

COLLINGSWOOD POLICE DEPARTMENT

POLICIES AND PROCEDURES



SUBJECT: INTERNAL AFFAIRS

EFFECTIVE DATE: 3/4/2022

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ACCREDITATION STANDARDS: 1.3.1, 1.4.3

BY THE ORDER OF: Chief of Police

PURPOSE: The purpose of this written directive is to maintain a high quality of law enforcement services. Improving the relationship between employees and the public facilitates cooperation vital to the department's ability to achieve its goals. This department is committed to providing law enforcement services that are fair, effective, and impartially delivered. Employees are held to the highest standards of conduct and are expected to respect the rights of all citizens. This department must be responsive to the community by providing formal procedures for the processing of complaints regarding individual employee performance. An effective disciplinary framework permits department personnel to monitor employee compliance with department directives, assist employees in meeting department objectives, enhance performance, and permit managers to identify problem areas which require increased training or direction. Finally, this written directive shall ensure fundamental fairness and due process protection to citizens and employees alike.

POLICY: It is the policy of the Collingswood Police Department to accept and investigate all complaints of agency and employee's alleged misconduct or wrongdoing from all persons who wish to file a complaint, regardless of the hour or day of the week. This includes reports from anonymous sources, juveniles, undocumented immigrants, and persons under arrest or in custody. All allegations of employee misconduct shall be thoroughly, objectively, and promptly investigated to their logical conclusion in conformance with this policy, regardless of whether the employee resigns or otherwise separates from the agency. Discipline shall be administered according to the degree of misconduct. All employees, regardless of rank/title, shall be subject to disciplinary action for violating their oath and trust. Committing an offense punishable under the laws of the United States, the State of New Jersey, or municipality constitutes a violation of that oath and trust. Employees are also subject to disciplinary action for the willful or negligent failure to perform the duties of their rank or assignment. In addition, employees may be disciplined for violation of any rule or regulation of the department or for failure to obey any lawful instruction, order, or command of a superior officer or supervisor. Disciplinary/corrective action in all matters will be determined based upon the merits of each case. Investigators conducting the investigation of any allegation of misconduct shall strive to conduct a thorough and objective investigation respecting the rights of the principal, any other law enforcement officer, and all members of the public. Accordingly, any supervisor and any officer who may be called upon to conduct an internal investigation must be thoroughly familiar with the department's Internal Affairs policy.

This policy has been developed in accordance with the revised New Jersey Attorney General Directive on Internal Affairs.

PROCEDURE:

I. DEFINITION OF TERMS/FORMS

- A. The following forms/reports shall be used in accordance with this written directive:
1. The Collingswood Police Department utilizes the IAPro Internal Affairs software to input and track all reported or initiated Internal Affairs matters.
 2. The software allows for the investigations to be recorded in a secure, stand-alone system, which will provide confidentiality and limited access to Internal Affairs records.
 3. In addition to the software, the following reports must be used:
 - a. **Request for Extension of Investigation:** This form shall be used to seek approval from the Chief of Police when additional time, beyond the thirty-day period, is needed to complete the internal affairs investigations.
 - b. **Investigation Plan:** This form shall be used to develop an investigative plan prior to conducting internal affairs investigations.
 - c. **New Principal/Allegation Identification Form:** This form shall be used when an employee shifts from a witness to a principal. This form shall also be used to document perceived violations of written directives not relevant to the complaint or the alleged misconduct being investigated.
 - d. **Administrative Advisement Form:** This form shall be used during internal affairs investigation interviews when interviewing the principal in an internal affairs investigation.
 - e. **Miranda and Waiver Form:** This form shall be used in an internal affairs investigation when interviewing an employee accused of committing a crime after consultation with the Camden County Prosecutor's Office.
 - f. **Witness Acknowledgment Form:** The form shall be used during internal affairs investigation interviews when interviewing a witness in an internal affairs investigation.
 - g. **Weingarten Representative Acknowledgement Form:** This form shall be provided to the Weingarten representative present during an internal affairs interview.
 - h. **State Standardized Internal Affairs Complaint Form:** This form shall be utilized by department employees and civilians to document a reportable incident by all complainants.
 - i. **Internal Affairs Information Sheet:** This form, which explains the department's internal affairs procedures, shall be provided to all citizen complainants.

- j. **Notice of Immediate Suspension:** This form shall be used upon the immediate suspension of an employee.
 - k. **Complaint Notification Form:** This form, when appropriate, shall be served to an employee who is the principal of an internal affairs investigation.
 - l. **Performance Notice:** This form shall be used when documenting remedial training and counseling. The supervisor shall memorialize any corrective action (not discipline) taken either as a result of a reported performance deficiency incident or internal affairs investigation. Additionally, the form shall also be used to commend an employee for positive performance.
 - m. **Reprimand Notice:** This form shall be used when documenting verbal and written reprimands. The supervisor shall use this form to notify formally, the principal of discipline approved by the Chief of Police in connection with the completed internal affairs investigation. This form shall be used for discipline that does not exceed a written reprimand.
 - n. **Notice of Disciplinary Action Forms:** These forms shall be used to notify formally, the principal of charges approved by the Chief of Police in connection with the completed internal affairs investigation. These disciplinary forms shall only be used for charges that exceed a written reprimand. *(Preliminary and Final)*
 - o. **Professional Standards Reporting Forms:** These reports shall be submitted to the Camden County Prosecutor's Office and others as required.
- B. **Reportable Incident:** is any behavior, performance, or non-performance that may violate department rules, regulations, procedures, applicable criminal and civil laws, and the United States or New Jersey Constitutions. All reportable incidents shall be carefully and thoroughly reviewed by the Internal Affairs Unit Supervisor to determine the manner of response that best serves the public, the department, and the employee. Reportable Incidents classified as misconduct will result in an internal investigation conducted in accordance with the New Jersey Attorney General's Internal Affairs Directive and this written directive. Reportable incidents include, but are not limited to the following:
- 1. A complaint that an employee has engaged in any form of misconduct, as defined in this written directive, whether on or off-duty;
 - 2. An alleged violation of any of the Department Rules and Regulations;
 - 3. An alleged violation of any written directive issued by this department or appropriate authority as defined by ordinance;
 - 4. A refusal to or a failure to comply with a lawful written or verbal order, directive, or instruction;
 - 5. The filing of a civil suit by a civilian alleging any misconduct by an employee while on duty or acting in an official capacity;

6. The filing of a civil suit against an employee for off-duty conduct while not acting in an official capacity that alleges racial bias, physical violence, or threat of physical violence;
7. Criminal arrest of or filing of a criminal charge against an employee;
8. Allegation(s) that an employee is either an alleged perpetrator or victim of a domestic violence incident.

C. **Classification:** There are three classifications of a reportable incident. All reportable incidents shall be forwarded to the Internal Affairs Unit Supervisor to screen, record and classify the incident as one of the following (**See Figure #1**):

NOTE: All allegations of **misconduct**, whether criminal or administrative, regardless of the source of the allegation shall result in an internal investigation.

1. Criminal Misconduct - Reportable Incidents classified as criminal misconduct will result in immediate notification to the Camden County Prosecutor of the receipt of the complaint by the Internal Affairs Unit. No further action shall be taken, including the filing of charges against an employee, until directed by the County Prosecutor.
 - a. Criminal Misconduct is defined as a reportable incident where there is an allegation of a crime or an offense.
2. Administrative Misconduct - An incident may be classified as administrative misconduct in which case an investigation shall be conducted in accordance with this written directive.
 - a. Administrative Misconduct is defined as a reportable incident where there is a serious violation of department rules and regulations, written directive; or, conduct which adversely reflects upon the employee or the department.
 - b. Repeat performance deficiencies may be classified as administrative misconduct.
3. Performance Deficiency - An incident which is classified as a performance deficiency shall be referred to the supervisor for addressing through non-disciplinary corrective actions, (corrective action shall be training or counseling only).
 - a. A performance deficiency is defined as a reportable incident of any minor rule infraction that can be addressed at the supervisory level of an employee. This department recognizes that not all reportable incidents constitute misconduct and certain reportable incidents are more effectively handled outside of the disciplinary process. Performance deficiency incidents **are not** internal affairs investigations.

