

Administrative Investigations and Service Complaints

1020.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members and employees of this department.

The Department investigates all complaints alleging a violation of law.

Additional guidance, provisions, changes or additions may be contained in the collective bargaining agreement.

1020.1.1 DEFINITIONS

Definitions related to this policy include:

Administrative Investigation (AI): An investigation, ordered by the Chief of Police, to determine the facts concerning an employee's conduct surrounding an alleged violation of established rules, regulations, or procedures and, if sustained, would result in at minimum a letter of reprimand. AIs are normally investigated by a member of the Professional Standards Unit (PSU).

Allegation: An assertion that an employee committed act prohibited, or the omission of any act that is required by policy, rule, or regulation.

Blue Team: A web based program designed for field personnel to enter incident data and view employee performance information (EI) captured within IAPro.

Citizen Commendation: Comments received from citizens concerning employee performance on or off-duty which exemplify the department's values.

Commendation: Internal recognition by supervisors and/or peers of an employee's performance which exemplify the department's values.

Corrective Action: Informal actions taken by a supervisor to correct minor infractions of policy or procedure and is not considered discipline. These actions allow the supervisor the ability to correct performance issues without taking disciplinary action and may include a verbal counseling or a written counseling.

Demotion: The employee is reduced in rank and/or reclassified into another position in accordance with guidelines as provided by the Human Resources Department.

Disciplinary Action: The action administered to an employee, by a supervisor to correct the behavior of an employee and reaffirm or establish a standard of behavior for the employee and other members of the Department. These actions include: letter of reprimand, demotion, suspension, or termination.

Dismissal: The employee is non-voluntarily separated from the City work force.

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Documented Counseling: Is used in lieu of formal discipline for minor infraction of policy and shall not be considered discipline.

Employee Notification of Administrative Investigation (Notice of Investigation - NOI): Written notification to an employee that details their involvement in an open administrative investigation.

Employee/Person Status during an investigative process:

Complainant: The person who alleges a violation. This can be a Department member or someone outside the Department's employment.

Witness: A person who was present during the incident and who the investigating supervisor reasonably believes is not involved in any alleged violation of a rule, regulations, policy, or procedure. This can be a Department member or a subject from outside the Department's employ.

Involved Employee: An employee, who through the investigative process, is alleged to have violated the rules, regulations, policies, or procedures.

Employee Representative: A person selected by an involved/witness employee who provides guidance to the employee through the Administrative Investigation process.

"Just Cause" for discipline: The discipline imposed for violations of policies, procedures or regulations are based on:

- The City informed the employee of the possible disciplinary action resulting from the employee's conduct through agency manuals, employees handbooks, City rules and regulations or other communications to the employee or the conduct was such that the employee should have reasonably known disciplinary action could occur.
- The disciplinary action is reasonably known disciplinary action could occur. The disciplinary action is reasonably related to the standards of conduct for a professional law enforcement officer (or employee of the City if not a law enforcement officer), the mission of the City, the orderly, efficient or safe operation of the City or the employee's fitness for duty.
- The discipline is supported by a preponderance of evidence that the conduct occurred (i.e., when the weight or quality of the evidence indicates the alleged misconduct occurred).
- The discipline is not excessive and is reasonably related to the seriousness of the offense and the employee's service (or employment) record.

IAPro: An electronic database designed to track employee performance, commendations, discipline, administrative investigations, etc.

Progressive Discipline: The administering of disciplinary/corrective action to an employee which increases in severity to correct similar or related acts committed by an employee which occur within close proximity of one another or represent a pattern of non-compliance with Department or City policy. The acts or behavior may or may not be the same violation of a specific regulation, policy, and/or procedure.

Service Complaint (SC): An investigation into an employee's conduct surrounding an alleged violation of established rules, regulations, or procedures, which if sustained, would result in a letter of reprimand or less. SCs are normally investigated by an employee's immediate supervisor.

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"Standard of Proof": Internal investigations use the "just cause" standard to determine if an allegation is sustained. Allegations are considered sustained with the establishment of just cause and when the weight or quality of the evidence indicates the alleged misconduct occurred.

