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RIDGEWOOD POLICE DEPARTMENT

WRITTEN DIRECTIVE SYSTEM

POLICIES & PROCEDURES

The purpose of this policy is to establish a method for the receipt, investigation, and resolution of member or employee misconduct complaints, or complaints of wrongdoing. The policy of the Ridgewood Police Department, in dealing with internal affairs complaints, is to ensure that the application of the internal affairs process is in an unbiased, effective and impartial manner. This is to ensure fairness and due process protection to citizens, members and employees alike. This

policy shall provide members of this Department with guidance as to the proper handling of Internal Affairs complaints in accordance with the State Attorney General Guidelines and directives issued by the Bergen County Prosecutor's Office. The goal of this policy is to improve the quality of police services delivered to the people of Ridgewood and the State of New Jersey and to ensure all complaints from any citizen, member or employee are accepted and investigated.

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GENERAL PROCEDURES

The following are the general procedures for making and/or accepting Internal Affairs Complaints:

CIVILIAN OR ANONYMOUS COMPLAINTS:

Any incident, event, or action involving any rule, policy or conduct violation by any sworn or non-sworn employee of this Department shall require an Internal Affairs Complaint Form be completed by the Officer receiving the complaint. The complaint must be forwarded to the Chief of Police, or his designee, for review prior to disposition. Any complaint, regardless of severity, shall be accepted and investigated.

Officers investigating any such complaints should follow the procedures outlined in policy [PE028.1 - Behavior Modification & Discipline](#).

INTRADEPARTMENTAL INTERNAL AFFAIRS COMPLAINTS:

Any incident, event, or action involving any rule, policy or conduct violation by any sworn or non-sworn employee of this Department that, in the opinion of the reporting officer, may rise to a level requiring minor or major disciplinary action shall require an Internal Affairs Complaint Form be completed by the Officer making the complaint. The Officer making the complaint must submit the report, while utilizing the proper Chain of Command, to the Chief of Police for review prior to disposition. Any complaint, regardless of severity, shall be accepted and investigated.

Officers investigating any such complaints should follow the procedures outlined in policy [PE028.1 - Behavior Modification & Discipline](#).

Note: No formal investigation shall commence until the Chief of Police has reviewed the complaint **and the employee who has been accused of the violation has been notified of the investigation, unless the Chief of Police feels that such a delay may interfere with the investigation.**

DUTIES AND RESPONSIBILITIES OF THE INTERNAL AFFAIRS UNIT

INTERNAL AFFAIRS UNIT - GENERAL

- The Chief of Police, or the Chief's designee, shall assign sworn members of the Ridgewood Police Department to the Internal Affairs Unit.
- Members of the Internal Affairs Unit shall report directly to the Chief of Police, or the Chief's designee.
- All employees shall treat an order, or request, from *any member* of the Internal Affairs Unit as if the order or request came directly from the Chief of Police.
- Officers assigned to the Internal Affairs Unit shall have the authority to review all documents pertaining to the investigation he/she is assigned, regardless of rank.

INTERNAL AFFAIRS UNIT – RESPONSIBILITIES

The Internal Affairs Unit shall be responsible for:

- Organization, coordination and review of all investigations into complaints or allegations of misconduct or wrongdoing by members and employees of this department.
- Misconduct or wrongdoing is defined as:
 - Commission of a crime or an offense; or,
 - Violation of departmental rules and regulations, policies and procedures; or,
 - Conduct which adversely reflects upon the employee or the department.
- Coordination of investigations involving the discharge of firearms by department personnel, while in the performance of their duties.
- Coordination of investigations involving the escape of any prisoners from the custody of the Ridgewood Police Department.
- The Internal Affairs Unit shall also be responsible for other investigations, at the discretion of the Chief of Police, or his designee. Internal Affairs may initiate an investigation if deemed necessary upon notice to and approval of the Chief.
- The Chief shall be notified immediately of all major complaints concerning members or employees, including but not limited to the following:
 - Complaints resulting in death or injury to a party involved; or
 - A complaint that could possibly result in criminal charges against the accused member or employee.

- Internal Affairs shall monitor those aspects of the personnel early warning system as outlined in the policy entitled "*Personnel Early Warning System*" (PE028.1), and complete all reports required therein.
- At the discretion of the Chief of Police, the Internal Affairs Unit may refer investigations to the accused employee's Officer in Charge (OIC) for action as outlined in the Investigation and Disposition of Minor Complaints section of this policy.