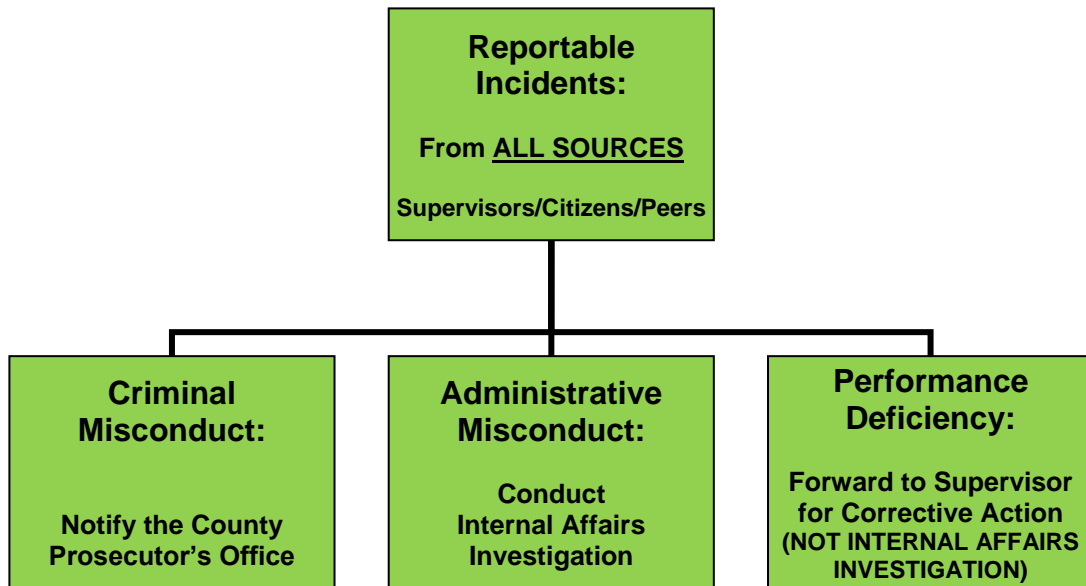


Figure #1 (Classification Process)

II. GUIDING PRINCIPLES

- A. The investigative process should seek to locate and identify all evidence available to either prove or disprove allegations made against an employee.
- B. With the exception of internal investigations that are part of an ongoing or potential criminal investigation, the majority of internal investigations are administrative in nature. Unlike criminal investigations where the burden of proof is beyond a reasonable doubt, the standard for administrative cases is a preponderance of the evidence.
- C. Also important is that strict rules of evidence and certain constitutional protections that apply in criminal cases do not attach to these investigations. In accordance with established case law, the investigator, reviewing authority and the Chief of Police can rely on types of evidence that would be inadmissible in a criminal proceeding provided, there is some indication of reliability.
- D. Furthermore, unlike criminal investigations, certain specific legal protections that arise in employment & labor matters and in police discipline matters apply to employees subject to an internal investigation. These include rights and practices commonly referred to as Weingarten, Loudermill, and Garrity rights, as well as contractual rights or those based on state or federal statutes.
- E. Investigators and reviewers shall scrupulously adhere to the principles that all employees shall be afforded all rights to which they are entitled. At the same time, investigative and review personnel will also be aware of their obligations to determine the facts of each case utilizing investigative methods, which are consistent with acceptable practices in employee discipline cases.
- F. Internal Affairs investigations shall not rely solely on the outcome of related criminal matters or traffic matters. The conviction of a citizen complainant shall not be dispositive as to the citizen's complaint regarding the employee's conduct related to the incident. However, the court proceedings will be relevant and should be reviewed. Unless otherwise determined by the investigative plan, most cases

involving a court action will require the collection and analysis of court records and transcripts of court appearances by the principal, complainant, or critical witnesses. The investigator should make every attempt to attend court proceedings, to monitor the progress/outcome of the case. As a monitor, the investigator need not notify the prosecutor, judge, or other court personnel of his/her presence and should not have any input in the proceedings.

- G. If a civilian signs criminal or traffic complaints, in addition to making an internal affairs complaint against an employee, a not guilty disposition of the court shall not automatically determine the outcome of the internal complaint. However, it will be relevant and part of the investigation.
- H. The investigator and reviewing authority shall consider that administrative charges have a different threshold of proof as well as less restrictive rules of evidence.
- I. As internal affairs investigators, a tendency to automatically grant more credibility to statements given by employees of the department and other law enforcement officials than to statements given by civilian complainants and witnesses must be carefully avoided. In certain situations where the credibility and motive of the complainant is reasonably suspected, a credibility determination may be made as provided for in this written directive. However, investigators, unless otherwise authorized, will investigate the relevant facts of the allegations and not the background or motive of the complainant, unless relevant to the investigation.
- J. It is the policy of this department that personnel conducting internal investigations deal with complainants, witnesses, and principals in a professional manner. This includes being prepared for interviews, promptly responding to telephone calls, and handling all related contacts during an investigation to leave citizens and employees alike with the impression that a thorough, fair, and impartial investigation of the allegation(s) will be conducted.
- K. Discovery of additional allegations and identification of additional principals:
 - 1. In conducting investigations, the propriety of all conduct by the employee relating to the subject matter of the investigation shall be reviewed.
 - 2. If during the course of an investigation, the investigator has reason to believe that misconduct occurred, other than that alleged, the investigator shall:
 - a. Document the information on a New Principal/Allegation Identification Form and forward it to the Internal Affairs Unit Supervisor/Chief of Police to determine the appropriate response. Upon completion of the review, the form, which shall include all appropriate endorsements, will be returned to the investigator, and maintained as an attachment to the investigation.
 - b. Unless otherwise directed, the investigator shall investigate the additional allegation to its logical conclusion.
 - 3. If during the course of an investigation, the investigator has reason to believe that another employee may have been involved in alleged misconduct and should be interviewed as a principal, the investigator shall:

- a. Report the information on a New Principal/Allegation Identification Form to the Internal Affairs Unit Supervisor/Chief of Police, and await further instructions. Other aspects of the investigation should continue.
- L. The New Jersey Resiliency Program for Law Enforcement
1. Under no circumstances, shall an officer face any type of discrimination or adverse internal affairs consequences for the sole reason that the officer decided to seek medical or psychological treatment for a mental health concern, including depression, anxiety, post-traumatic stress disorder, or substance use disorder.
 2. All officers are encouraged to take advantage of the resources provided by the New Jersey Resiliency Program for Law Enforcement, as well as the other resources identified in Attorney General Directive 2019-1.

III. INTERNAL AFFAIRS UNIT

- A. The Internal Affairs Unit is herein established. The Internal Affairs Unit Supervisor shall have direct access to the Chief of Police on all matters involving internal affairs. Personnel assigned to the Internal Affairs Unit shall serve at the pleasure of and be directly responsible to the Chief of Police or designee.
1. Investigators must recuse themselves from cases where they have a conflict of interest that may prevent them from being impartial in the investigation of a subject employee.
 2. Officers assigned to the Internal Affairs Unit shall complete training as mandated by the Division of Criminal Justice.
 - a. Officers may attend additional training on internal affairs provided by the Camden County Prosecutor's Office and other sources.
- B. The goal of Internal Affairs Unit is to ensure that the integrity of the department is maintained through a system of internal discipline where fairness and justice are assured by objective, impartial investigation and review.
- C. Under no circumstances may the Collingswood Police Department's Internal Affairs Unit be contracted or delegated to a private entity.
1. Instead, when necessary, the Collingswood Police Department may request that an internal affairs complaint be investigated directly by the Camden County Prosecutor, who shall determine whether to investigate the matter, refer the matter to the Internal Affairs function of another law enforcement entity, or return the matter to the Collingswood Police Department, if the Camden County Prosecutor determines that the department can appropriately investigate the matter.
 2. Nothing in this written directive shall prevent the Collingswood Police Department from retaining a qualified private individual to serve as a hearing officer or an expert witness.

- D. Internal Affairs Unit Supervisor shall be responsible for:
1. The management of the Internal Affairs Unit;
 2. The coordination and review of all internal affairs investigations;
 3. The review of all allegations of misconduct by employees of this department;
 4. The Chief of Police shall be immediately notified when an employee is accused of a crime, domestic violence incident where the employee is either an alleged perpetrator or victim, any incident that attracts media attention, and any incident that would affect the efficient and effective operation of the department. In addition, the duty supervisor shall take any immediate action necessary to preserve the integrity of the department until directed otherwise by the Chief of Police or his/her designee. All other notifications shall be made on the next business day.
 5. The maintenance of a comprehensive central file and recordkeeping system on all complaints received by this department, whether investigated by Internal Affairs Unit personnel or assigned to an employee's supervisor. A quarterly report on the status of all pending Internal Affairs investigations will be provided to the Chief of Police.
 6. The preparing and mailing of a Complaint Acknowledgement Letter to all civilian complainants.

