

WASPC Standard 14.1.5

Proposed Revision:

5.4 MAINTENANCE OF RECORDS OF COMPLAINTS AND INVESTIGATIONS

The Office of Professional Standards will maintain a record of all complaints and internal investigations against the Everett Police Department and its employees.

Police reports generated as a result of a criminal investigation will be created, retained, and disclosed just as any other police report and in accordance with state law. All criminal investigations must be documented through a police report.

~~Level 1 administrative internal investigation reports generated as a result of a criminal investigation conducted either concurrently or preceding the administrative investigation that result in a finding of "Unfounded," "Not Sustained," or "Exonerated" will be retained for the same length of time as the related criminal investigative report.~~

~~Level 1 administrative internal investigation reports that result in a finding of "Sustained Misconduct" will be retained for such a period of time that will adhere to state law unless changed by collective bargaining.~~

~~Level 1 administrative investigation reports that result in a finding of "Unfounded," "Not Sustained," or "Exonerated" and that are not related to a criminal investigation will be retained for a period of three years.~~

~~All Level 2 administrative investigation reports of any finding will be retained for a period of three years.~~

~~All administrative investigation reports that result in a finding of "Sustained Misconduct" will be subject to disclosure through the Public Disclosure office. Administrative investigation reports that result in a finding of "Unfounded," "Not Sustained," or "Exonerated" will not be subject to disclosure except:~~

~~As directed by a competent court with jurisdiction.~~

All administrative investigation reports will be retained ~~in accordance with state law~~ and subject to disclosure through the ~~Administrative Services Manager's office.~~

Support

in accordance with WA St. Records Retention Schedule

*Remove
7/19/12*

*updated &
uploaded
7/20/12*