



Internal Affairs Section (IAS)

COMPLAINTS AGAINST SWORN PERSONNEL

- Complaints or allegations of officer misconduct may originate from inside or outside the Department
- Once aware of a possible violation of Department rules or regulations, a supervisor shall conduct a preliminary investigation as soon as practical to determine the appropriate investigative responsibility
- Following the preliminary investigation, the supervisor determines whether the complaint is unfounded, should be handled at the supervisory level or handled as a formal Internal Affairs investigation
- All these determinations may be overridden by the Police Administration

INVESTIGATING AND DOCUMENTING INFORMAL COMPLAINTS

When a supervisor handles an informal complaint at his/her level, the following shall be completed:

- Document the nature of the complaint, findings, and corrective action, if any, in the involved officer's Specific Incident Log (SIL)
- Inform the complainant of the disposition of the complaint
- Provide a copy of the SIL entry to the Administrative Team

Specific Incident Log (SIL)

- Every officer and supervisor has a SIL file
- SIL files are maintained and secured by department supervisors
- SILs can be corrective in nature, document policy violations, as well as document good performance
- Serve as an early warning tool to address poor work performance
- Used for specific documentation when completing officer evaluations

Completing a formal internal investigation (Internal Affairs)

Internal Affairs Section(IAS) will assume responsibility for the investigation under the following circumstances:

- Directed to do so by the Chief of Police;
- The matter is such that security is desirable until the investigation is completed;
- The investigation is complex, and it would be impractical for the accused officer's supervisor to undertake the task;
- Several officers of various commands are involved;
- The alleged infraction is of a serious nature.

INVESTIGATING AND DOCUMENTING FORMAL (IAS) COMPLAINTS

- A formal internal affairs report is initiated by incident number
- The formal complaint outlines the allegations against the officer(s) and lists potential department policy violations
- A trained Lieutenant or Captain is assigned to investigate internal affairs complaints on a pre-determined, rotating basis
- The officer(s) is notified of the formal complaint **unless doing so jeopardizes the investigation**
- The complainant receives official correspondence from the Chief of Police advising of the initiation of the investigation as well as receives correspondence at the end of the investigation providing final disposition

IAS INVESTIGATIVE PROCEDURES

- If internal investigation yields evidence of a crime the Chief of Police shall be notified immediately (District Attorney and State Police notified)
- Any officer who is the subject of an internal investigation shall be afforded all rights and protection provided by law and by Department rules and regulations
- An officer may be suspended from duty (with pay) while the investigation is being completed
- The Lieutenant who conducts an internal investigation may order an officer to cooperate in such internal investigation
- There are no Miranda Warnings even if potential criminal conduct

IAS INVESTIGATIVE PROCEDURES

In addition the IAS investigator may utilize the following investigative procedures when appropriate:

- An officer may at any time be ordered to submit to a lineup, chemical test, drug screen, voice exemplary, handwriting exam, or other non-testimonial evidence test
- An officer may at any time be ordered to submit to a polygraph examination with some limitations
- Department property may be searched at any time, even if assigned to or used exclusively by a single officer.
- Department communications facilities may be monitored at any time, under conditions permitted by law. Other communications or conversations may be monitored at any time, under conditions permitted by law.

IAS INVESTIGATIVE PROCEDURES

- Whenever an internal investigation yields evidence of additional misconduct (other than the original allegations), the investigator shall include the new evidence and misconduct as part of the original IAS incident and shall thoroughly investigate all alleged or suspected misconduct
- At the conclusion of an IAS investigation, the IAS investigator shall provide written documentation of all evidence gathered
- IAS investigator then shall present the investigative report and all evidence to the Conduct and Procedures Review Board

CONDUCT AND PROCEDURES REVIEW BOARD

- The Conduct and Procedures Review Board is established under the authority of the Chief of Police.
- The Board shall have broad power to
 - 1) initiate review and evaluation of Department policies and procedures
 - 2) advise or assist the Chief of Police on any matter as the Chief may request
 - 3) recommend changes in policies and procedures
 - 4) review IAS incidents on allegations of violations of Department rules

CONDUCT AND PROCEDURES REVIEW BOARD

- The Conduct and Procedures Review Board shall be elected by a lottery drawing and shall serve for a three (3) month duration.
- The chairperson of the Board shall be a Division Commander.
- The Board shall consist of five (5) members as follows:
 - Division Commander
 - Lieutenant of Police
 - Sergeant of Police
 - Police Officer
 - Police Officer
- Each representative of the Conduct and Procedures Review Board shall have one vote.
- The Division Commander will vote only in the case of a tie.

