

UNIT ORDER #38 - ADMINISTRATIVE INVESTIGATIONS & “ TIME FRAMES

PURPOSE OF THIS ORDER:

To establish a timeframe for the submission of administrative matters investigated or reviewed by the Internal Affairs Bureau.

SCOPE:

The investigator is responsible for adhering to the established Bureau timeframes for completing administrative investigations and force/shooting reviews. If an investigator is unable to complete an investigation or review in the established time frame, he/she shall notify their Team Lieutenant of the delay and an estimated date of completion.

TIME FRAMES FOR COMPLETING CASES:

1. 120 calendar days before the expiration of the statute date for administrative investigation cases involving sworn personnel.
2. 240 calendar days from the date of Department knowledge for administrative investigation cases involving non-sworn personnel.
3. When practical: Shooting/Force Reviews 90 calendar days from the date of the incident. In the case of hit shootings, 90 calendar days from the date of the District Attorney’s Letter of Opinion.

DUTIES AND RESPONSIBILITIES:

It is the responsibility of the investigator to make every effort to complete his/her cases in a timely manner to ensure that the interests of both the employee and the Department are met.