Suspension: The employee is suspended from duty without pay.

Supervisor Notes: Comments and information concerning an employee's performance which may be used by a supervisor to complete evaluations and make recommendations concerning promotions, specialty assignments, and/or discipline. Supervisor notes are purged at the employee's next evaluation date.

1020.2 RECEIVING A COMPLAINT

Any employee of the Peoria Police Department may accept a complaint from a citizen.

Responsibilities of the employee receiving/initiating the Service Complaint

- Enter information concerning the complaint and the complainant into the Blue Team system.
- If the involved employee is known, the Blue Team entry shall be forwarded to the employee's supervisor for investigation.
- If the involved employee is unidentified or complaint is non-specific, the Blue Team Entry shall be forwarded through the initiating employee's chain of command to the Professional Standards Unit.

1020.2.1 THE INTERNAL INVESTIGATION FUNCTION

The personnel assigned to the Professional Standards Unit shall be designated by the Chief of Police to conduct and/or assist in conducting internal investigations.

The Professional Standards Unit will report directly to the Chief of Police. (52.1.3)

The Professional Standards Unit shall be responsible for the investigation of Administrative Investigations and the tracking of Service Complaints and commendations received concerning employee conduct. The responsibilities of the Professional Standards Unit include, but are not limited to:

- Recording, registering, and coordinating the investigation of formal citizen complaints against employees or the Department. (26.1.8)
- Supervising and coordinating the investigation of alleged or suspected misconduct within the agency.
- Maintaining the confidentiality of the administrative investigations and records.
- Advising the Chief of Police of any bias based profiling concerns.
- Conducting internal compliance inspections and audits.

1020.2.2 SERVICE COMPLAINT PROCESS

Service Complaints can be initiated by both external and internal sources

Responsibilities of the involved employee's supervisor (26.1.5)

- Conduct a thorough investigation into the allegation(s).
 - Take statements from all witnesses and involved parties.

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- Record all interviews.
- Determine if employee's actions/conduct violated Department policies, procedures or other regulations.
- Make discipline recommendations, if applicable, only after reviewing the employee's prior performance history (i.e. IAPro/Blue Team report, personnel file, etc.).
- Forward complaint through chain of command to Professional Standards Unit.

Responsibilities of involved employee's chain of command. (26.1.5)

- Review incident, investigation, findings and recommendations.
- Make/approve recommendations.
- Forward complaint to Professional Standards Unit.

Responsibilities of the Professional Standards Unit.

- Proof complaints for accuracy and completeness.
- Provide supervisors and reviewers with employee discipline history.
- When discipline is recommended, the Professional Standards Unit shall monitor the recommendation for consistency with past disciplinary decisions for similar violations by personnel of similar experience and rank. If a discrepancy is noted the Chief of Police shall make the final disciplinary decision.
- Store Blue Team entries in IAPro in accordance with Professional Standards Unit records retention schedule

1020.3 ADMINISTRATIVE INVESTIGATION

An administrative investigation will be conducted into allegations concerning employee conduct, as directed by the Chief of Police. These investigations are intended to find and document the facts surrounding an allegation of misconduct or violation of policies and/or procedures by a Department employee. The information obtained during an administrative investigation shall be utilized by the reviewing chain of command to determine the validity of the allegation(s) and, if necessary, make recommendations to the Chief of Police concerning corrective/disciplinary actions required. This policy applies to Peoria Police Department administrative investigations only, and not to the procedures of a criminal investigation involving a Departmental employee. (52.1.1)

The City shall make a good faith effort to complete an investigation of employee misconduct within one hundred twenty (120) business days after the employee receives notice of the allegation/investigation, with the following exceptions:

- The limitation period may be suspended for a period prescribed in a written waiver of the limitation by the employee;
- The limitation period is suspended during the time that any criminal investigation or prosecution is pending in connection with the act, omission or other allegation of misconduct;
- If the investigation involves an employee who is incapacitated or otherwise unavailable, the limitation period will be suspended during such period of incapacitation or unavailability;

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- In a multijurisdictional investigation, the limitation period may be extended for a reasonably necessary period of time to facilitate the coordination of the involved employees; and
- The limitation period may be suspended for governor declared emergencies or natural disasters during the time period declared a state of emergency within the City's jurisdictional boundaries.

