

DIRECTIVE 26.2
INTERNAL INVESTIGATIONS ORGANIZATIONAL
INTEGRITY

Issue Date: 04/03/2020	By Order of Chief of Police
Rescinds: (Issue 05/22/2018)	CALEA Standards
Pages: 3	Referenced: 26.2.1; 26.2.2; 26.2.3; 26.2.4 & 26.2.5

This directive consists of the following sections:

- [**26.2.1 Complaint Investigation**](#)
- [**26.2.2 Records, Maintenance and Security**](#)
- [**26.2.3 CEO, Direct Accessibility**](#)
- [**26.2.4 Complaint/Commendation Registering Procedures**](#)
- [**26.2.5 Annual Statistical Summaries; Public Availability**](#)

POLICY AND PROCEDURE:

The complaint process is important for the maintenance of professional conduct in a law enforcement agency. The integrity of the agency depends on the personal integrity and discipline of each employee. To a large degree, the public image of the agency is determined by the quality of the complaint process in responding to allegations of misconduct or inquiries made of the agency or its employees. Agencies having a proactive complaint process will have the capability to respond appropriately to allegations of misfeasance, malfeasance and nonfeasance by employees and to complaints about the agency's response to community needs, thereby instilling public confidence in the agency.

It is the policy of the Miami Township Police Department to ensure that integrity is maintained through an internal complaint process where objectivity, fairness and justice are assured by intensive and impartial investigation and review.

[26.2.1 Complaint Investigation](#)

The Miami Township Police Department requires all complaints, whether alleged or suspected, against the agency or its employees be investigated, to include anonymous complaints.

[26.2.2 Records, Maintenance and Security](#)

The Chief of Police and/or the assigned investigator shall maintain the confidentiality of all Allegations of Misconduct or Inquiries and their records.

The original of each Internal Investigation Complaint Form and all supporting documentation shall be maintained by the investigating officer in a case file in a locked location with limited access. The investigating officer shall maintain the confidentiality of all records while the investigation is active.

Upon the conclusion of an Allegation of Misconduct or Inquiry investigation, the original Internal Affairs Complaint Form and all supporting documents shall be maintained by the Chief of Police in a locked location with limited access.

26.2.3 CEO, Direct Accessibility

The Chief of Police will be notified of any Allegation of Misconduct or Inquiry that has been made:

- Allegations of Misconduct that will require an internal investigation should be delivered to the Chief of Police upon receipt.
- Allegations of Misconduct categorized as an Inquiry shall be delivered to the Chief of Police by the start of the next working day.

The investigating officer of any Allegation of Misconduct or Inquiry investigation shall report directly to the Chief of Police or his/her designee at any time during the investigation.

26.2.4 Complaint/Commendation Registering Procedures

Persons may register an Allegation of Misconduct, Commendation or an inquiry about department procedure in person, by telephone or in writing. Persons registering a complaint by telephone or in writing shall be advised of the warning listed on the complaint form, ORC 2921.13.

If the complainant responds to the police station, the complainant will be directed to the on-duty supervisor to make the Allegation of Misconduct, Commendation or Inquiry.

If the on-duty supervisor is not available to receive the Allegation of Misconduct, Commendation or Inquiry, the citizen will be directed to the Investigations Supervisor to make the Allegation of Misconduct, Commendation or Inquiry.

If the Investigations Supervisor is not available to receive the Allegation of Misconduct, Commendation or Inquiry, the citizen will be directed to a Command Staff Officer.

All Allegations of Misconduct or Inquiries made in person, by telephone or in writing shall be recorded on the Internal Investigation Complaint Form with any necessary attachments and the complainant will be asked to sign the form. If possible, any verbal statements made by the complainant should be recorded.

Anonymous complaints shall be forwarded to the Chief of Police or his/her designee, who shall reduce to writing the complaint on the Internal Investigation Complaint Form.

The Miami Township Police Department makes available information to the public on procedures to be followed in registering complaints on the Township website and in the department lobby. Any commendation received, by any means, shall also be made publicly accessible upon request.

Information on procedures to be followed in registering complaints is made available to all police personnel through dissemination of this Directive.

26.2.5 Annual Statistical Summaries; Public Availability

The Chief of Police shall prepare and publish an annual statistical summary of Allegations of Misconduct and Inquiries received by the Department.

Names, addresses or other personal information of complainants or accused employees will not be used in the statistical summary.

The statistical summary is provided to agency personnel through posting and to the public upon request.