INTERNAL AFFAIRS UNIT FILES AND REPORTS

- **All** Internal Affairs files shall be stored in a secure file cabinet in the office of the Detective Captain. Disposition information may be stored in the accused employee's personnel file, which is located in a secured cabinet in the Office of the Chief of Police.
- The following personnel are the only personnel authorized to access the Internal Affairs files:
 - The Chief of Police;
 - The Detective Captain;
 - The Captain of Police, Patrol Division;
 - Internal Affairs Unit Members;
 - The Accreditation Manager*.

** The Accreditation Manager shall have the authority to access the Internal Affairs Unit files only as it related to Accreditation Proof Compliance, and upon verbal permission by The Chief of Police or the Chief's designee.*

- Internal Affairs shall compile an annual report summarizing the types of complaints received during that year and the dispositions of the complaints and should be made available to the members and employees of the Police Department and to members of the public upon request.
 - The names of complainants and subject member or employees shall not be published in this report.

COMPLAINT PROCESSING

- A form shall be available to the public and posted in conspicuous locations, as well as on the Department's website. At a minimum, forms shall be accessible at the front desk, in PowerDMS and online.
- All complaints shall be documented on an Internal Affairs Complaint Form and must be forwarded to the Chief of Police by the next business day for screening, entry into the record keeping system and investigation.
- Complaints of differential treatment, demeanor and minor rule infractions may be assigned to the accused Chain of Command, in lieu of the Internal Affairs Unit.
- All other complaints, unless otherwise directed by the Chief, shall be forwarded to the Internal Affairs Unit, through the Chain of Command, for investigation including complaints of:
 - Criminal activity;
 - Excessive force;
 - Improper arrest;
 - Improper entry;
 - Improper search;
 - Serious rule infractions;
 - Repeated minor rule infractions.
- Unless directed otherwise by the Chief, upon receipt of the completed Internal Affairs Complaint Form, the Internal Affairs Unit shall issue the suspect member or employee an Internal Affairs Investigation Member/Employee Notification Form outlining the following:
 - Stating a report has been made;
 - The nature of the complaint;
 - Notice of suspension (if applicable);
 - The grounds for the suspension (if applicable);
 - Notice that an investigation shall commence; and,
 - The rights, responsibilities, and obligations of the member or employee.
- The form does is not required to be given to the accused if it would hinder the internal investigation in any way.
- The Internal Affairs Unit shall notify the complainant, verifying receipt of the complaint and advising the complainant of the current status of the complaint.
- Every sixty (60) days after the complaint is received, and every 60 days thereafter, the Internal Affairs Unit shall update the complainant as to the status of the complaint. The notification shall be done in writing.

ACCEPTING REPORTS FROM CIVILIAN COMPLAINANTS ALLEGING MISCONDUCT OR WRONGDOING

PROCEDURES - ACCEPTING COMPLAINT

➤ The employee receiving the complaint shall:

1. Provide the person making the complaint with the Internal Affairs Form and advise them of the Department's Internal Affairs procedures. Forms shall be located in an area where it can be easily accessible.
2. Complainants should be encouraged to utilize the Department's form; however, they are not required to do so. A complaint may be submitted in writing, or verbally to any sworn member of the Ridgewood Police Department.

- **Written Complaints:**

May be submitted in a variety of forms, which may include, but is not limited to:

- Electronic Mail (E-Mail);
- Letter;
- Use of Department Forms; or,
- Any other written form.

- **Verbal Complaints:**

May be submitted in a variety of ways, which may include, but is not limited to:

- Telephonically;
- At Police Desk, where the complainant refuses to put complaint in writing;
- By approaching a sworn officer in a public place; or,

- Any other verbal method, e.g. Voice Mail.

3. The complainant, or the officer completing the form on the complainant's behalf, shall complete the form.
4. The complainant should be advised that they will be updated by the Internal Affairs Unit as to the status of the complaint and its ultimate disposition.
5. A Call for Service Number will be created and written on any related forms.
6. When complete, complaints will be delivered immediately to the Chief of Police, or designee.
7. If the Chief of Police, or Chief's designee, is unavailable, all reports, forms, or documents shall be held in a secure manner¹, until such time as the Chief of Police, or designee is available.

¹ Secure manner would refer to an area not accessible to all employees. This may include, but is not limited

to: Sergeants Office, Lieutenants Office, Detective Bureau, or evidence lockers.

