



ICMS #: 2019-1161

January 8, 2020

**Complaint:** ██████████, complainant, alleges APD did not properly investigate his previously filed reports regarding fraud.

This notice of formal complaint is a request for Internal Affairs to conduct an investigation in order to determine if the employee conduct is within compliance of APD policy, Civil Service Rules, and Municipal Civil Service Rules.

**Recommended Administrative Policies to Review** (to include but not limited to):

402.2 INCIDENT REPORTING

A well-written report can help make a case just as easily as a poorly written report can ruin a case. Employees have the responsibility to write clear, factual, and complete reports.

402.2.2 REPORT WRITING

(a) All reports shall accurately reflect:

403.1 PURPOSE AND SCOPE

Criminal investigations are a complex, multi-step process that require employees to be aware of, operate within and comply with federal, state, and local regulations so as not to prejudice the case or jeopardize the prosecution of the defendant. It is the policy of the Department to comply with the highest standards of legal and professional conduct when performing a criminal investigation.

403.2 FOLLOW-UP INVESTIGATIONS

Follow-up investigations may include, but are not limited to:

- (a) Reviewing and analyzing preliminary reports.
- (b) Reviewing Department records and databases.
- (c) Seeking additional information from complainants, witnesses, neighbors, informants, officers and Department employees.

**Recommended Classification:** *The OPO is permitted to make a preliminary recommendation on the classification of administrative cases.*

***The OPO recommends that this allegation receive a B classification.***