If an investigation exceeds the one hundred twenty (120) business day limit, the City will provide the employee with a written explanation of the reasons the investigation continued beyond the one hundred twenty (120) business days. The investigation is considered complete on the date the employee is served with the notice of discipline or notice of findings.

1020.3.1 PROFESSIONAL STANDARDS UNIT RESPONSIBILITIES

Professional Standards Unit will have investigative responsibility for the following cases: (52.2.1.b)

- When directed by the Chief of Police, or designee.
- When the investigation is complex.
- When members of more than one division are involved.
- Incidents where any person has died, or has been seriously injured and/or when there is an allegation of excessive force.
- The complaints allege criminal violations.

The personnel assigned to the Professional Standards Unit shall be designated by the Chief of Police to conduct and/or assist in conducting administrative investigations. The Professional Standards Unit supervisor will report directly to the Chief of Police. (52.1.3)

Upon receipt of a request for an administrative investigation, the Professional Standards Unit shall:

- Meet with the Chief of Police to determine if a change in the employee's work status is necessary (i.e. administrative leave or reassignment).
- Ensure information is entered into the IAPro/Blue Team system.
- Draft and serve involved employees with Notice of Investigation.
- Notify the involved employee's association (i.e. PPOA, COPPS, AFSCME) of the initiation of the administrative investigation.
- Notify involved employee's chain of command, as directed by the Chief of Police.
- Maintaining the confidentiality of the administrative investigation and related records.

Provide verification to the complainant(s) within fourteen (14) calendar days that the complaint has been received for processing. The investigator should note how this verification was given (i.e. written, verbal, or by informational brochure) in the investigative report (26.1.5)(52.2.4.a)

Conduct the Administrative Investigation (AI).

It is the responsibility of the PSU lieutenant, unless otherwise directed by the Chief of Police, to assign the Primary Investigator and track the progress of the investigation.

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The Primary Investigator is an impartial fact finder responsible for identifying, and collecting information, statements, and evidence related to allegations of employee misconduct. The Primary Investigator's responsibilities include:

- Coordinate interviews with involved citizens and employees in a timely manner.
- Primary Investigator may delegate interviews to another investigator.
- Coordinate the collection and preservation of evidence related to the allegation(s).
- Complete an investigative report summarizing the supporting and refuting information and evidence collected during the investigation.

The Professional Standards Unit investigator may require the following from employees listed as part of the investigation: (26.1.5)(52.2.6.b)

- Each employee involved in the investigation submit to the taking of a photograph if those currently on file with the Police Department are unsuitable or do not reasonably depict the current appearance of the employee.
- Witnesses participating in the investigation prepare and submit an individual written report of all facts of the incident known to the employee.
- Record reactions and statements of those present when statements are read to the accused when applicable.
- Require an employee involved in an administrative investigation participate in a lineup for identification purposes. NOTE: This procedure will only be used with the prior approval of the Chief of Police. (52.2.6.c) (52.2.6.d) Require an employee to submit financial disclosure statements, provided such statements are directly related to the investigation.
- All questions directed to the employee under interrogation or interview shall be asked by or through no more than two (2) interviewers at a time (any exceptions must be agreed to by the Chief of Police and involved employee).

The investigating supervisor shall record such interview. If deemed appropriate, the Department shall transcribe any recorded interview for the purpose of verifying the accuracy of such interview. The employee may also record the interview, however, the Professional Standards Unit recording shall be the official record of the interview.

Complete a report within sixty (60) days unless extended by the Chief of Police or designee including the following:

- The Allegation(s): The alleged misconduct being investigated is separated into distinct allegations to allow the investigator and reviewer the ability to examine individual allegations and not the entire written complaint.
- Supporting Information: Information or evidence which tends to support the allegation(s).
- Refuting Information: Information or evidence which tends to not to support the allegation(s).
- Applicable Policies: A list of Department and City Personnel Administrative Regulations (PAR) the employee's conduct is alleged to have violated.
- Summary: The investigator provides an analysis of the gathered information and evidence. This analysis should provide reasonable conclusions about what the investigation has revealed concerning each allegation and addresses issues such as the credibility of related statements and evidence.