ACCEPTING COMPLAINTS – GENERAL POLICY

- All complaints shall be documented on an Internal Affairs Complaint Form, either by the complainant or the officer accepting the complaint.
- Complaints can be accepted by any sworn employee; however, whenever possible, a Supervisory Officer should be called to assist, or take charge of accepting the complaint.
- The Chief of Police, or designee, shall (depending on the type of complaint) forward the complaint to the proper Division Commander or to the Internal Affairs Unit.
- All members of the Police Department are directed to accept reports of member or employee misconduct, or wrongdoing, from all persons who wish to file a complaint regardless of time of day, or the day of the week.
- Citizens should be encouraged to submit their complaints in person, as soon after the incident as possible.
- If the complainant cannot file the report in person, the complaint may be taken over the phone; however, when possible a department representative should visit the individual at their home, place of business or at another location in order to complete the report.
- Reports may be submitted anonymously.
- Reports may be submitted by a “third-party” complainant filing a complaint on behalf of another. “Third-Party” Complaints, too, may submit the complaint anonymously.

VERBAL COMPLAINTS: ADDITIONAL PROCEDURES

- Verbal complaints may be accepted, and the complainant is not required to identify themselves, nor submit any portion of their complaint in writing.
- Officers who receive a verbal complaint are required to complete an Internal Affairs Form on behalf of the complainant. All further procedures for accepting reports shall be followed.

AUTHORITY TO SUSPEND

- The following individuals shall have the authority to suspend a member or employee:

- ✓ The Chief of Police;
- ✓ The Detective Captain; or,
- ✓ The Captain of Patrol.

When a member of the Command Staff (Chief of Police, or Captain) is not immediately available, the Officer in Charge (a Lieutenant or Sergeant) may impose emergency suspensions. The suspension will be 'with pay'.

- The emergency suspension shall be valid until the next business day, at a time determined by the Chief of Police, or the Chief's designee. At that time, all involved personnel shall report to the Chief of Police, or designee, for further action.

EMERGENCY SUSPENSION CRITERIA

- In order to effect an immediate suspension at least one (1) of the following must exist:

- ✓ The employee is unfit for duty; or,
- ✓ The employee is a hazard to any person if permitted to remain on duty; or,
- ✓ An immediate suspension is necessary to maintain safety, health, order or effective direction of public services; or,
- ✓ The employee has been formally charged with a first, second or third degree crime; or,
- ✓ The employee has been formally charged with a first, second, third or fourth degree crime committed while on-duty, or the alleged criminal act is directly related to their employment; or,
- ✓ The employee is the involved in a domestic violence, as either a victim or defendant, where a Temporary Restraining Order has been issued.

the member or employee to work. The Chief or Captain shall sign the form.

- The person imposing the immediate suspension must:
 - ✓ Advise the member or employee in writing or orally of why an immediate suspension is sought and the charges and general evidence in support of the charges.
 - ✓ Provide the member or employee with sufficient opportunity to review the charges and the evidence and to respond either orally or in writing.
 - ✓ Advise the member or employee's immediate supervisor in writing or orally of the suspension and the facts and circumstances requiring the suspension.
- Within five days of the suspension, the Internal Affairs Unit must complete a "Department of Personnel Preliminary Notice of Disciplinary Action" form (DPF-31A) and file formal charges against the suspended member or employee or return

INVESTIGATION AND DISPOSITION OF MINOR COMPLAINTS

- Complaints of demeanor and minor rule infractions may be forwarded by the Chief of Police to the subject member or employee's Lieutenant to be investigated.
- The Lieutenant may, based on the nature of the complaint, assign a Sergeant to conduct the investigation. The Captain or Chief must first approve such action.
- The individual assigned to conduct the investigation shall interview the complainant, witnesses and the subject member or employee, as well as review relevant reports, activity sheets, or dispatcher forms. That individual shall then prepare an investigation report detailing the actions taken in order to conduct a thorough investigation. The report shall include but not be limited to the following information:
 - A summary of the complaint or alleged act of misconduct;
 - Pertinent portions of the statements of all parties to the incident;
 - A description of the incident, physical evidence and other evidence important to the case; and
 - At the end of the summary, include the observations and conclusions of the investigating member.
- The investigation (including the filing of charges when appropriate) shall be completed within forty-five (45) days after sufficient evidence has been received to prove the initial allegation. If during the investigation exigent circumstances arise causing the investigation to be prolonged the investigating Division Commander or Internal Affairs shall provide this information to the Chief and an extension of this time period may be granted.
- The applicable Division Commander or Internal Affairs shall also complete a report summarizing the matter, indicating the appropriate disposition. Possible dispositions include the following:
 - **Exonerated:** The alleged incident did occur, but the actions of the member or employee were justified, legal and proper.
 - **Sustained:** The investigation disclosed sufficient evidence to prove the allegation and the actions of the member or employee violated provisions of rule and regulation or agency procedures.
 - **Not Sustained:** The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.
 - **Unfounded:** The alleged incident did not occur.
- The investigating officer shall include the following with the summary report:
 - Suggestions of possible discipline on an attached Ridgewood Police Department "Recommendation for Minor Disciplinary Action" form, or;
 - An indication of any training or counseling being recommended in lieu of discipline in accordance with the policy entitled "*Behavior Modification and Discipline*" (PE028.1).
- The entire file is to be forwarded to the Chief for review. If any training or counseling is to be imposed, it shall be conducted in

