

Counseling, the supervisor will have a period of time, not to exceed two weeks, to accomplish the task and return the completed packet to the Office of Professional Standards, via their chain of command. Any requests for extensions to this time limit will be authorized by the Office of Professional Standards.

- C. In the event that facts or circumstances are discovered during the supervisor's fact-finding effort that indicate possible serious misconduct, which could potentially subject the employee to discipline beyond a Letter of Reprimand, the investigation will be stopped. The file will then be returned to the appropriate Deputy Chief with a cover memorandum articulating the reason for the return. The Deputy Chief will re-evaluate the file and notify the Chief, who will make the determination as to whether or not it will be assigned for OPS Investigations.

#### Office of Professional Standards (OPS)

- A. Allegations of serious misconduct, which if substantiated, would logically or reasonably result in disciplinary action against the involved employee beyond a Letter of Reprimand, will normally be assigned to OPS for investigation as directed by the Chief of Police.
- Current* { B. The responsibility of OPS in conducting investigations consists of fact-finding and application of department policy to arrive at fair and accurate findings of either violation of policy, or exoneration of the involved employee. As a norm, OPS investigations will be taken to closure within 60 days of assignment. Once completed, the file will be presented to the Chief of Police and his staff for review and disposition. OPS will not make any recommendation of disciplinary action in any case finding. This file will contain the Investigators conclusions of fact pertaining to the specific allegations and or violations. Any request for an extension on this time line will be authorized by the Chief of Police.
- C. When a complaint is taken to closure by the chain of command, OPS will, upon receipt of the returned file, complete the necessary notification paperwork to both the complainant and the involved employee within two weeks.

#### Criminal Investigations

will re-evaluate the file and notify the Chief, who will make the determination as to whether or not it will be assigned for OPS Investigations.

#### Office of Professional Standards (OPS)

- Proposed*
- A. Allegations of serious misconduct, which if substantiated, would logically or reasonably result in disciplinary action against the involved employee beyond a Letter of Reprimand, will normally be assigned to OPS for investigation as directed by the Chief of Police.
  - B. The responsibility of OPS in conducting investigations consists of fact-finding pertaining to allegations that are being investigated. OPS will not determine policy violations or make any recommendation of disciplinary action. As a norm, OPS investigations will be taken to closure within 60 days of assignment. The Chief of Police may authorize an extension of this timeline. Once completed, the file will be presented to the Chief of Police and any designees for review, determination of findings (violations) and disposition.
  - C. When a complaint is taken to closure by the chain of command, OPS will, upon receipt of the returned file, complete the necessary notification paperwork to both the complainant and the involved employee within two weeks.

#### Criminal Investigations

Allegations of Criminal conduct on the part of an employee will be assigned for investigation by the Chief of Police, and will normally be referred to an outside agency to avoid any perception of a conflict of interest.

The Chief of Police will be notified immediately, via the chain of command, of any complaints or allegations of criminal conduct by any police department employee.