- E. Internal Affairs Unit shall be responsible for:
1. The investigation and review of all allegations of misconduct by employees of this department.
 2. In addition to investigations concerning allegations of misconduct, the Internal Affairs Unit shall receive notice of:
 - a. Any firearm discharge by department personnel, whether on-duty or off-duty, unless the discharge occurred during the course of a law enforcement training exercise; routine target practice at a firing range; a lawful animal hunt; or the humane killing of an injured animal;
 - b. Any discharge of an agency-owned firearm by anyone other than agency personnel;
 - c. Any use of force by agency personnel that results in injury to any person,
 - d. Any vehicular pursuit involving agency personnel; and
 - e. Any collision involving agency-owned vehicle
 3. Once notification has been received, internal affairs will determine whether additional investigation is necessary.
 4. Internal affairs shall conduct a manual or computerized audit of its records to determine if an employee has the emergence of a pattern, practices or trend

of inappropriate behavior or misconduct in accordance with department written directive governing early warning,

5. Internal affairs shall be responsible for any other investigation as directed by the Chief of Police.
6. The Internal Affairs Unit may conduct an internal affairs investigation on their own initiative upon notice to, or at the direction of the Chief of Police or Internal Affairs Unit Supervisor.
7. The Internal Affairs Unit may refer reportable incidents classified as a performance deficiency to an employee's supervisor for inquiry and corrective action.
8. The Internal Affairs Unit investigators or personnel temporarily assigned to that function shall have the authority to interview any employee of the department and to review any record or report of the department relative to their assignment. Requests from the Internal Affairs Unit personnel, in furtherance of their duties and responsibilities, shall be given full cooperation and compliance as though the requests came directly from the Chief of Police.
9. Notification to the Camden County Prosecutor's Office
 - a. The Chief of Police or designee shall immediately notify the Camden County Prosecutor of the receipt of the complaint by the Internal Affairs function of any allegation of a crime or an offense.
10. The Collingswood Police Department shall complete the Professional Standards Summary Report form and submit it to the Camden County Prosecutor's Office as directed by that office.
11. On an annual basis, the Collingswood Police Department shall publish on its public website a report summarizing the types of complaints received and the dispositions of those complaints. This report **should** be statistical in nature.
12. The Collingswood Police Department shall on a periodic basis, no later than January 31 of the following year submit to the Attorney General and the County Prosecutor, and publish on the agency's public website, a brief synopsis. The synopsis of each case shall follow the format provided in Appendix L (updated November 2022) and shall include the identity of each officer subject to final discipline, a full explanation of the rule, regulation, policy, directive, or law violated, a factual summary of their conduct, and a statement of the sanction imposed. This synopsis shall not contain the identities of the complainants or any victims. Where discipline relates to domestic violence, the synopsis shall not disclose the relationship between a victim and an officer. In rare circumstances, further redactions may be necessary to protect the identity of a victim. Whenever practicable, notice shall be given to victims of domestic or sexual violence in advance of an agency's disclosure of discipline related to the incident. The synopsis shall include all misconduct where an agency member:
 - a. Was terminated;

- b. Was reduced in rank or grade;
- c. Was assessed a suspension of more than five days.
 - 1) A suspension of more than five days shall be broadly construed to include any disposition involving a suspension of more than 40 hours of time or the equivalent of five days/shifts if less than 40 hours, regardless of whether any of the suspension time was suspended or held in abeyance. It shall include the loss of vacation, sick or leave time totaling more than 40 hours or the equivalent of five days/shifts. It shall include any combination of suspension time assessed plus loss of vacation, sick or leave time that aggregates to more than 40 hours or the equivalent of five days/shifts. It shall also include any fine that exceeds the gross value of 40 hours, or the equivalent of five days/shifts, of pay;
- d. Had a sustained finding of discrimination or bias against any person because of the individual's actual or perceived race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex, gender identity or expression, disability, nationality, familial status, or any other protected characteristic under N.J.S.A. 10:5-1 et seq., regardless of the type or severity of discipline imposed;
- e. Had a sustained finding that the officer utilized excessive force in violation of departmental policy or the Attorney General's Use of Force Policy, regardless of the type or severity of discipline imposed;
- f. Had a sustained finding that the officer was untruthful or has demonstrated a lack of candor, regardless of the type or severity of discipline imposed;
- g. Had a sustained finding that an officer has filed a false report or submitted a false certification in any criminal, administrative, employment, financial, or insurance matter in their professional or personal life, regardless of the type or severity of discipline imposed;
- h. Had a sustained finding that an officer intentionally conducted an improper search, seizure or arrest, regardless of the type or severity of discipline imposed;
- i. Had a sustained finding that an officer intentionally mishandled or destroyed evidence, regardless of the type or severity of discipline imposed;
- j. Had a sustained finding of domestic violence, as defined in N.J.S.A. 2C:25-19, regardless of the type or severity of discipline imposed;
- k. Resigned, retired, transferred or separated from the agency, regardless of the reason, while any internal affairs investigation or complaint was pending, and the misconduct ultimately sustained (as defined in this policy and the current IAPP) falls within categories d

through j above or would have resulted in an action under categories a through c had the member not separated from the agency; or

- i. Was charged with any indictable crime under New Jersey or an equivalent offense under federal law or the law of another jurisdiction related to the complaint.

The department may not, as part of a plea or settlement agreement in an internal affairs investigation or otherwise, enter into any agreement concerning the content of a synopsis subject to public disclosure, including any agreement regarding the identities of officers subject to final discipline, summaries of misconduct, or statements of the sanctions imposed. The department or officer shall not enter into any non-disclosure agreement which seeks to conceal or prevent public review of the circumstances under which the officer separated from or was terminated or fired from employment by the department.

13. The Collingswood Police Department shall report to the Camden County Prosecutor's Office.

- a. A finding that a police officer has filed a false report or submitted a false certification in any criminal, administrative, employment, financial or insurance matter in his or her professional or personal life.
- b. Any pending court complaint or conviction for any criminal, disorderly persons, petty disorderly persons, municipal ordinance, or driving while intoxicated matter.
- c. A finding that undermines or contradicts a police officer's educational achievements or qualifications as an expert witness.
- d. A finding of fact by a judicial authority or administrative tribunal that is known to the officer's employing agency which concludes that a police officer intentionally did not tell the truth in a matter.
- e. A sustained finding that a police officer intentionally mishandled or destroyed evidence.
- f. A sustained finding that a police officer is biased against a particular group enumerated in the *Department's Bias Based Profiling* written directive.
- g. A sustained finding that the officer was untruthful or demonstrated a lack of candor.
- h. Any other information or documentation in your agency's files, which may in good faith potentially be deemed to reflect negatively upon the officer's credibility as a witness.

14. In accordance with Brady and Giglio, as cases are scheduled for motions needing testimony or are given a trial date, the Camden County Prosecutor's Office will send a **Brady Request for Documentation Letter and Questionnaire** to the Internal Affairs Units. This letter will require your Internal Affairs officers to complete a questionnaire each month for any newly

obtained exculpatory information on any member within your department by the 5th of the following month.

- a. The Special Prosecutions Unit will be requesting an updated confirmation for any newly obtained information via the attached letter by your Internal Affairs officer **EVERY MONTH.**

IV. ACCEPTING COMPLAINTS

A. Duty of Employees to Self-Report

1. All employees shall immediately self-report using the State Standardized Internal Affairs Complaint Form, in no case, more than four hours, the following information to the Internal Affairs Unit and the Chief of Police through the chain of command:
 - a. Whenever the employee is arrested or criminally charged for any conduct.
 - 1) The report must be made immediately, and in all cases prior to release or leaving the law enforcement agency. In the case of service of criminal charges, the notification must be made immediately upon the receipt of the charges.
 - b. Whenever the employee is named as a party in any civil suit involving their conduct while on duty or otherwise while acting in an official capacity.
 - c. Whenever the employee is named as a party in any civil suit regarding off-duty conduct while not acting in an official capacity that alleges racial bias, physical violence, or threats of physical violence by the employee.
 - d. Whenever the employee is either an alleged perpetrator or victim of a domestic violence incident.
2. When employees report this information to a supervisor, the supervisor shall directly and immediately report the information to the Internal Affairs Unit, in no case more than four hours after receipt of the notification. The Chief of Police shall notify the Camden County Prosecutor's Office of the receipt of this information.

B. Duty of Employees to File a State Standardized Internal Affairs Complaint Form for Actions of Other Employees

1. An employee who receives information defined as a reportable incident shall report such information to the Internal Affairs Unit Supervisor.
2. All employees must report directly to the Internal Affairs Unit, or the Chief of Police any conduct by another employee that reasonably appears to constitute any of the following:
 - a. Prohibited discrimination;

- b. An unreasonable use of force or a threat of force;
 - c. A constitutional violation;
 - d. Failure to follow any of the documentation requirements, including documentation of civilian complaint filing procedures;
 - e. Providing false information in an investigation of an employee for misconduct or in any report, log, or transmittal of information to the department's communication center.
 - f. Any violations discovered during a supervisory review (staff inspection) of personnel. Supervisors conducting the review shall be held accountable for their referral decisions.
3. Retaliation against any employee for reporting misconduct shall constitute a serious disciplinary offense and may lead to a severe penalty up to and including termination.