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- Miscellaneous: Other factors, concerns or tangible issues the investigator believes the reviewer should consider that were not previously discussed.

Submit investigation to the appropriate chain of command for review per department Standard Operating Procedure 5.01.01. (26.1.8) (52.2.2) Administrative investigation reports will be filed only within the Professional Standards Unit files. Copies of these reports, tape recordings, or computer disks will not be retained by individual investigators, unless approved by the Chief of Police. (26.1.8) Whenever an administrative investigation yields evidence of possible criminal misconduct on the part of Department members or other persons, the Professional Standards Unit will immediately notify the Chief of Police, who will determine what further action will be taken. (52.2.2)

1020.3.2 EMPLOYEE INITIATING ADMINISTRATIVE INVESTIGATION

Responsibilities of the employee receiving/initiating the Administrative Investigation. (26.1.5)

- Entered information concerning the complaint and the complainant into the Blue Team system.
- Forward complaints through chain of command to the Professional Standards Unit requesting the Chief of Police authorize an administrative investigation (AI).
- If immediate action is required, the information should be brought directly to the Professional Standards Unit for discussion with the Chief of Police.

1020.3.3 POLYGRAPH EXAMINATIONS

Employees may be administered a polygraph examination in accordance with their respective Memorandum of Understanding, Department Policy and Procedure, applicable statutes and or the Police Officer's Bill of Rights. The results of a polygraph examination in an investigation cannot be the sole basis for disciplinary action unless other evidence or information exists.

If an employee is not covered by either a Memorandum of Understanding or the Police Officer's Bill of Rights, they will be examined under applicable statutes and the standard City guidelines. (52.2.6.e)

1020.4 INVESTIGATIVE TIME REQUIREMENTS

While the City shall make a good faith effort to complete an investigation of employee misconduct within one hundred twenty (120) business days after the employee receives notice of the allegation/investigation, it is the City's aspiration that all investigations should be completed within sixty (60) days of the date the investigation is initiated.

Status reports should be provided to the Chief of Police, every fourteen (14) calendar days, up to the time the investigation is submitted for review by the investigating supervisor. (52.2.2)(52.2.3)

If additional time is required, the investigator shall advise the Chief of Police why additional time is required and the estimated time for completion of the investigation. The investigator shall notify the involved employee of the estimated time of completion.

The complainant shall be contacted at the thirty (30) day point concerning the status of the investigation. All notifications to the complainant should be accomplished through verbal contact or via a letter on Department letterhead. These notifications shall be annotated within the narrative portion of the investigative report. (52.2.4.b)

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1020.4.1 DISPOSITION OF ADMINISTRATIVE INVESTIGATION/SERVICE COMPLAINTS

The supervisors reviewing Administrative Investigations and Service Complaints shall utilize the "just cause standard of proof when recommending a finding. (52.2.8)

The findings for all Administrative Investigations and Service Complaints shall be:

- **Unfounded:** The events or allegations reported by the complainant did not happen or were false
- **Exonerated:** The allegation did occur but the employee's actions were lawful, proper, and within department policy.
- **Not Sustained:** The allegation against the employee could not be proven or disproven during the investigation
- **Sustained:** The allegation against the employee met the "standard of proof" and determined to be true.

Upon completion of the entire investigation process, the Chief of Police will approve a notification of findings letter to the complainant. This letter will contain the following: (52.2.4.c)

- The City's intent to proceed with disciplinary action along with a proposal of the specific action sought.
- The allegations and findings of the investigation.
- A brief definition of the finding.

If the investigating supervisor identifies a policy failure, they shall include in the recommendations that the policy be revised, along with providing a suggested revision.