CONDUCT AND PROCEDURES REVIEW BOARD

- The Board may call for additional investigation from the investigator if the Board deems it necessary.
- The Board during the review process shall permit the accused officer to be present and shall afford the accused officer the opportunity to make appropriate statements at the conclusion of the presentation of the investigator's case.
- The Board may ask questions of the accused officer that relate to the investigation. The accused officer shall answer any or all questions directed to him or her that are related to the investigation.
- The Board shall review the evidence and by majority vote shall recommend a case disposition.

Conduct and Procedures Review Board

At the conclusion, the Conduct and Procedures Review Board, will summarize in writing the evidence, make findings of fact based on the evidence, and forward such to the Chief of Police with a recommendation for action.

The recommendation will include the following:

Case disposition

- Improper Conduct
- Insufficient Evidence
- Policy Failure
- Proper Conduct
- Unfounded Complaint

The recommended disciplinary or non-disciplinary action

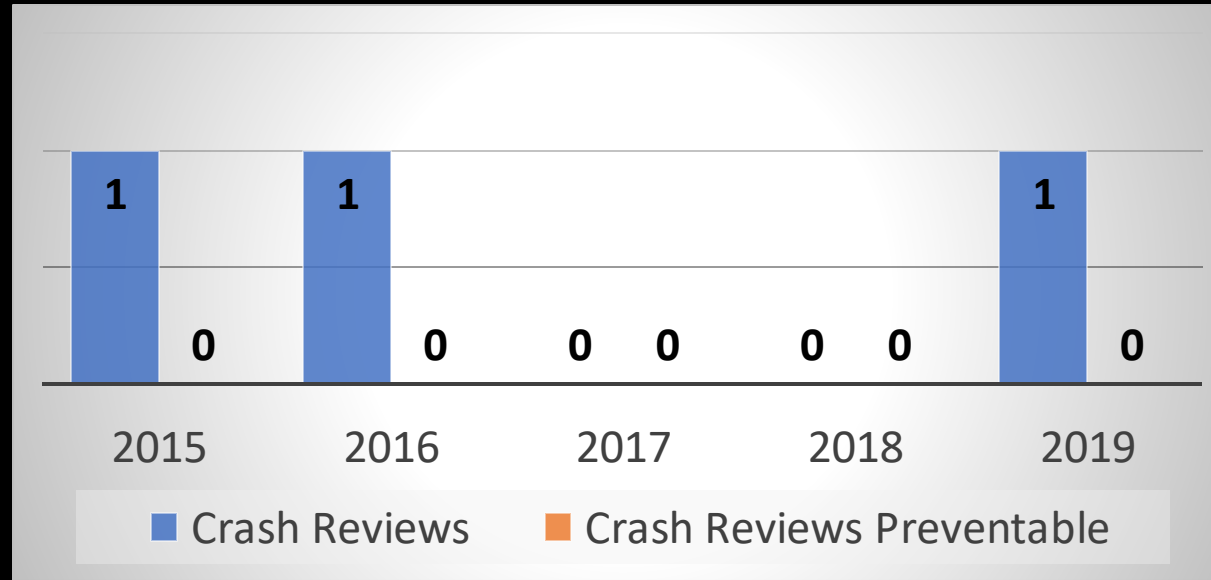
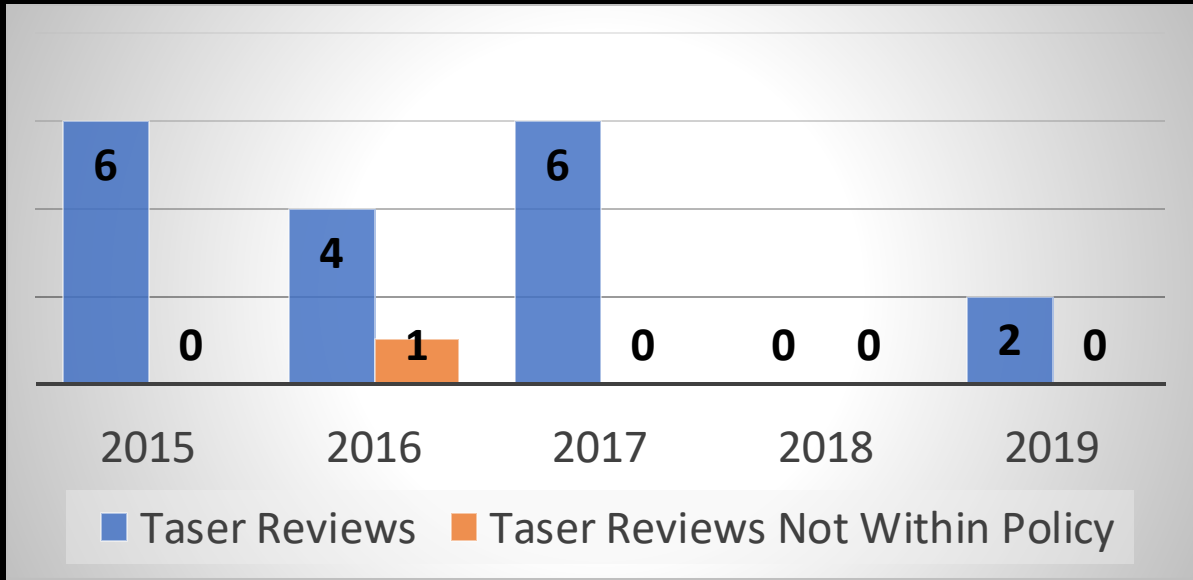
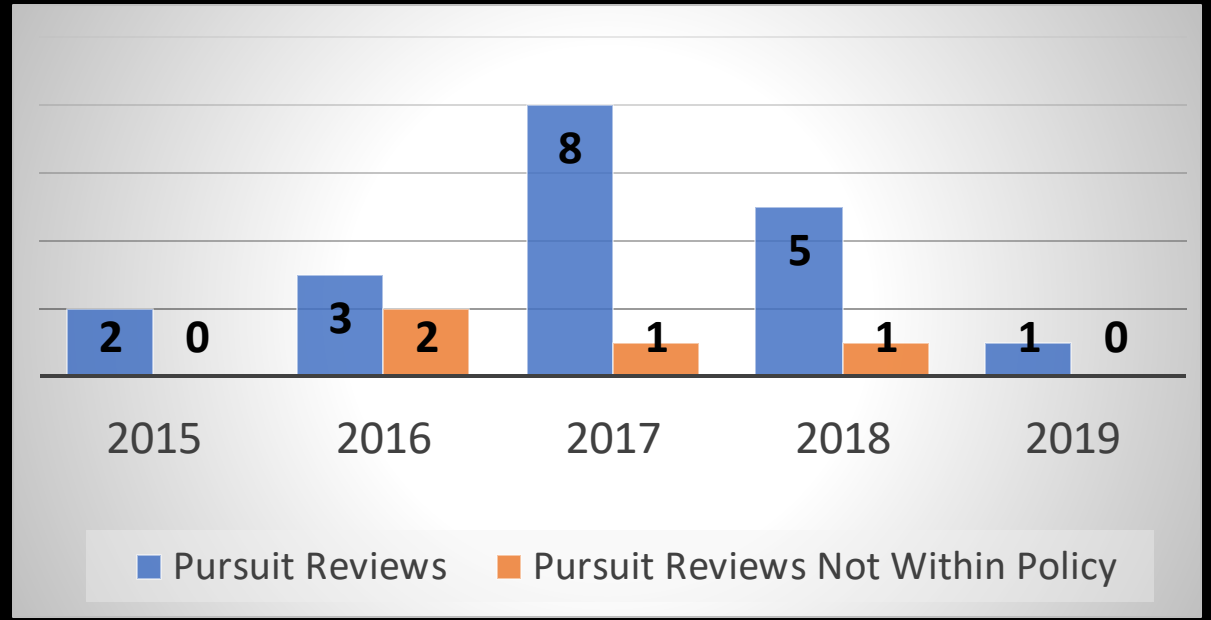
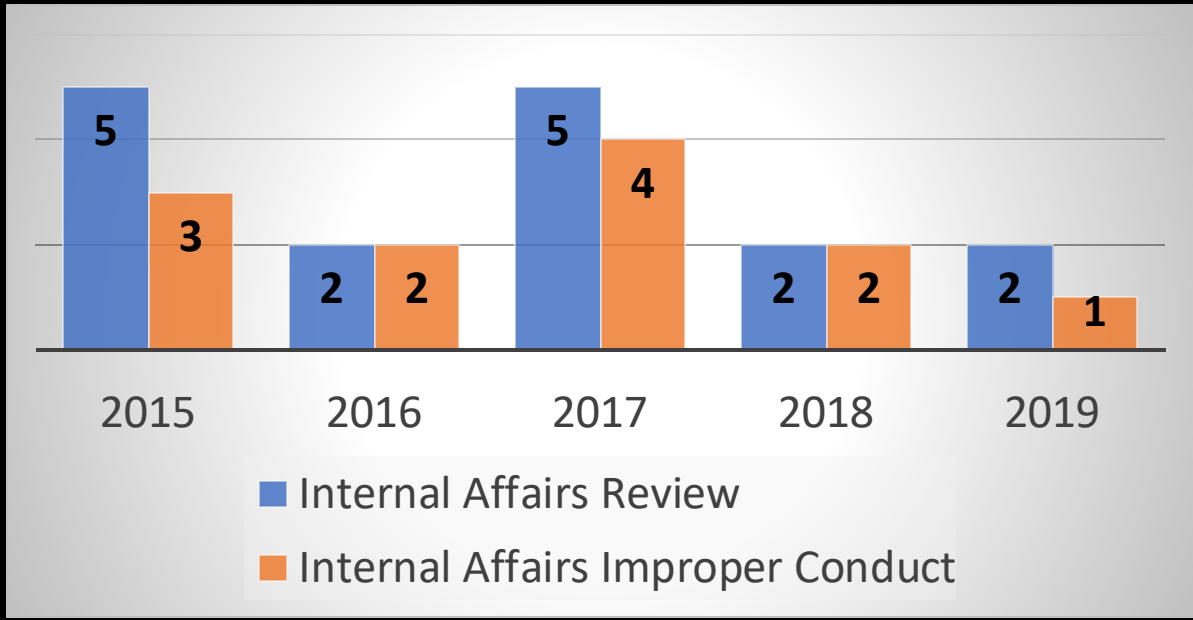
- SIL entry
- Written warning
- Counseling
- Training
- Written reprimand
- Suspension
- Demotion
- Termination