C. Complaints from the Public

1. All department personnel are directed to accept reports of agency or employee misconduct from all persons who wish to file a complaint regardless of the hour or day of the week. Complainants are to be encouraged to submit their complaints in person as soon after the incident as possible. If the complainant cannot file the report in person, a representative from the Internal Affairs Unit shall visit the individual at their home, place of business, or at another location in order to complete the report, if possible. Telephone, e-mail, web-based reporting, and facsimile complaints may also be accepted.
2. If a member of the Internal Affairs Unit is immediately available, they shall take the complaint.
 - a. If a member of the Internal Affairs Unit is not immediately available, the complainant will be referred to the duty supervisor. In the absence of the duty supervisor, any department employee shall accept the report of employee misconduct.
3. Department personnel receiving the complaint shall:
 - a. Provide the person making the complaint with the Internal Affairs Information Sheet, which explains the department's Internal Affairs procedures. This form shall be signed and dated by the complainant. The complainant shall be given a copy of the form and the original shall be kept with the Internal Affairs file.
 - b. Advise the complainant that he or she will be kept informed of the status of the complaint, if requested and its ultimate disposition.
 - c. Complete as much of the State Standardized Internal Affairs Complaint Form as possible before forwarding it to the Internal Affairs Unit Supervisor.

- d. The State Standardized Internal Affairs Complaint Form shall be completed by the employee taking the complaint and forwarded to the Internal Affairs Unit for recording in the master recordkeeping system and classification by the Internal Affairs Unit Supervisor.
4. All department personnel are directed to accept reports of agency or employee misconduct from anonymous sources. If the anonymous complainant is talking to an employee, the employee should encourage them to submit their complaint in person. In any case, the complaint will be accepted.
 - a. An employee of the department who interferes with or delays the reporting or investigation of such complaints may be subjected to disciplinary action.
 5. If a complainant wants to make a complaint against an employee of another law enforcement agency, he/she will be referred to that agency. If the complainant expresses fears or concerns about making the report directly, he/she will be referred to the respective county prosecutor's office.
 6. If a complaint is received from another law enforcement agency, the complaint will be forwarded to the Internal Affairs Unit Supervisor for classification.
 7. Complaints against the Chief of Police and command staff may originate from a member of the public or from an employee of the agency. All such complaints shall be documented and referred to the Camden County Prosecutor.
 8. In accordance with the Attorney General's Directive No. 2018-6 on immigration issues, no state, county, or local law enforcement officer shall inquire about or investigate the immigration status of any victim, witness, potential witness or person requesting or receiving police assistance.
- D. Complaints shall be handled as follows:
1. All complaints will be forwarded to the Internal Affairs Unit Supervisor for classification and entry into the recordkeeping system.
 2. Unless otherwise directed by the Internal Affairs Unit Supervisor or the Chief of Police, complaints classified as a performance deficiency shall then be forwarded to the supervisor of the employee for inquiry and corrective action.
 3. All other complaints classified as misconduct shall be retained by the Internal Affairs Unit.
 4. Once a complaint has been received, the principal shall be notified in writing using the Internal Affairs Complaint Notification Form that a report has been made and that an investigation will commence. Such notification shall not include the name of the complainant. This notification is not necessary if doing so would impede the investigation.

V. IMMEDIATE SUSPENSIONS

A. Suspension Pending Disposition or Investigation

1. A supervisor or Chief of Police may immediately suspend an employee from duty if it is determined that one of the following conditions exists:
 - a. The employee is unfit for duty; or
 - b. The employee is a hazard to any person if permitted to remain on the job; or
 - c. An immediate suspension is necessary to maintain safety, health, order or effective direction of public services; or
 - d. The employee has been formally charged with a first, second or third degree crime; or
 - e. The employee has been formally charged with a first, second, third or fourth degree crime or a disorderly persons offense while on-duty or the act touches upon his or her employment.
2. The supervisor imposing the immediate suspension must:
 - a. Advise the employee in writing of why an immediate suspension is sought and the charges and general evidence in support of the charges.
 - 1) If the employee refuses to accept the written notification of immediate suspension, it shall be given to a representative of the employee's collective bargaining unit.
 - b. Provide the employee with sufficient opportunity to review the charges and the evidence and to respond either orally or in writing, if applicable.
 - c. Advise his immediate supervisor in writing of the suspension and the facts and circumstances requiring the suspension.
3. Administrative Reassignment
 - a. Administrative reassignment may be used in cases involving the use of force, which results in death or serious bodily injury, unless the employee is suspended or placed on administrative leave pending the outcome of the investigation.
 - b. The administrative reassignment is subject to change by the Chief of Police or designee upon the outcome of the investigation.
4. Filing formal charges
 - a. Within five days of the suspension, the department must complete and file a **Preliminary Notice of Disciplinary Action** against the

suspended employee or return the employee to work. The filing of charges shall be suspended if the employee's suspension is due to a potential criminal matter under review by the Camden County Prosecutor's Office.

VI. INVESTIGATION

A. Criminal Misconduct Complaints

1. Where preliminary investigative data indicates the possibility of a criminal act on the part of the employee, or the investigation involves an allegation of the excessive use of force, the Chief of Police shall be notified immediately who will then notify the Camden County Prosecutor's Office. No further action shall be taken, including the filing of charges against the employee, until directed by the Chief of Police and the Camden County Prosecutor's Office.
2. The Internal Affairs Unit shall interview the complainant, all witnesses as well as review relevant reports and records, and obtain other relevant information and materials.
 - a. A principal shall not be compelled to answer any questions in the absence of a grant of use immunity as conferred by the Camden County Prosecutor's Office.
 - b. The Internal Affairs Unit investigator shall consult with the Camden County Prosecutor regarding the advisability of giving a Miranda Warning Form to the principal.

B. Administrative Misconduct Complaints

1. When preliminary investigative data indicates an administrative misconduct offense, which may result in disciplinary action:
 - a. A supervisor must notify the Internal Affairs Unit, who will conduct a full investigation of the matter to include interviewing the complainant, principals, and all witnesses as well as review relevant reports and records, and obtain other relevant information and materials.
 - b. The Internal Affairs Unit Supervisor will notify the Chief of Police of the offense; and
 - c. The Internal Affairs Unit will forward copies of the appropriate disciplinary documents and investigation reports to the Chief of Police for review; and
 - d. The Internal Affairs Unit will be responsible for the final case disposition and implementation of discipline, as determined by the Chief of Police or designee.

C. Performance Deficiency Complaints

1. Minor complaints should be assigned to and handled by a commanding officer at least one-step removed from the employee's immediate supervisor, when possible.

2. When a complaint has been classified as a performance deficiency, the complaint shall be forwarded to the employee's supervisor or commanding officer for inquiry and further action necessary. The supervisor or commanding officer shall then prepare a report summarizing the matter, recommending the appropriate corrective action.
3. The supervisor or commanding officer shall record the information, which will be forwarded to the Internal Affairs Unit Supervisor for review, and entry of the disposition in the recordkeeping system.

D. Interview Procedures

1. Preparation

- a. All complainant, principals, and witnesses shall be interviewed after careful preparation, including the review of the investigative file and all documents, evidence, and interviews conducted up until the interview. The investigator, in consideration of the investigative plan, should have pre-formulated goals to be accomplished with each interview.

2. Memorializing of the Interview

- a. The interview of the complainant, principal, and any other witness with critical information shall be documented or memorialized in one of the following ways:
 - 1) An audio-recorded statement documenting and memorializing information obtained through an interview. A synopsis of the recorded statement will be included in the narrative of the Internal Investigation Report. All statements of department personnel involving criminal or serious administrative misconduct allegations will be audio recorded.
 - 2) Handwritten statements taken by investigator shall be signed on each page by the person making the statement.
 - 3) Video recorded.
 - 4) A summary of the substance of the interview will be incorporated in the body of the appropriate internal investigation report.
- b. Investigators must at all times remain cognizant that civilian witnesses who are not employees of the department cannot be compelled to provide a statement in any manner. However, all reasonable efforts should be made to obtain a statement when warranted from non-police personnel in the order of priority as is listed above.
- c. All persons submitting to such a recorded or written statement, including the complainant, witnesses, and the principal(s) will, upon request, be provided with a copy of same by the investigator, as

authorized by the Internal Affairs Unit Supervisor/Chief of Police, unless by doing so, it could compromise the investigation.