The confidentiality of these records is important and to ensure that, the administrative investigation records, when not stored in the department's performance tracking system (IAPro/Blue Team), will be separate and apart from the personnel records and/or centralized records system. (26.1.8)

Access to administrative files stored in the department's performance tracking system shall be restricted by password and controlled by the Professional Standards Unit.

All written records of disciplinary action involving Department employees are maintained within the employee's City personnel file located within the Human Resources Division and will be made part of the investigation file maintained by the Professional Standards Unit. (26.1.8)

1020.5 DISCIPLINARY/CORRECTIVE ACTION PROCEDURES

To ensure discipline is fair and consistent, supervisors and managers making recommendations concerning corrective/disciplinary actions shall review allegations of policy violations based on the facts and circumstances provided in the investigative report.

After an allegation is sustained, supervisors and managers must consider the employee's past performance prior to making a recommendation for corrective/disciplinary action. Information that can be considered is limited to:

- The employee's personnel file maintained by the Human Resources Department.
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- IAPro/Blue Team files (i.e. current Supervisor Notes, sustained Service Complaints and Administrative Investigations, etc.)
- Employee's current individual performance record (IPR).

Discipline imposed for violations of policies, procedures, or regulations shall be fair and appropriate based upon the facts and circumstances and will take into consideration mitigating and aggravating circumstances ("Just Cause").

The results of a polygraph examination in an investigation shall not be the sole basis for disciplinary action unless other evidence or information exists.

1020.5.1 CORRECTIVE ACTIONS

Corrective actions are informal actions taken by a supervisor to correct minor infractions of policy or procedure and is not considered discipline.

Verbal counseling/coaching: Used to correct behavior/performance that is unacceptable through the use of positive suggestions for improvement.

- May be documented in the Department's performance tracking system (Blue Team/IAPro) as a "Supervisor's Note."
- Shall be purged from system on the employee's next evaluation date.

Documented/Written counseling: Used for a more serious offense or when the response to a verbal counseling is not sufficient and provides documentation that can be used as an aggravating factor for future discipline. (26.1.4.b)

- Shall be entered in Department's performance tracking system (Blue Team/IAPro) as a "Service Complaint."
- Shall be purged from system and Human Resources personnel file one year from the date of counseling.
- Can be used for as an aggravating factor for future discipline that occurs within twelve (12) month of the counseling.

Mandatory Training: Instruction in the area of concern to ensure employee becomes proficient or gains the knowledge necessary to overcome the identified problem area. This shall be documented in the department Performance Tracking System and in the employees training file. (26.1.4.a)

1020.5.2 FORMAL DISCIPLINARY ACTIONS

Formal disciplinary actions shall be approved by the Chief of Police and include letter of reprimand, suspension, demotion, and/or termination and can be administered by a member of the chain of command at the rank of commander or above.

After completion of an investigation if an employee is facing disciplinary action (which is defined in this paragraph as dismissal, demotion or suspension for greater than eight (8) hours) may request a basic summary of any discipline taken against any other Department employee of general or similar rank and experience within the past two (2) years for the same or similar violation. In the alternative, the City may provide file copies of relevant disciplinary cases. The City will not take final action and/or schedule the hearing until the basic summary or file copies are provided to the employee. This paragraph does not apply in the event a court rule prohibits the release of the file copies of disciplinary cases.

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Letter of Reprimand/Written Reprimand

- Shall be placed in the employee's City of Peoria personnel file, and documented within the employee's annual performance appraisal for the rating period that the written reprimand was received.
- If the employee believes that the disciplinary action is not within the regulations, policies, or the established guidelines of the City of Peoria and the Peoria Police Department, they may make a written request within fourteen (14) calendar days of issuance of the Final Notice of Discipline to the Chief of Police requesting the review of the action taken. The determination of the Chief of Police is final and may not be appealed in accordance with the established Personnel Administrative Regulations of the City of Peoria.
- (COPPS Members and non-represented employees) Letters of reprimand/written reprimand may be considered an aggravating factor for future discipline for up to three (3) years from the date reprimand was given. After three (3) years, the employee may request, in writing through the Chief of Police, to have a letter of reprimand/written reprimand removed from the employee's personnel file and purged from the department performance tracking system (Blue Team/IAPro).
- (PPOA and AFSCME Members) An employee may request, in writing to the Chief of Police, to have a letters of reprimand/written reprimand removed from the employee's personnel file and purged from the department performance tracking system (Blue Team/IAPro) after one (1) year from the date reprimand was given provided there are no subsequent disciplinary actions of any kind.