Conduct and Procedures Review Board

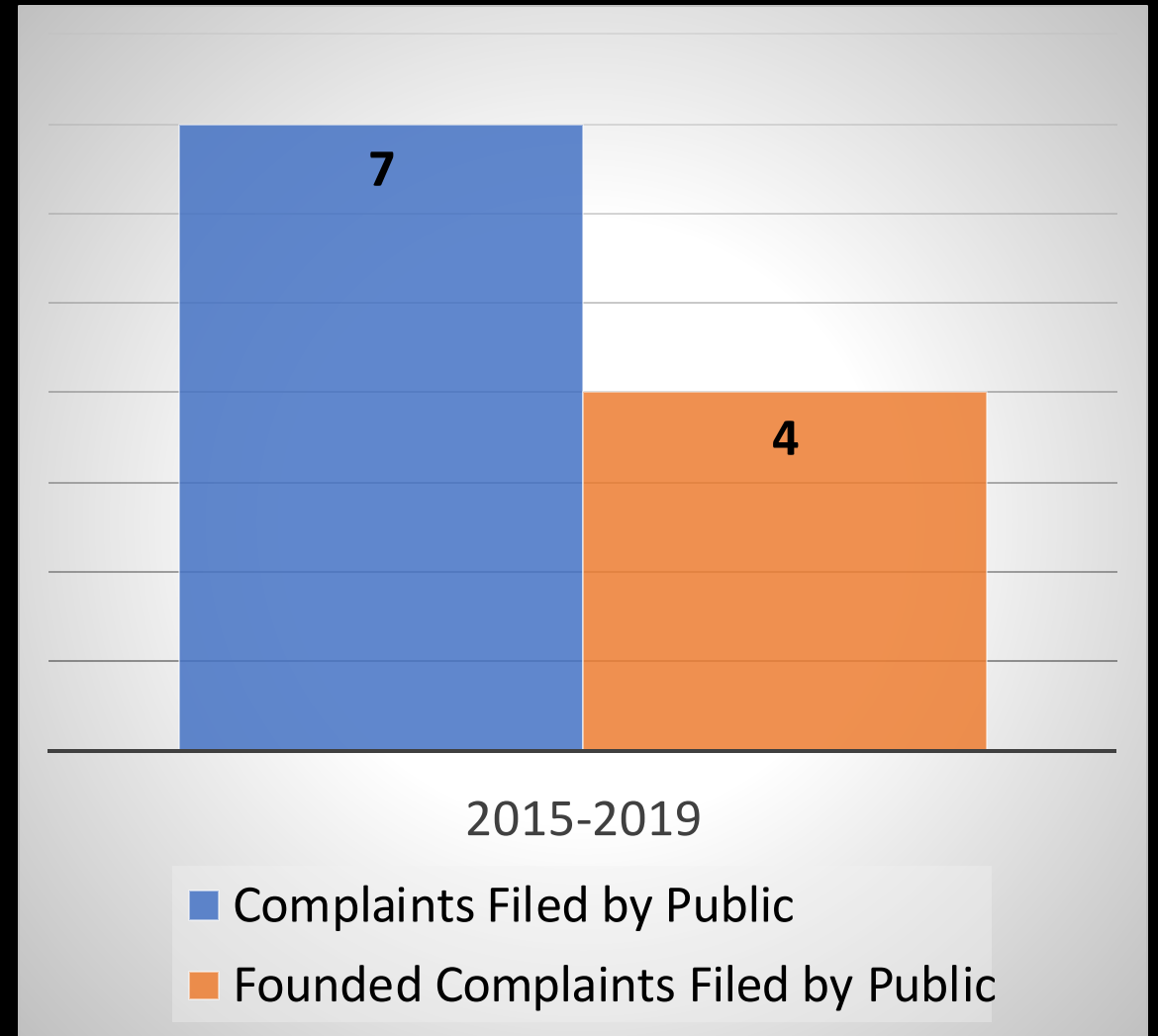
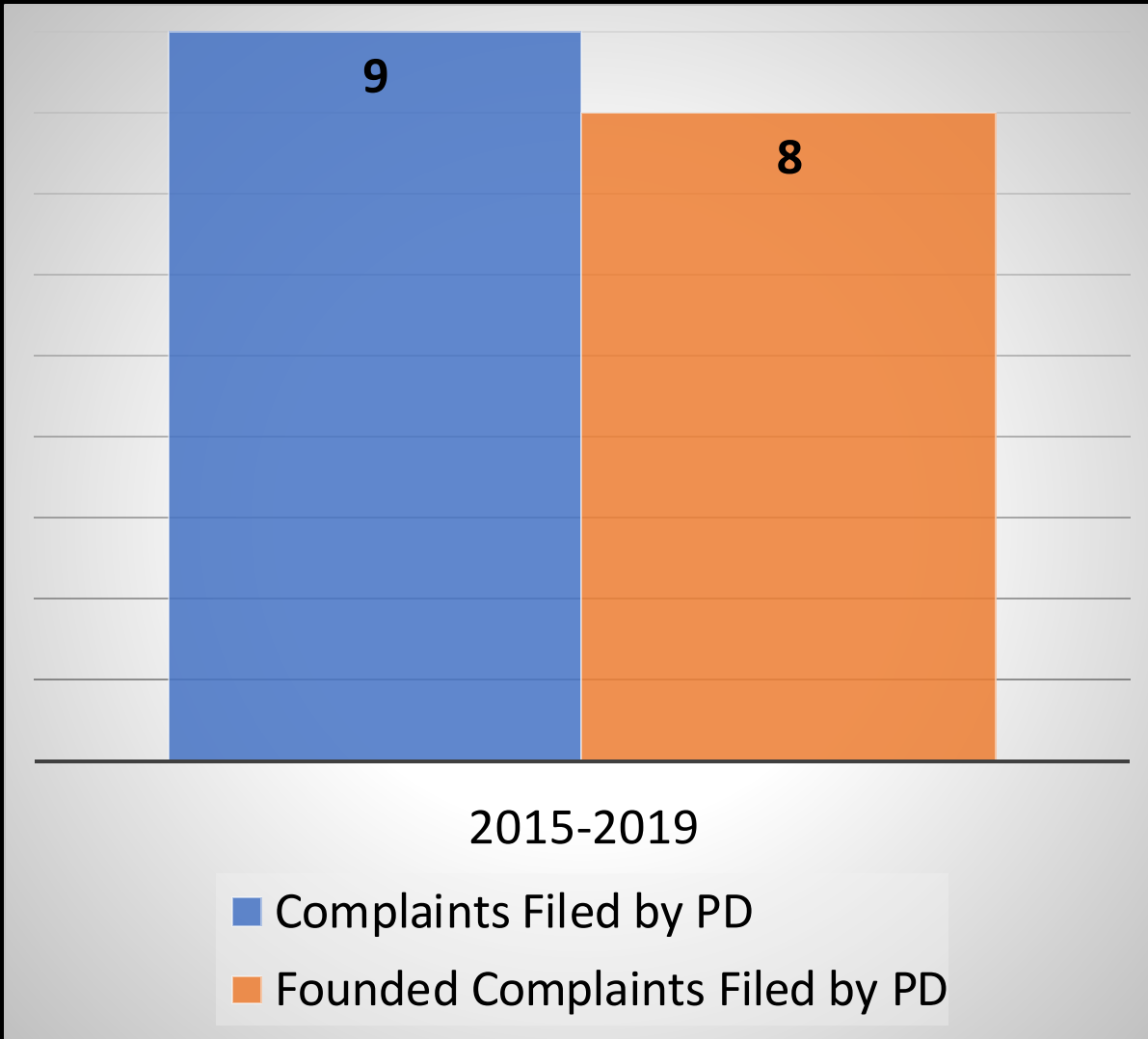
- In addition to the conduct or complaint review function, the Conduct and Procedures Review Board, by policy, automatically reviews certain types of incidents:
 - Motor Vehicle Crashes involving police vehicles
 - Motor Vehicle Pursuits and Foot / Bike Pursuits
 - TASER Deployments
 - Discharge of a firearm
 - Deadly Force
- If policy violations are indicated to have occurred requiring further action beyond SIL and or training, the Board will make a recommendation to the Chief of Police for further action.