accordance with the policy entitled "*Behavior Modification and Discipline*" (PE028.1).

- After any final disposition, the investigation file shall then be forwarded to the Chief for entry in the case tracking log and filing.
- Upon final resolution of the complaint, a letter shall be sent to the complainant and subject member or employee by the Chief explaining the outcome of the investigation.
- If disciplinary action was imposed, the Chief shall assure that a NJ Department of Personnel "Interim Profile Form" is completed and executed.

INVESTIGATION OF COMPLAINTS CONDUCTED BY INTERNAL AFFAIRS

- Where preliminary investigative data indicates the possibility of a criminal act on the part of the subject member or employee or the investigation involves the use of force by the member that results in serious bodily injury or death, the county prosecutor shall be notified immediately. No further action shall be taken, including the filing of charges against the member or employee, until directed by the county prosecutor.
- The Internal Affairs investigator shall interview the complainant, all witnesses and the subject member or employee, as well as review relevant reports and records and obtain other relevant information and materials.
- A member or employee who is the subject of an internal investigation may be asked to submit to medical or laboratory examinations. A member or employee cannot be forced to produce this evidence or submit to such tests, although a court order may be obtained to legally compel the member or employee to do so. Refusal to comply with the court order can result in a contempt of court action and may also result in a second disciplinary action for failure to comply with a lawful court order. Evidence that may be obtained or procedures that may be used to obtain evidence include:
 - Breath sample
 - Blood sample
 - Requiring a suspect to speak
 - Voice recordings
 - Participation in a suspect lineup
 - Handwriting samples
 - Hair and saliva samples
- A member or employee may be required to submit to a financial disclosure statement when evidence in the case proves this action is material to the internal investigation being conducted. If a member or employee refuses to submit to this statement a court order may be obtained to legally compel him to do so. Refusal to obey the order can result in a contempt of court action and may also result in a second disciplinary action for failure to comply with a lawful court order.
- If, during the investigation, the facts show that further evidence is needed from the subject of the investigation, the subject shall be advised of their rights pertaining to these actions in accordance with the New Jersey State Attorney General's Guidelines.
- The investigation (including the filing of charges when appropriate) shall be completed within forty-five (45) days after sufficient evidence has been received to prove the initial allegation. If, during the investigation exigent circumstances arise causing the investigation to be prolonged, the investigating officer shall provide this information to the Chief and an extension of this time period may be granted.
- Upon completion of all possible avenues of inquiry, the Internal Affairs investigator shall complete the following reports:
 - **Investigation report:** This is the objective report of all of the investigative activity, including all of the information obtained during the course of the investigation.
 - **Summary report:** This report, in memorandum format, shall summarize

the matter and illustrate conclusions of fact. It shall also provide recommended dispositions for each allegation as defined in the Investigation and Disposition of Minor Complaints section #3 of this policy, which includes the following:

1. Exonerated;
 2. Sustained;
 3. Not sustained;
 4. Unfounded.
- Forward the completed reports through the Internal Affairs supervisor to the Chief.
 - The Chief shall direct whatever action is deemed appropriate upon completion of the review of the report, supporting documentation and information gathered during any supplemental investigation.
 - Upon completion of its investigation with a finding of exonerated, not sustained or unfounded, Internal Affairs shall notify the subject member or employee in writing of the disposition.
 - If the complaint is sustained and it is determined formal charges should be preferred, the Chief shall direct Internal Affairs to prepare charges. The Chief may also direct the Division Commander or Lieutenant to conduct training or counseling in lieu of discipline.
 - The Chief shall review the documents and sign them. The Division Commander or Internal Affairs shall serve the subject.
 - The Division Commander or Internal Affairs, as directed by the Chief, shall prepare the formal notice of charges.
 - If major disciplinary action is to be taken the appropriate disciplinary form (a "Department of Personnel Preliminary Notice of Disciplinary Action" form (DPF-31A) shall be completed.
 - The subject member or employee has a right to a hearing or review as outlined in the policy entitled "*Behavior Modification and Discipline*" (PE028.1). If a hearing or review is not requested it shall be understood that the subject member or employee has acknowledged responsibility for the offense.
 - The Chief shall permit the member or employee charged to present factors in mitigation prior to enforcing the penalty.
 - Conclusions of fact and the penalty imposed shall be noted in the member or employee's personnel file after the individual has been given an opportunity to read and sign it. Internal Affairs shall cause the penalty to be carried out and complete all required forms.
 - The Chief shall have the NJ Department of Personnel "Final Notice of Disciplinary Action" form completed and executed.

