

## **UNIT ORDER #66 - CASE REVIEW PREPARATION PROCEDURES**

### **PURPOSE OF THIS ORDER:**

To give a clear understanding of how cases will be routed. In order to complete this goal, it is imperative that Case Review preparation procedures be put in place to ensure the cases are properly handled.

### **INTERNAL AFFAIRS BUREAU (IAB) Case Procedure:**

- IAB case completed.
- Case reviewed by IAB Captain to ensure case is complete.
- Case is scheduled for Case Review. Memorandums are sent to the concerned unit(s)/Division(s).
- Case is scanned, CD's for Case Review commanders and a hard copy for Internal Investigations Division Commander are made. Case is uploaded to 1-COMM and attached to PRMS the same day.
- IAB sends the original case to the unit and hand carries a copy to the Advocacy Unit.
- Unit returns original case to IAB with signed disposition and charges to be scanned and uploaded. Original case is hand carried to the Advocacy Unit for Case Review.
- Unit level case is received at IAB.
- Unit level case is reviewed by IAB Captain to ensure case is complete.
- Case is scheduled for Case Review and hand carried to the Advocacy Unit.
- Advocacy Unit processes the case and returns the case to IAB.
- Case is scanned, CD's for Case Review Commanders and hard copy for Internal Investigations Division Commander are made. Case is uploaded to 1-COMM Shared Files and attached to PRMS the same day.
- Original case is returned to the Advocacy Unit for Case Review

Note: Any exceptions to this policy must be approved by the IAB Captain.

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