CHIEF'S ACTION

- Upon receipt of the investigation or review, the Chief shall examine all summaries, findings, reports, and recommendations received from the Conduct and Procedures Review Board
- The Chief may remand a case back for additional investigation
- If it is determined the complaint has been thoroughly investigated, the Chief shall:
 - Concur with the Board's recommendations
 - Disagree with the Board and modifies the recommendation
- Disciplinary action taken by the Chief of Police may be up to and including a written reprimand.
- In disciplinary actions that involve suspension, demotion, or termination, the Chief of Police will make a recommendation to the Borough Manager in writing. The Borough Manager will, after his review, decide on the incident.

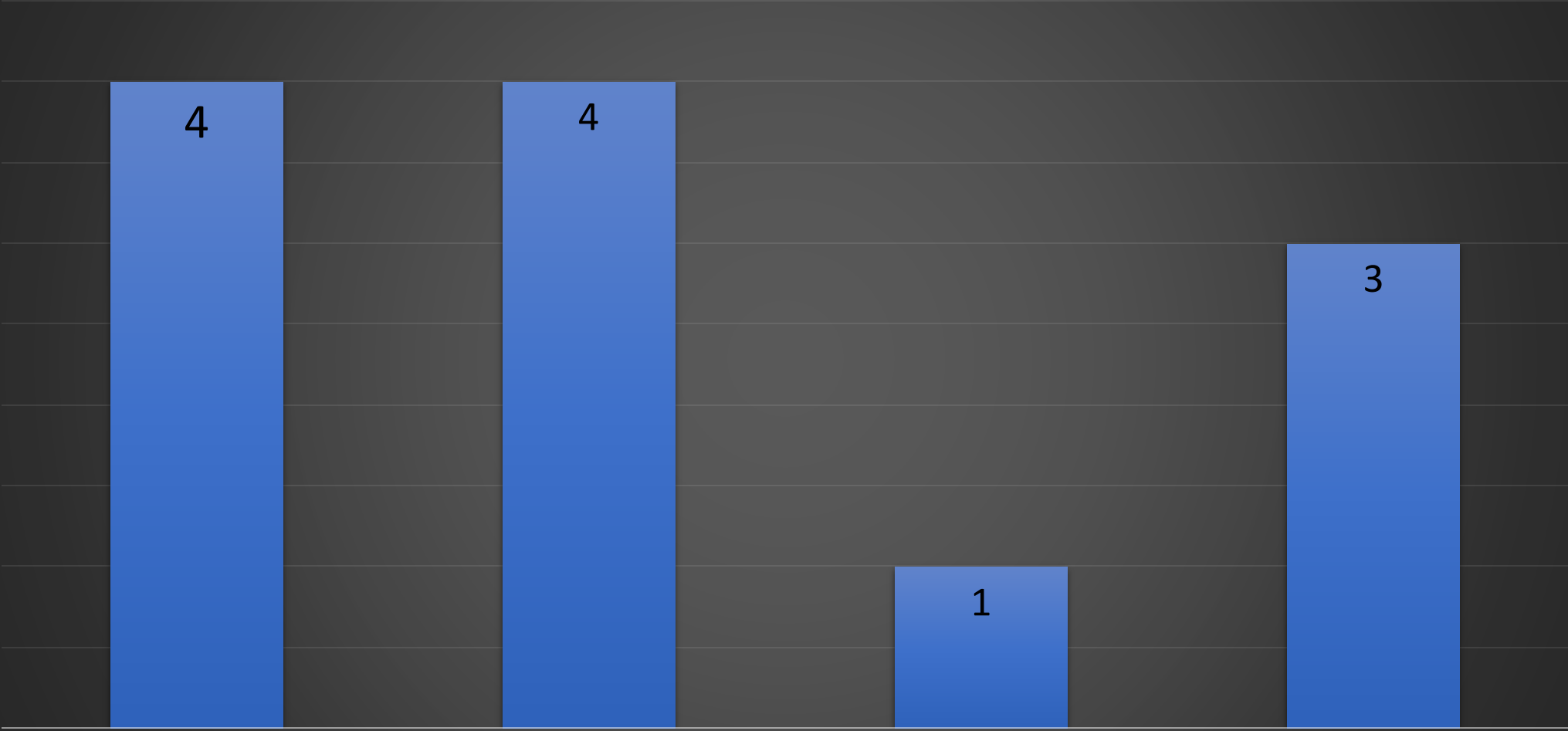


Conduct And Procedures Review Board Statistics



Conduct And Procedures Review Board Statistics

Officer Discipline



WRITTEN WARNINGS

WRITTEN REPRIMANDS

SUSPENSION

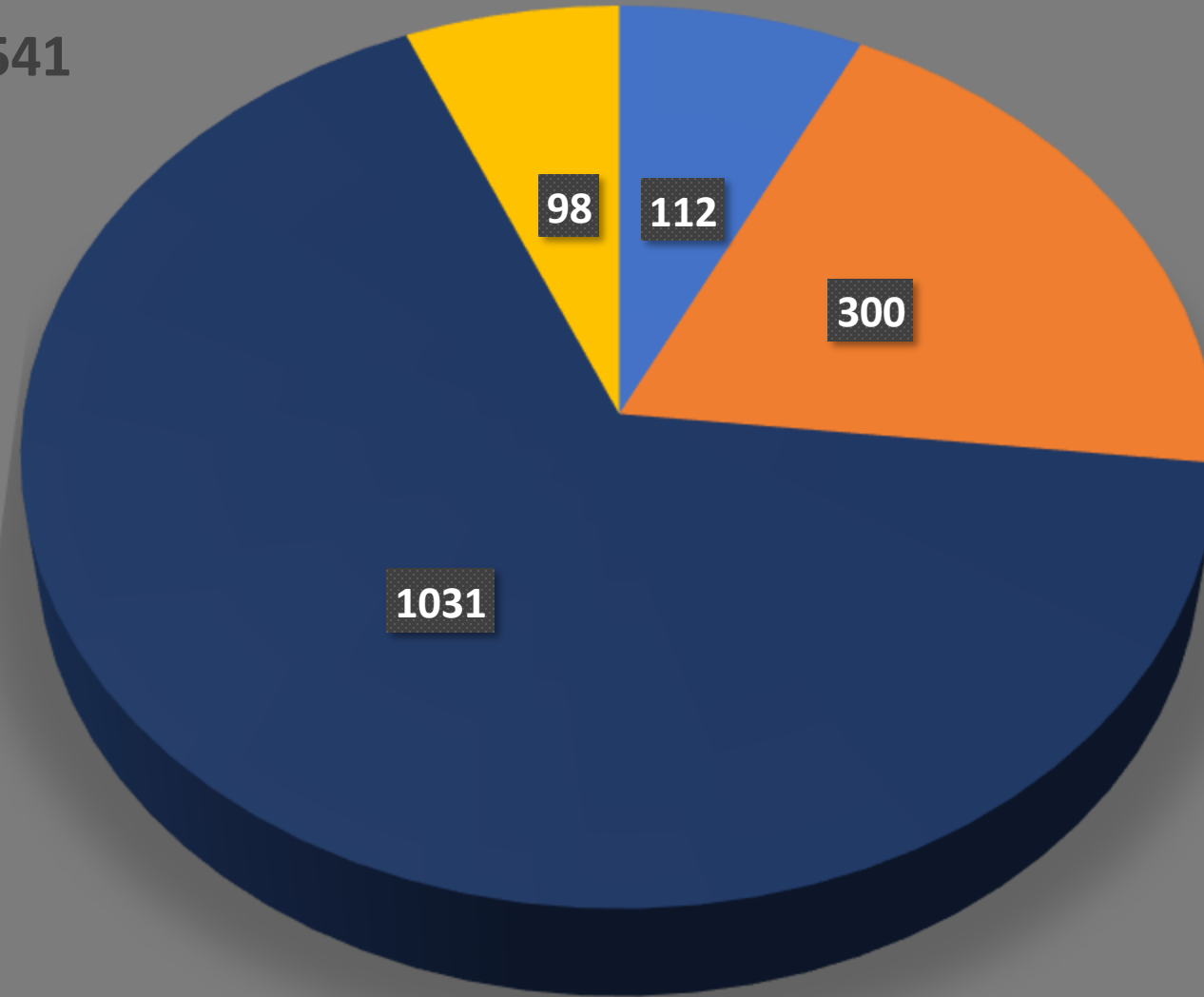
ENDED EMPLOYMENT

Body Worn Camera used for Use of Force complaints July 2019 – July 2020

- Formal IA investigation regarding use of force during arrest of Asian male who had minor injuries. Conduct and Procedures review Board concluded proper conduct.
- Preliminary investigation – White male complainant with no injury accused officer of shoving him – BWC refuted this allegation.
- Preliminary investigation – White male complainant with no injury accused officer of choking him - BWC refuted this allegation.