INTERVIEWING THE SUBJECT MEMBER OR EMPLOYEE

- The Internal Affairs investigator shall schedule an interview with the subject member or employee. The table below indicates what is afforded, permitted and expected of the subject member or employee during the investigation.
- One person of the subject member or employee's choosing may attend the interview.
 - In investigations of criminal allegations, it is not appropriate for a union representative to be present.
 - However, the member or employee shall be given the opportunity to consult with a union representative.
- The person of choice is only there to observe and may not participate in the interview.
- Before questioning begins, the subject member or employee shall be informed of:
 - The nature of the complaint,
 - The name of the person in charge of the interview and the names of all persons who shall be present during the interview.
- If the matter under investigation involves an administrative allegation, the subject member or employee shall be advised of his or her duties and obligations to answer using the Administrative Advisement Form.
- If the matter under investigation involves a possible criminal violation, the Internal Affairs investigator shall consult with the county prosecutor regarding the advisability of giving a Miranda warning to the subject member or employee.
- Questioning sessions may be audio and/or video recorded. Any questioning session surrounding criminal charges must be audio and/or video recorded.
- If at any time during the questioning session the member or employee becomes a suspect in a criminal act, the member or employee shall be so informed and the questioning shall end. The case shall promptly be referred to the county prosecutor.

	CRIMINAL Investigation	ADMINISTRATIVE Investigation
Officer is SUBJECT	• Prosecutor notification • Treat as any other defendant • <i>Miranda</i> warning • No <i>Garrity</i> warning unless prosecutor approves • May require routine business reports • No special reports • Right to counsel (attorney)	• Obligation to cooperate • Administrative interview form • May require special reports • Cannot charge as a subterfuge • Right to representative

INTERVIEWING THE WITNESS MEMBER OR EMPLOYEE

- The Internal Affairs investigator shall schedule an interview with the witness member or employee. The table below indicates what is afforded, permitted and expected of the witness member or employee during the investigation.

	CRIMINAL Investigation	ADMINISTRATIVE Investigation
Officer is WITNESS	• Obligation to cooperate • No <i>Miranda</i> warning • Witness acknowledgment form • No right to a representative	• Obligation to cooperate • Witness acknowledgment form • No right to a representative

- If a witness makes a self incriminating statement pertaining to an administrative matter, the interviewing investigator shall advise the individual they are now a subject of the investigation and shall afford that individual the rights of a subject member or employee.
- Questioning sessions may be audio and/or video recorded.

REPORTS, RECORDS AND FILES

INVESTIGATION REPORTS

- The investigation report shall be an objective recounting of all the relevant information disclosed during the investigation, including statements, documents and other evidence.
- This report is similar in all respects to a typical law enforcement investigation report. It should contain a complete account of the investigation.

SUMMARY AND CONCLUSIONS

- The investigator shall summarize the case and provide a conclusion of fact for each allegation.
- The conclusion of fact shall be recorded as exonerated, sustained, not sustained or unfounded. If the conduct of a member or employee was found to be improper, the report shall cite the agency rule, regulation or policy that was violated. Also, any aggravating or mitigating circumstances surrounding the situation shall be noted. If the investigation reveals evidence of misconduct not based on the original complaint, this too shall be reported. An investigation concerning this secondary misconduct shall then be conducted.

CASE TRACKING DATABASE

- All Internal Affairs complaints shall be recorded in the case tracking log. Entries shall record the following basic information on each case:
 1. The subject member or employee's identification
 2. Allegations
 3. Complainant identification (if applicable)
 4. Date received
 5. Investigator assigned
 6. Disposition
 7. Disposition date for each complaint
- The initially assigned case number shall serve as the Internal Affairs case number.