Suspensions/Demotions

- The Chief of Police may suspend an employee without pay.
- Suspensions of two (2) days or less may not be appealed to the Personnel Board.
- Suspensions greater than two (2) days and demotions may be appealed to the Personnel Board in accordance with City of PAR 61.
- A copy of the Final Notice of Discipline shall be placed in the employee's City of Peoria personnel file, and documented within the employee's annual performance appraisal for the rating period that the suspension was received. The documentation shall be limited to the policy/PAR violated, the findings, and the imposed discipline.
- (COPPS members, PPOA, and non-represented employees) Suspensions may be considered as an aggravating factor for future discipline for up to three (3) years from the date suspension was given. After three (3) years, the employee may request, in writing through the Chief of Police, to have the "Final Notice of Discipline" removed from the employee's personnel file and purged from the department performance tracking system (Blue Team/IAPro).
- (COPPS members, PPOA, and non-represented employees) Demotions may be considered as an aggravating factor for future discipline for up to three (3) years from the date suspension was given. After three (3) years, the employee may request, in writing through the Chief of Police, to have the "Final Notice of Discipline" removed from the employee's personnel file and purged from the department performance tracking system (Blue Team/IAPro). (AFSCME member) A notice of suspension or demotion will be active in an employee's personnel file for a period of not longer than three (3) years provided there are no subsequent disciplinary actions of any kind.

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1020.5.3 TERMINATIONS/DISMISSALS

The Chief of Police, with the approval of the City Manager, may separate an employee from the City's work force.

In the event that an investigation of employee misconduct results in dismissal, the employee shall receive a Final Notice of

Discipline/Separation which contains the following information: (Any employee who fails to meet probationary requirements will be exempt from this requirement.)

- A statement citing the reason for the dismissal. (26.1.7.a)
- The effective date of the dismissal. (26.1.7.b)
- A statement of the status of the employee's fringe and retirement benefits after dismissal (Provided to employee by Human Resources Department) (26.1.7.c.)

A copy of the Final Notice of Discipline/Separation shall be placed in the employee's City of Peoria Personnel File.

Termination/dismissal may be appealed to the Personnel Board in accordance with City PAR 61.

1020.6 ADMINISTRATIVE INVESTIGATIONS AND SERVICE COMPLAINT FILES

It is the policy of the Peoria Police Department to maintain and ensure proper purging of files associated with any investigations or inquiries conducted by the Department.

1020.6.1 ACCESS TO ADMINISTRATIVE FILES

Access to administrative investigation files will be limited to the Chief of Police, the Deputy Chief/Deputy Director, and personnel so designated by the Chief of Police. (52.1.2)

Any Department supervisor may obtain certain information from these files concerning employees under their supervision (on a need-to-know basis) by contacting the Professional Standards Unit.

The Professional Standards Unit, or designee, will maintain records of all complaints against the Department and its employees. Confidentiality of these records will be maintained and security precautions will be taken to ensure the integrity and confidentiality of the records. Only the Chief of Police, the Deputy Chief/Deputy Director, or personnel specifically authorized by the Chief of Police may have access to the administrative investigative records and files of the Peoria Police Department. (52.1.2) (52.1.10)

At the conclusion of the investigation, involved employees may request a copy of the completed investigation through the Professional Standards Unit.

If the proposed discipline is a suspension from duty without pay or greater, the employee shall be provided with a complete copy of the investigative and materials utilized as a basis for the disciplinary action administered, except for items which Arizona Law provides are public records not subject to disclosure, in order to prepare for their mitigation or other personnel hearings.