- d. Other than investigators authorized by the department, employees of this department shall not electronically record nor cause any interview to be electronically recorded. A copy of the official statement shall be produced and provided within a reasonable amount of time. The employee receiving the copy of the statement shall be reminded of the absolute requirement that same not be copied, shown, or revealed to anyone other than the employee's attorney, if any. Violation of this provision will result in serious disciplinary action.
- e. Audio or written statements shall be made attachments within the investigative file, unless the matter is criminal in nature. In that case, evidence shall be handled in accordance with department written directive regarding the handling of evidence in a criminal matter.
- f. All recorded statements will be summarized in the body of the appropriate internal investigation report. When directed by the Internal Affairs Unit Supervisor, the pertinent portions of the statement may be transcribed and the transcript itself also included as an attachment to the case.
- g. The interview of any non-department person shall document the following identifiers:
 - 1) Full name;
 - 2) Address;
 - 3) Home Telephone;
 - 4) Race;
 - 5) Sex;
 - 6) DOB;
 - 7) Place of Employment;
 - 8) Work Telephone;
 - 9) Names of all persons present during interview;
 - 10) Date, time, and location of interview; and
 - 11) Further identifiers such as social security number or SBI or FBI numbers shall not be requested or utilized unless directly relevant to the investigation.
- h. Upon obtaining an audio-recorded statement, investigators will then label the medium, protect against re-record loss, and include it as a case attachment to the report. The statement, if transcribed, will also be included as a case attachment regarding administrative

investigations. In cases where the interview concerns a criminal matter, the recorded medium will be secured and handled as evidence.

3. Secondary Investigator as a Witness

- a. The utilization of a second investigator as a witness to any interview or written statement is not required; however, it may be authorized in certain circumstances.

4. Legal Representation in Administrative Internal Affairs Investigations

- a. During the course of the administrative interview, an employee may be represented by a union representative of their choosing to include an attorney, so long as the availability of the attorney does not in any way hamper or impede the ongoing investigation. There is not a Sixth Amendment right in Administrative Internal Affairs Investigations for principals and witnesses. If the investigation is criminal in nature and it appears that the employee's union representative may become a witness or subject in the investigation, the union representative shall be prohibited from attending the interview.
- b. Complainants and witnesses who are not employees of the agency cannot be prevented from having a legal representative present while being interviewed by investigators.

5. Interview of Complainant

- a. After the preparation detailed above, all efforts must be made to interview a complainant in person. Complainant interviews shall be conducted formally resulting in a statement secured in accordance with the provisions enumerated under Interview Procedures. Interviews of civilian complainants over the phone should only be conducted if in person interview is not possible.
- b. The investigator shall arrange a convenient time and place, including by telephone (or TDD), to interview civilians for misconduct investigations. The investigator shall reasonably accommodate a civilian's circumstances to facilitate the progress of an investigation. This may include holding an interview at a location other than the department or at a time other than regular business hours.
- c. Investigators must treat the person being interviewed with dignity and respect, and demonstrate interest and concern in dealing with the complainant. Employees shall not attempt to dissuade any person from making a complaint. Employees shall conduct themselves as to facilitate the citizen's confidence in the internal investigative process.
- d. Complainants and witnesses shall not be questioned about any matters that are not directly relevant to the allegations of the investigation. Any questioning intended to challenge the credibility of a complainant or witness must be approved beforehand by the Internal Affairs Unit Supervisor. Investigators shall make every effort

not to ask questions that may demean, ridicule, or cause embarrassment to the complainant.

- e. Questions must be carefully thought out and absolutely relevant to the investigation. Any questionable issues should be discussed with and approved by the Internal Affairs Unit Supervisor before conducting the interview.
- f. Group interviews shall not be conducted.
- g. Complainants should be interviewed outside the presence of other complainants and witnesses. A parent, or adult relative or guardian in the absence of a parent, shall be present during the interview of a minor. In the event, a parent cannot be located; the investigator must document the efforts taken to contact same. If a civilian insists that another potential witness be present during an interview, the interview must continue with the potential witness present and the report must note the circumstances.
- h. Structure of Interview
 - 1) Complainants should be initially asked to explain in their own words, in detail, the facts forming the basis of the complaint. The investigator should then clarify any questions or issues regarding the complainant's statement.
 - 2) After the complainant has provided a statement, the narrative of the State Standardized Internal Affairs Complaint Form, recorded telephone complaint, or correspondence from the complainant should be reviewed with the complainant.
 - 3) The investigator shall seek to rectify or identify any discrepancies as well as identify any further investigative requirements.
 - 4) The complainant should be asked to identify any witnesses and state what they believe the witness may have knowledge of; turn over any evidence in their possession; and identify what other types of evidence they know.
 - 5) Every relevant fact known to the complainant should be identified and explored thoroughly.
 - 6) Issues identified in the Investigation Plan, should be addressed.
 - 7) In addressing the allegations, questions utilized in the basic investigative process, namely: **who, what, when, where, why, and how**, should be precisely addressed.
 - 8) The complainant and or witnesses have no automatic right to view any department video recordings. It shall be up to the discretion of the investigator, whether utilizing any department

video recordings during an interview will enhance or clarify the investigative process.

- 9) If a complainant refuses to be interviewed, or cannot be located or contacted, a letter should be immediately forwarded on department letterhead, via U.S. mail, authorized and signed by the Internal Affairs Unit Supervisor, advising that he/she should respond within ten (10) days or the investigation will proceed without his/her input.

6. Interview of Witness

- a. Every effort should be made to interview all witnesses. The full identity of the witness should be obtained. If the witness refuses to be interviewed, or cannot be contacted after a reasonable attempt to locate, a letter should be sent on department letterhead advising that witness should respond within ten calendar (10) days.
- b. Specific and detailed questions should be asked including: **who, what, when, where, why, and how** the incident or event occurred. The investigator should have a clear purpose in identifying relevant witnesses and selecting what questions to ask them. These issues should be established in the Investigative Plan.
- c. The aforementioned techniques outlined in the complainant interview should be applied to the interview of witnesses.
- d. Witness interviews shall be conducted formally resulting in a statement secured in accordance with the provisions enumerated under Interview Procedures.

7. Interview of Employees

- a. Generally, the interview of an employee is accomplished after the complainant and all witnesses are interviewed. However, this is determined by the character of the inquiry and remains a choice of the investigator. Such interviews are a critical step in the investigation and should be carefully planned. Investigators shall not accept a written statement from any employee in lieu of an interview.
- b. Employee interviews shall be conducted formally resulting in a statement secured in accordance with the provisions enumerated under Interview Procedures.
- c. Employee as: **WITNESSES**
 - 1) All employee witnesses will be interviewed. A summary of the substance of the interview will be incorporated in the body of the appropriate internal investigation report. The key elements of the statement may be transcribed if necessary. A unionized employee who is considered a witness is entitled to union representation if he/she reasonably believes that he/she may be subject to disciplinary action as a result of the investigation.

- 2) Advise the employee that he/she is a witness, explaining the difference between a witness and principal.
 - a) A witness is a person reasonably believed to have information concerning the event under investigation, but whose own conduct is not the focus of the investigation.
 - b) A principal is a person whose conduct is the focus of the investigation.
 - 3) Before any questioning takes place, the employee shall be apprised of the identity of the investigator conducting the interview, including his/her rank, name, and assignment. This notice shall also include the identity of all persons present during the interview.
 - 4) The investigator may require the employee to submit a report detailing relevant facts in the investigation. If a report is required, the investigator will provide the employee with the background information regarding the nature and timeframe of the complaint. The employee should be encouraged to review any of his or her own reports. **(NOTE) Not to be used in lieu of a recorded statement.**
 - 5) A formal statement will be obtained from the witness after he/she has been given their Witness Acknowledgment Form. The investigator shall further verbally confirm the employee's obligation for candor throughout an internal investigation, pointing out the specific provision of the acknowledgment form denoting such.
 - 6) If, during the interview, the status of an employee shifts from a witness to a principal, follow the procedure for accepting complaints, the employee shall also be advised accordingly. The investigator shall contact the Internal Affairs Unit Supervisor to secure permission to proceed.
- d. Employee as: **PRINCIPAL**
- 1) No employee shall be designated a principal without the approval of the Internal Affairs Unit Supervisor.
 - 2) Each employee of the department is required to answer pertinent questions regarding the matter, which is the subject of investigation. All employees of the department are obligated to answer questions and provide full and complete information to the investigator(s) during internal investigations. Less than complete candor during any statement may lead to serious disciplinary sanctions, which may include suspension or termination.
 - 3) The investigator shall not automatically provide the principal with the State Standardized Internal Affairs Complaint Form.

Principals shall be advised of the specific nature of the complaint, the time period involved, any allegation(s) or violation(s) of rules, regulations, and orders involved, and if applicable, the name or names of the complainant(s) and/or witnesses, in writing. The addresses of the witnesses or complainants need not be disclosed.