INVESTIGATION FILES

- An Internal Affairs investigation file is needed for all Internal Investigation Reports initiated.
- Given the wide range of internal affairs allegations received by a law enforcement agency, these investigation files might consist of only the initial report form and the appropriate disposition document.
- On the other hand, investigation files might include extensive documentation of an investigation.
- The Internal Affairs investigation file shall contain the entire work product of the Internal Affairs investigation, regardless of the author.
- This includes investigators' reports, transcripts of statements and copies of all documents relevant to the investigation. The file shall also include all related material from other department incidents as may be applicable. For instance, if an allegation is made of excessive force during an arrest, the Internal Affairs investigation file should contain copies of the reports from the arrest. In those cases where an internal affairs investigation results in the filing of criminal charges, the Internal Affairs file shall be made available to the Bergen County Prosecutor's Office.
- It shall be the responsibility of Bergen County Prosecutor's Office to decide which items are discoverable and which are admissible. In these cases, the Ridgewood Police Department shall follow the instructions of the county prosecutor.
- Information concerning the disposition of the case and the punishment imposed (if any) shall be placed into the member or employee's main personnel file and the Internal Affairs disciplinary file and entered into the casebook.

- A label shall be placed on the outside of the investigation case folder indicating the case number, subject's name, and tracking number.

CONFIDENTIALITY

- The Chief of Police maintains the following records and files. The files shall be clearly marked as confidential:
 1. Investigative case files on criminal, administrative and legal complaints shall be maintained in a locked storage area separate from all other Police Department files.
 2. Internal Affairs Personnel files shall be maintained in a locked storage area separate from all other Police Department files.
- The nature and source of internal allegations, the progress of Internal Affairs investigations and the resulting materials are confidential information.
- The contents of the internal investigation case files shall be retained in the Chief's Office and clearly marked as confidential. The information and records of an internal investigation shall only be released under the following limited circumstances:
 1. In the event that administrative charges have been brought against an employee or member and a hearing shall be held, a copy of those internal investigation reports to be used as evidence in the administrative hearing shall be provided to the subject. If the reports are not going to be used in the hearing they shall not be released.

2. In the event that the subject, agency or governing jurisdiction has been named as a defendant in a lawsuit arising out of the specific incident covered by an internal investigation, a copy of the internal investigation reports may be released to the attorney representing the subject, agency or jurisdiction.
 3. Upon the request or at the direction of the county prosecutor or Attorney General.
 4. Upon a court order.
- The Chief may authorize access to a particular file or record for good cause. The request and the authorization shall be in writing and the written authorization shall specify who is being granted access, which records may be accessed and for what time period access is permitted. The authorization shall also specify any conditions, such as one in which the files may be reviewed only at the Internal Affairs office and may not be removed.
 - The Chief shall grant such access sparingly, keeping in mind the purpose of the internal affairs process.
 - When a subpoena is received directing the production of Internal Affairs investigative records, the Chief or Captain shall consult with Village counsel or Prosecutor's Office to determine whether the subpoena is valid and reasonable before responding.
 - The progress of Internal Affairs investigations and all supporting materials are considered confidential information.
 1. Only the Chief, Captain, and the Internal Affairs members shall have access to completed Internal Affairs investigations and individual files.
 2. Inquiries regarding information about any investigations shall be released only upon the approval of the Chief or his designee.
 3. If the release of Internal Affairs documents is appropriate, the Internal Affairs officer shall inventory the reports being released and obtain a signed receipt.

ANNUAL SUMMARIES

- The members of the Internal Affairs function shall be responsible for compiling the Bergen County Prosecutor's Office Internal Affairs Summary Report, an annual statistical summary based upon records of Internal Affairs investigations.
- This report shall be submitted to the Chief. The chief shall review the report, and after review submit the report to the prosecutor's office. This report shall be made available to the public and the members and employees upon request.

HEARINGS, APPEALS, AND DISCIPLINE

Hearings, appeals and discipline shall be handled in accordance with the policy entitled "*Behavior Modification and Disciplinary Procedures*" (PE028.1), union contract and/or the New Jersey Department of Personnel Title 4A.

FORMS

The following forms are to be used, when applicable, during the internal affairs process:

1. Internal Affairs Report Form.
2. Internal Affairs Compliment / Complainant Advisement Form.
3. Internal Affairs Complaint Notification Form.
4. Internal Affairs Immediate Suspension Notification Form.
5. Internal Affairs Administrative Investigation Advisement Form.
6. Internal Affairs Witness Acknowledgement Form.