. Subject
- 2. Complainant
- 3. Division
- 4. Updating Unit Commander

H. Covers

- 1. Admin. Inv. – Yellow
- 2. ROD - Red
- 3. Force - Blue
- 4. Shooting - Green
- 5. POE – Salmon

I. Resignations

- 1. Admonition/Recording
- 2. Position of the Department

J. Inactivations

K. Relieved of Duty

1. Discharge Letters

2. 18.01 Letters

L. IOD's

M. Case Review

### **CONDUCTING THE INVESTIGATION**

DATE EXPLAINED	DATE UNDERSTANDS	NEW INV. INITIALS	MENTORS INITIALS
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A. Evidence Collection/Analyze Complaint

B. Scheduling of Interviews

1. Complainant

a. Interview Right Away

2. Department Witnesses

3. Civilian Witnesses

4. Subjects

a. What Subject is Entitled To

b. Contacts & Requests of Union  
Reps.

C. Interviews

1. Participants and Their Rights

a. Civilian Witnesses

- b. Department Witnesses/Subjects
- c. Complainants
- d. Outside Agencies

2. Tape Recording

- a. Transcription of Interviews

3. Interview Techniques

D. Peace Officers Bill of Rights

E. Deadlines

- a. One Year Rule - 3304 Govt. Code
- b. IAB Deadlines
- c. Routing of Completed Admin Inv.

**SHOOTING AND FORCE RESPONSE TEAM**

		DATE	DATE	NEW INV.	MENTORS
		EXPLAINED	UNDERSTANDS	INITIALS	INITIALS
A.	Schedule				
	a. Team Assignment				
	b. Responsibilities				
B.	Criteria for Responses				
C.	Types of Responses				
	1. Hit Shootings				
	2. Non Hit Shooting				

3. Force Incidents

4. Administrative Investigation vs.  
Force/Shooting Review

D. Role of the Investigator

E. Checklists/Forms for Responses

F. Shooting/Force Admonition Forms

G. Shooting Debriefing (Hits Only)

H. Executive Force Review Committee  
(EFRC)

1. Attend EFRC

2. Routing of the Force/Shooting Review

I. Other Responses

1. For Cause Drug Testing

2. Immediate Administrative Investigation

**ADVOCACY UNIT**

A. Introduction to Personnel

B. Preparing for Civil Service Hearing

C. Civil Service Hearings

DATE EXPLAINED	DATE UNDERSTANDS	NEW INV. INITIALS	MENTORS INITIALS
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**INTAKE SPECIALIST UNIT**

DATE EXPLAINED	DATE UNDERSTANDS	NEW INV. INITIALS	MENTORS INITIALS
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A. Department

1. Introduction of Staff

2. Responsibilities of ISU

B. County Ombudsman

**“DUTY SERGEANT” RESPONSIBILITIES**

DATE EXPLAINED	DATE UNDERSTANDS	NEW INV. INITIALS	MENTORS INITIALS
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A. Scheduling/Hours of Duty (0900-1730)

B. Taking Complaints

1. Completing SCR

2. PDE Entry

C. 1-800 Complaints

1. Hours: IAB 0900 - 1700

D. Letters of Intent/Imposition

E. Prior Discipline Requests

F. Security/Closing Checklist

**REVIEW OF UNIT-LEVEL FORCE PACKAGES**

DATE	DATE	NEW INV.	MENTORS
EXPLAINED	UNDERSTANDS	INITIALS	INITIALS

A. Review for Accuracy and Thoroughness

**ATTEND CORE CLASSES**

DATE	MENTORS
	INITIALS

- A. Internal Affairs Seminar
- B. Interviews and Interrogations
- C. Officer Involved Shootings

**COMMENTS:**

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