- 4) In cases where these documents are shown to the principal, the investigator shall redact from the letter of complaint, State Standardized Internal Affairs Complaint Form, or any other relevant document provided to the principal during the interview, any information that may compromise the investigative process by providing same to the principal. Redacted documents utilized during the investigation for any purpose shall be properly referenced in any interview and included as an attachment to the Investigation Report.
- 5) As an employee of the department, the Weingarten Representative shall be advised of the obligation of confidentiality and the requirement not to discuss any information obtained during an interview with any other person. (Weingarten Rights)
- 6) The principal may produce records of his/her own or suggest names of witnesses he/she requests to be interviewed.
- 7) A formal electronically recorded statement may be obtained from the principal after he/she has been advised of their Administrative Advisement. The investigator shall further verbally confirm the employee's obligation for candor throughout an internal investigation.
- 8) The following guidelines will be followed when any representation is requested.
 - a) Any employee designated as a principal or witness, who reasonably believes that the investigation may result in disciplinary action against him/her, is entitled, upon request of the interviewee, to have a union representative accompany the interviewee to the interview.
 - b) Any employee who is a potential principal or witness in the investigation may not act as a Weingarten representative.
 - c) The exercise of the interviewee's right to a union representation may not interfere with the investigation. However, a reasonable period of time should be allowed for the representative to appear for the interview.
 - d) Although an interviewee is entitled to the representative of his/her choosing, any union

representative or other person designated by the union will satisfy the representation requirement. For additional guidance on interviewee representation, refer to the current version of the NJ Attorney General's IAPP.

- e) The principal and his/her representative shall be informed of the subject matter of the investigation and given a reasonable period of time to confer prior to the interview. The union representative may be present during the interview, and once the interview has begun, they may not leave the room for purposes of further consultation. If the principal refuses to make a statement or answer any questions, he/she will be informed that such refusal may result in discipline/dismissal and the interview shall be terminated.
 - f) The investigator shall not negotiate with the representative. The representative may be permitted to clarify facts or make suggestions (e.g., other potential witnesses) after the investigator's questioning of the principal. The investigator is free to insist that he/she is only interested in hearing the interviewee's own account of the matter under investigation. In other words, the representative shall not be permitted to answer for the principal or conduct his or her own interview.
- 9) The interview shall be conducted at a reasonable hour in a non-coercive manner, without threat or promise of reward, and preferably when the employee is on duty. No "off the record" questions will be asked and no "off the record" statements will be permitted. If the urgency of the investigation requires that the employee is questioned while off duty, such time will be recorded and treated as hours worked in accordance with the collective bargaining agreements, where applicable.
 - 10) The interview shall be conducted at a location designated by the investigator, usually at headquarters.
 - 11) The questioning shall be of a reasonable duration and rest periods allowed. Time shall be provided for personal necessities, meals, and telephone calls as are reasonably needed.
 - 12) If at any time during the questioning session the employee becomes a suspect in a criminal act, the employee shall be so informed and the questioning shall end. Promptly refer the case to the Camden County Prosecutor. Should the employee be afforded a grant of use immunity by the Prosecutor, the Internal Affairs Unit investigator shall schedule an interview with the employee.

E. Investigative Avenues

1. Physical Evidence

- a. Investigators should obtain all relevant physical evidence. All evidence, such as clothing, hair, or fabric, fibers, stains, and weapons should be handled according to established evidence procedures.
- b. With respect to an audio file, they should be secured at the outset of the investigation. Transcripts or copies of the original recordings can be used as investigative leads. Audio files should be monitored to reveal the totality of the circumstances.
- c. Statements from all parties.

2. Photographs

- a. In the event of a complaint involving excessive force, the following photographic documentation shall be obtained when appropriate. Whenever possible, color photography shall be used.
 - 1) Photographs of the complainant at the time of arrest or following the alleged incident of excessive force.
 - 2) Photographs of the principal in the event that employee was a victim.
 - 3) A recent photo of the employee in the event a sequential photo display will be used for identification purposes. The photo display must be conducted in accordance with the New Jersey Attorney General's guidelines and retained for possible evidentiary purposes.
 - 4) Photographs of the scene of the alleged incident, if necessary.

3. Physical Tests

- a. Principals may be compelled to submit to various physical tests or procedures to gather evidence. Such evidence may be used against them in a disciplinary proceeding.
- b. No person has a constitutional right or privilege to refuse to submit to an examination to obtain a record of their physical features and other identifying characteristics of their physical or mental condition. Evid. R. 503(a). Evidence that may be obtained or procedures that may be used to obtain evidence under this rule include:
 - 1) Breath samples;
 - 2) Blood samples;
 - 3) Buccal Swabs;
 - 4) Requiring employee to speak;

- 5) Voice recordings;
- 6) Participation in suspect lineups;
- 7) Handwriting samples;
- 8) Hair and saliva samples;
- 9) Urine analysis;
- 10) Videotaping;
- 11) Field sobriety tests.

c. Generally, a person cannot be physically forced to produce this or other evidence or submit to such tests, although a court order may be obtained to legally compel them to do so. Refusal to comply with the order can result in additional criminal, civil, and/or administrative sanctions.

4. Polygraphs

- a. While an employee who is the subject of an Internal Affairs investigation may request a polygraph examination, an employer shall not influence, request or require an employee to take or submit to a polygraph examination as a condition of employment or continued employment (N.J.S.A. 2C:40A-1).
- b. An employee cannot be required to submit to a polygraph test on pain of dismissal. Engel v Township of Woodbridge, 124 N.J. Super. 307 (App. Div. 1973).
- c. If a polygraph is used, the test must be administered by a qualified police polygraph operator.

5. Search and Seizure

- a. As a general rule, the Fourth Amendment applies to any action taken by government. Law enforcement officers have the right, under the Fourth Amendment, to be free from unreasonable searches and seizures. Fourth Amendment warrant requirements apply to any search of an office, employee's personal property including clothing, car, home, or other belongings to include any computer or digital recordings.
- b. A voluntary consent to a search may preclude some Fourth Amendment problems from developing. A consent search eliminates the need to determine what threshold standard must be met before conducting the search or seizure, either for an administrative or criminal investigation. Under New Jersey law, for consent to be legally valid, a person must be informed that he/she has the right to refuse to permit a search. State v. Johnson, 68 NJ 349 (1975). If a consent search is utilized, the investigating officer shall follow standard police procedures and have the principal sign a consent to search form after

being advised of the right to refuse such a search and to be present during the search, unless they waive this right.

- c. In a criminal investigation, the standard to obtain a search warrant is probable cause. Generally, a search warrant should be sought to search an area belonging to the principal when the employee maintains an objective expectation of privacy in that area. Areas and objects in this category include but are not limited to the employee's home, personal car, safe deposit boxes, and personal computers. Agency supplied equipment and property is never considered personal property of the employee.
- d. Generally, during either administrative investigations or criminal investigations, workplace areas may be searched without a search warrant. The critical question is whether the public employee has a reasonable expectation of privacy in the area of property the Internal Affairs investigator wants to search. The determination of a reasonable expectation of privacy must be decided on a case-by-case basis. There are some areas in the person's workplace where this privacy expectation can exist just as there are some areas where no such expectation exists. Areas where supervisors or other employees may share or go to utilize files or equipment would present no expectation of privacy or a diminished expectation of privacy. Included here would be government provided vehicles, filing cabinets, agency computers, etc.
- e. Agency property includes but is not limited to: computers, lockers, phones, agency vehicles, desks/offices/workstations, filing cabinets and any other agency equipment remains the property of the Collingswood Police Department and is subject to entry and inspection without notice at any time and without a search warrant.
- f. If a criminal investigation, prior to a search or confiscation of any agency issued property, approval must be obtained from the Camden County Prosecutor or his/her designee.
- g. Any search of agency or personal property should be conducted in the presence of another agency employee, preferably a Superior Officer, and should be properly recorded.

VII. REPORTING

A. Internal Investigation Plan

- 1. The case investigator shall meet with the Internal Affairs Unit Supervisor within five (5) business days of being assigned to conduct the internal investigation, to discuss and formulate an investigative plan.
- 2. Thereafter the case investigator will complete an Internal Investigative Plan, and submit same for approval prior to the conclusion of the meeting. When approved by the Internal Affairs Unit Supervisor, the plan will be maintained and secured in the case jacket dedicated to that investigation.

B. New Principal/Allegation Identification Form

1. During the interview, if the status of an employee shifts from a witness to a principal, the employee shall be advised accordingly. The investigator shall contact the Internal Affairs Unit Supervisor/Chief of Police to secure permission to proceed.
2. If approval is granted to proceed, the investigator will complete a New Principal/Allegation Identification Form and forward same to the Internal Affairs Unit Supervisor, for the purposes of updating the case. A copy of the completed New Principal/Allegation Identification Form, incorporating all required endorsements, must be secured and submitted as an attachment to the investigation.
3. This form will also be used to document perceived violations of written directives not relevant to the complaint or the alleged misconduct being investigated.