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Public Records Access: Whenever an employee's Departmental records (personnel, training, A.I., etc.) are requested via a request for public records, the employee shall be notified prior to the release of any official record. The employee shall be advised of the person submitting the request, the date of the request, and what information is being requested/released.

1020.6.2 RETENTION OF PROFESSIONAL STANDARDS UNIT FILES

Administrative Investigations

Administrative Investigations with sustained allegations will be retained for three (3) years after either the calendar year or fiscal year that the investigation is resolved or closed or after the employee is terminated, whichever occurs later. This is pursuant to the Arizona State Library, Archives and Public Records retention schedule. After three (3) years, these files will be purged after authorization is obtained through the City Clerk's Office and the files will then be forwarded to the City Attorney's Office for final disposition. When purging these files, the Professional Standards Unit shall purge the names of the officers involved from the performance tracking system (IAPro/Blue Team), retaining only the information concerning the allegations and the imposed discipline.

Administrative Investigations, regardless of findings, involving the death or serious injury of a person as a result of an employee's use of force, or an investigation involving a disciplinary action of a suspension, demotion, termination, or investigations pending civil action or administrative appeal, will be retained a minimum of three (3) years and reviewed each year thereafter by the Professional Standards Unit in consultation with the Chief of Police and the City Attorney's Office to determine whether retention of the file is appropriate. This review will be accomplished in January of each year. (26.1.8)

Administrative Investigations with exonerated, unfounded, or not sustained allegations will be retained for two (2) years after completion by the Professional Standards Unit. After two (2) years these files will be purged after authorization is obtained through the City Clerk's Office and the files will then be forwarded to the City Attorney's Office for final disposition. When purging these files the Professional Standards Unit shall purge the names of the officers involved from the Performance Tracking System (IAPro/Blue Team), retaining only the information concerning the allegations and the imposed discipline.

Service Complaints

- Service Complaints with sustained allegations, not resulting in a letter of reprimand, will be retained for not more than three (3) years after the disposition date.
- Service complaints resulting in a letter of reprimand shall be purged in accordance with the involved employee's memorandum of understanding and the Department Policy and Procedure Manual and will not be retained for more than three (3) years. The letter of reprimand may be removed after one (1) year, if an employee has had no subsequent sustained violations of policy and the employee submits a written request through the chain of command to the Chief of Police.
- When purging these files the Professional Standards Unit shall purge the names of the officers involved from the performance tracking system (IAPro/Blue Team), retaining only the information concerning the allegations and the imposed discipline.

Early Intervention Program

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Documentation concerning an employee's involvement in the department's Early Intervention Program shall be retained Professional Standards for one (1) year after the employee has completed the program.

Vehicle Operations and Safety Committee

Documentation concerning incidents reviewed by the Vehicle Operations and Safety Committee shall be retained by the Professional Standards for three (3) years after committee review. This requirement does not include incidents involving the death or serious injury of a person as a result of the incident or investigations pending civil action or administrative appeal shall be retained and reviewed each year by the Professional Standards Unit in consultation with the Chief of Police and the City Attorney's Office to determine whether retention of the file is appropriate. This review will be accomplished in January of each year. (26.1.8)

When purging these files, the Professional Standards Unit shall purge the names of the officers involved from the performance tracking system (IAPro/Blue Team), retaining only the information concerning the incident.

Use of Force Review Committee

Documentation concerning incidents reviewed by the Use of Force Review Committee shall be retained Professional Standards for three (3) years after committee review. This requirement does not include incidents involving the death or serious injury of a person as a result of an employee's use of force or investigations pending civil action or administrative appeal shall be retained and reviewed each year by the Professional Standards Unit in consultation with the Chief of Police and the City Attorney's Office to determine whether retention of the file is appropriate. This review will be accomplished in January of each year. (26.1.8)

When purging these files the Professional Standards Unit shall purge the names of the officers involved from the performance tracking system (IAPro/Blue Team), retaining only the information concerning the incident.

Photo Radar Enforcement Incidents

Documentation concerning incidents involving Department personnel and the activation of Photo Radar or Red Light cameras shall be retained by the Professional Standards for three (3) years after review of the circumstances surrounding the activation.