C. Report Flow

1. Within ten (10) calendar days of being assigned to conduct an internal investigation, the case investigator must complete an Internal Investigation Report and submit same for approval to the appropriate Internal Affairs Unit Supervisor. This report will be an objective recounting of all the relevant information the investigation disclosed, including statements, documents and other evidence. Such report shall contain a complete account of the investigation. The report must include:
 - a. Documentation that the complainant has been contacted by the investigator to advise them of their assignment as the case investigator and to arrange a meeting to conduct an interview. If the investigator is unable to contact the complainant, the report must reflect that the appropriate certified ten (10) day letter, endorsed by the Internal Affairs Unit Supervisor or Chief of Police, has been mailed to the complainant.
 - b. Documentation that the case investigator has contacted the principal(s) and informed them of the nature of the complaint against them.
 - c. An analysis of the allegations to be addressed by the investigation, linked to specific provisions of the Rules and Regulations, and/or any guidelines that govern the behavior of employees of the department.
2. Supplemental reports will be submitted on a regular basis to document the investigative process on all internal investigations wherein investigative activity took place during that period. For the purposes of this written directive, the term regular basis shall be interpreted to mean at least every ten (10) calendar days, unless this requirement is waived by the Internal Affairs Unit Supervisor.
3. The investigation should be completed and all reports prepared within **thirty (30) calendar days** of being assigned. Authorization for additional time to

complete investigations must be received from the Chief of Police, in accordance with the investigation extension procedure.

- a. Request for Extension of Investigation - Exceptions to the thirty (30) calendar day requirement to complete all internal investigations may be granted only in the following cases:
 - 1) The investigation is pending criminal prosecution.
 - 2) The investigation is undergoing a prosecutorial review to determine if the matter will be prosecuted criminally.
 - 3) At any time, an extension is authorized by the Internal Affairs Unit Supervisor.
- b. This form must be submitted to the Chief of Police through the chain of command or for approval as soon as any of the foregoing criteria is met.
- c. The completed form, including all required endorsements, must be submitted as an attachment to the investigation.
- d. If investigators are unable to complete an internal affairs investigation within thirty (30) days of receiving a complaint, they must notify the Chief of Police on or about the 30th day. In such situations, the Chief of Police should seek to identify the reasons for the extended investigation and whether the Internal Affairs Unit requires additional resources or oversight to complete the inquiry in a prompt manner.
- e. In addition, the Chief of Police should ensure compliance with the “45-day rule” established by N.J.S.A. 40A:14-147.
- f. Investigators are required to provide further notice to the Chief of Police every additional 45 days that the internal affairs investigation remains open (*i.e.*, on or about the 90th, 135th, and 180th days from the receipt of the complaint), and the Chief of Police should exercise increasing scrutiny of the investigators’ work the longer the case remains open.
- g. In the rare cases where the department has not filed disciplinary charges (or decided not to do so) within 180 days of receipt of the complaint, the department must notify the Camden County Prosecutor.
 - 1) The Camden County Prosecutor, or their designee, shall investigate the reasons for the extended investigation and shall also examine whether the department’s Internal Affairs Unit faces any systemic issues that require additional resources or oversight.
 - 2) The Camden County Prosecutor may take any steps necessary to ensure prompt resolution of the pending matter, including supersession of the department’s investigation.

- 3) The Collingswood Police Department shall provide further notice to the Camden County Prosecutor every additional 90 days that the investigation remains open (*i.e.*, on or about the 270th and 360th days from the receipt of the complaint).
4. Upon completion of all possible avenues of inquiry, the Internal Affairs Unit investigator shall submit all reports to the Internal Affairs Unit Supervisor for approval. The Internal Affairs Unit Supervisor will review the case and make recommendations to the Chief of Police regarding discipline.
5. The Internal Affairs Unit investigator shall also submit a Summary and Conclusion Form. This form shall summarize the case and provide conclusions of fact for each allegation. The form should be organized as follows:
 - a. A summary of the allegations against the principal, including a recitation of the alleged facts;
 - b. A summary of factual findings in which the investigator outlines the facts proven or supported by the evidence reviewed during the investigation, and applies those facts to each allegation. This shall include a conclusive finding on whether each allegation is to be recorded as exonerated, sustained, not sustained or unfounded. For sustained findings that qualify for disclosure, the summary of factual findings, along with the discipline imposed, should be the basis for the brief synopsis;
 - c. A discipline imposed section in which the final discipline imposed on the principal will be recorded. This section should be completed once the discipline imposed becomes final.

If the conduct of a principal was found to be improper, the report must cite the agency rule, regulation, or SOP violated. Any aggravating or mitigating circumstances surrounding the situation, such as unclear or poorly drafted agency policy, inadequate training or lack of proper supervision, shall also be noted in the form.
6. The conclusion reached by the investigator will fall into one of the following four (4) dispositions.
 - a. Sustained - A preponderance of the evidence shows an officer violated any law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor; agency protocol; standard operating procedure; rule; or training.
 - b. Unfounded - A preponderance of the evidence shows that the alleged conduct did not occur;
 - c. Exonerated - A preponderance of the evidence shows the alleged conduct did occur, but did not violate any law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor; agency protocol; standard operating procedure; rule; or training. (For example, at the conclusion of an investigation into an excessive force allegation, the agency finds that the officer

used force (alleged conduct) but that the force was not excessive (alleged violation).)

- d. Not Sustained - The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.
 7. All approved original reports will be maintained by the investigator until the investigation is concluded at which time the complete case file will be submitted to the Chief of Police through the Internal Affairs Unit Supervisor.
 8. The Chief of Police, upon receipt of the recommendation, will review the matter and make the final determination or return the case for further investigation.
 9. Once the Chief of Police is provided with “sufficient information” to file a charge, the Chief of Police has forty-five (45) days to do so. (N.J.S.A 40A:14-147).
 10. In all cases, a letter shall be sent to the complainant explaining the outcome of the investigation. If the allegation was unfounded or the employee was exonerated, this conclusion shall be stated and defined for the civilian complainant. If the allegation was not sustained, the letter shall provide the complainant with a brief explanation why the complaint was not sustained (e.g., insufficient proof, lack of witnesses, etc.). If the allegation was sustained and discipline was imposed, the letter shall simply state that the allegation was sustained and that the employee has been disciplined according to department procedures. It is not necessary to specify the discipline imposed.
 11. Whenever a final determination is reached in an internal investigation, the employee(s) involved as a principal(s) shall be notified in writing by the Chief of Police of that determination.
 12. If discipline is imposed, a record of such discipline, not including the investigation report or attachments, shall be placed in the employee’s personnel file.
- D. Performance Notice: is the form that must be completed by a supervisor to address the corrective action taken as a result of the performance deficiency.
1. A Performance Notice shall be used when the performance deficiency warrants a corrective action of training or counseling.
 2. The supervisor issuing a Performance Notice (counseling, or training) shall complete the form.
 3. The employee shall be advised of the corrective action by the issuing supervisor and acknowledge receipt. The Internal Affairs Unit Supervisor shall review the form and the documentation shall be retained in the system.
 4. The form shall be forwarded to the Internal Affairs Unit Supervisor for filing.

- E. Reprimand Notice (verbal/written reprimand): is the form that must be completed by a supervisor to address the disciplinary action initiated as a result of repeated performance deficiencies or administrative misconduct.
 - 1. A Reprimand Notice shall be used when the performance deficiency or misconduct warrants disciplinary action of a verbal or written reprimand.
 - 2. The supervisor recommending the issuance of a Reprimand Notice (verbal or written) shall complete the form, which will be forwarded to the Internal Affairs Unit Supervisor for review and approval.
 - 3. Upon approval of the Reprimand Notice, the employee shall be advised of the corrective action by the issuing supervisor and acknowledge receipt g. The Internal Affairs Unit Supervisor shall ensure receipt.
 - 4. The form shall be forwarded to the Internal Affairs Unit Supervisor for filing.
- F. Preliminary Notice of Disciplinary Action - Formal Charge:
 - 1. A Notice of Disciplinary Action Form shall be used to formally charge an employee with administrative misconduct, the penalty for which exceeds a written reprimand.
 - 2. If the complaint is sustained after review, and it is determined that formal administrative charges should be pursued, the Chief of Police or designee shall direct the Internal Affairs Unit Supervisor or a designee of the Internal Affairs Unit to prepare the **Preliminary Notice of Disciplinary Action form** and have it served upon the principal. The Chief of Police or designee will sign and file these charges.
 - 3. The Preliminary Notice of Disciplinary Action Form shall direct that the employee charged must enter a plea of guilty or not guilty, in writing, on or before the date set forth in the notice for entry of a plea. The date will be listed on the notice and must provide a reasonable time, at least 5 days after the date of service of the charges, to enter a plea and request a hearing, if applicable.
 - a. If the employee charged waives a hearing and enters a plea of guilty, the Chief of Police shall permit the employee to present factors in mitigation prior to assessing a penalty.
 - 4. At the conclusion of fact and the penalty imposed, the **Final Notice of Disciplinary Action form** will be placed in the employee's personnel file after he or she has been given an opportunity to read and sign for each disciplinary action. Internal Affairs will cause the penalty to be carried out and complete all required forms.

VIII. HEARINGS

- A. The hearing shall be held before the appropriate authority or the appropriate authority's designee. In accordance with N.J.S.A. 40A:14-148, except as otherwise provided by law, the officer, board or authority empowered to hear and determine the charge or charges made against an employee of the police department, shall

have the power to subpoena witnesses and documentary evidence. The Superior Court shall have jurisdiction to enforce any such subpoena.

- B. All disciplinary hearings shall be closed to the public. However, the employee may request an open hearing. The appropriate authority or the appropriate authority's designee shall conduct a closed hearing unless a legitimate reason exists to grant the employee's request for an open hearing. The hearing date will be set on the **Preliminary Notice of Disciplinary Action form** in accordance with N.J.S.A. 40A: 14-147.
- C. The appropriate authority or the appropriate authority's designee will fix punishments that are deemed appropriate under the circumstances in accordance with the Rules and Regulations. (Reference N.J.S.A. 40A: 14-147).
- D. The appropriate authority or the appropriate authority's designee is empowered to enter a finding of sustained or not sustained, or to modify the charges as deemed necessary. The decision of the appropriate authority or the appropriate authority's designee should be in writing and should be accompanied by findings of fact for each issue in the case.
- E. A copy of the decision or order and accompanying findings and conclusions shall be delivered to the employee who was the subject of the hearing.

IX. CONFIDENTIALITY

- A. The progress of Internal Affairs investigations and all supporting materials are considered confidential information. Upon completing a case, the Internal Affairs Unit will enter the disposition in the Internal Affairs record keeping system.
- B. The Collingswood Police Department shall protect and maintain the confidentiality of all internal affairs records against the agency or employees. These records shall be in a designated secure area accessible only to the Chief of Police, Internal Affairs Unit Supervisor and others as authorized by the Chief of Police.
- C. The information and records of an internal investigation shall only be released under the following limited circumstances:
 - 1. If administrative charges have been brought against an employee and a hearing will be held, a copy of all discoverable materials shall be provided to the employee and the hearing officer before the hearing.
 - 2. If the principal, agency, or municipality 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 principal, agency, or jurisdiction.
 - 3. Upon request or at the direction of the Camden County Prosecutor or New Jersey Attorney General.
 - 4. Upon a court order; or
 - 5. Upon a request from the Division of Pensions, following an officer's application for a retirement allowance.

- D. The Chief of Police 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, to which records access is being granted, and for what time period access is permitted. The authorization shall also specify any conditions (i.e., the files may be reviewed only at the internal affairs office and may not be removed). In addition, the law enforcement executive may order any redactions in accordance with the current IAPP. The Chief of Police should grant such access sparingly, given the purpose of the internal affairs process and the nature of many of the allegations against officers. As a general matter, a request for internal investigation case files may satisfy the good cause requirement:
1. If a Civilian Review Board that meets certain minimum requirements requests access to a completed or closed investigation file, subject to the conditions described in this section; or
 2. If another law enforcement agency requests the files because it is considering hiring an officer who was formerly employed at the agency with the internal investigation files.
- E. The *Internal Investigation Allegations and Conclusions Form* shall be released in response to a request made under the common law right of access by any member of the public or press where it satisfies any of the following conditions:
1. The *Internal Investigation Allegations and Conclusions Form* led to a result on or after January 1, 2023, that requires disclosure pursuant the current IAPP;
 2. The agency otherwise concludes that the *Internal Investigation Allegations and Conclusions Form* is subject to release pursuant to applicable law or court order; or
 3. Upon the request or at the direction of the County Prosecutor or Attorney General at any time.
- F. When an agency concludes that an *Internal Investigation Allegations and Conclusions Form* is subject to disclosure, it shall redact the following before disclosure:
1. The names of complainants, witnesses, informants, victims and cooperators, in addition to information that could reasonably lead to discovery of their identities;
 - a. In instances of domestic violence, in addition to redaction of the victim's name, all reference to the specific nature of the qualifying relationship should also be redacted to protect the identity of the victim. For example, if the victim is an intimate partner, terms such as "spouse," "partner," "girlfriend," "boyfriend," "husband," or "wife," should also be redacted, and to the extent possible the report should just indicate that the relationship between the victim and the officer was an enumerated relationship under the Domestic Violence Act (*N.J.S.A. 2C:25-17 et seq.*).

2. Non-public, personal identifying information about any individual named in the report, such as their home addresses, phone numbers, dates of birth, social security numbers, familial relationships, etc.;
 3. Medical information or history, including but not limited to, mental health or substance abuse services and drug or alcohol evaluation, counseling or treatment;
 4. Information regarding any criminal investigation or prosecution that is not already contained in a public filing, or any information that would impede or interfere with a pending criminal or disciplinary proceeding;
 5. Any records or material prohibited from disclosure by law;
 6. Juvenile records;
 7. Any information which is the subject of a judicial order compelling confidentiality;
 8. Any other information that would violate a person's reasonable expectation of privacy; and
 9. Any information regarding law enforcement personnel, procedures, or resources that could create a risk to the safety of any person, including but not limited to law enforcement personnel.
- G. Whenever a law enforcement officer makes an application to the New Jersey Division of Pensions for retirement benefits, in anticipation of upcoming retirement and the receipt of a pension, both the department and the officer shall have an affirmative obligation to report to the Division of Pensions the existence of any pending internal affairs investigation, complaint or case, including those on appeal, as well as any criminal charges.
- H. Agencies may receive subpoenas directing the production of internal affairs investigative records. Before responding to the subpoena, the Chief of Police should consult with the Department's legal counsel or County Prosecutor's Office to determine whether the subpoena is valid.
- I. If the release of internal affairs documents is appropriate, the department should inventory the reports they are releasing and obtain a signed receipt.
- J. Subpoenas for Employee's Personnel/Internal Affairs Files
1. In matters that involve criminal and/or civil actions resulting from an internal affairs case, the department shall **NOT** release any information in response to the subpoena without first contacting the Assistant Prosecutor to whom the matter has been assigned by telephone and in writing. All such contact shall be noted in the internal affairs report.

X. INTERNAL AFFAIRS FILES

- A. A separate Internal Affairs file system shall be maintained in a secured file cabinet. Personnel records are separate and distinct from Internal Affairs records. Internal

Affairs investigation reports shall not be placed in an employee's personnel records file.

1. When a complaint has a disposition of exonerated, not sustained, or unfounded, there shall be no indication in the employee's personnel file that a complaint was ever made.
2. When a complaint has been sustained, only the disciplinary action imposed shall be filed in an employee's personnel file.

B. Selection and Hiring

1. In addition to the requirements of the selection process, background investigations must include a review of the prior internal affairs files of any law enforcement candidate.
2. If the Collingswood Police Department has reason to believe that a candidate for employment was previously a sworn officer of another law enforcement agency, the Collingswood Police Department has an affirmative obligation to identify all such former employers. The Collingswood Police Department shall then request all internal affairs files for cases where the candidate was the principal, regardless of the ultimate disposition or status of the complaint.
 - a. If requested, the Collingswood Police Department shall provide a written acknowledgement to the releasing agency that it will maintain the confidentiality of said files in accordance with this policy.
3. If the Collingswood Police Department receives such a request regarding a former employee, then it shall immediately share copies of all internal investigative information related to that candidate with the hiring agency, in accordance with N.J.S.A. 52:17B-247. Confidential internal affairs files shall not be disclosed to any other party.
4. The Chief of Police retains the authority to defer a decision on hiring a particular candidate until all extant internal affairs information has been received and reviewed.

- C.** Investigative records created during an Internal Affairs Investigation are included in the "Records Retention and Disposition Schedule for Local Police Departments" and shall be maintained as such. The agency may choose to retain the files longer and exceed the retention schedule.

XI. COUNTY PROSECUTOR

- A.** The Camden County Prosecutor is responsible for conducting substantive oversight to ensure that the Internal Affairs Unit of the Collingswood Police Department is operating professionally and effectively.