2019 ARRESTS

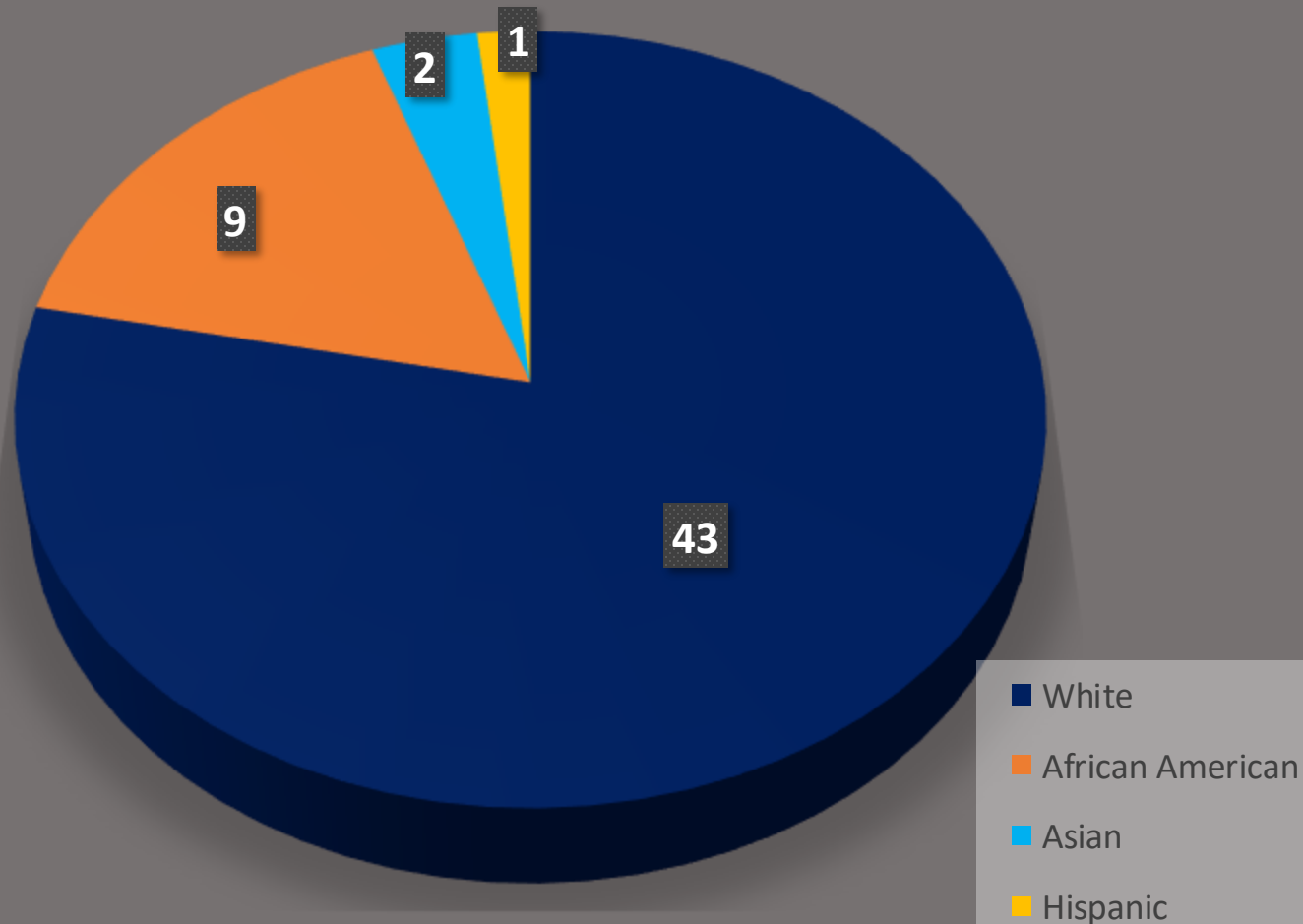
Total Arrests = 1,541



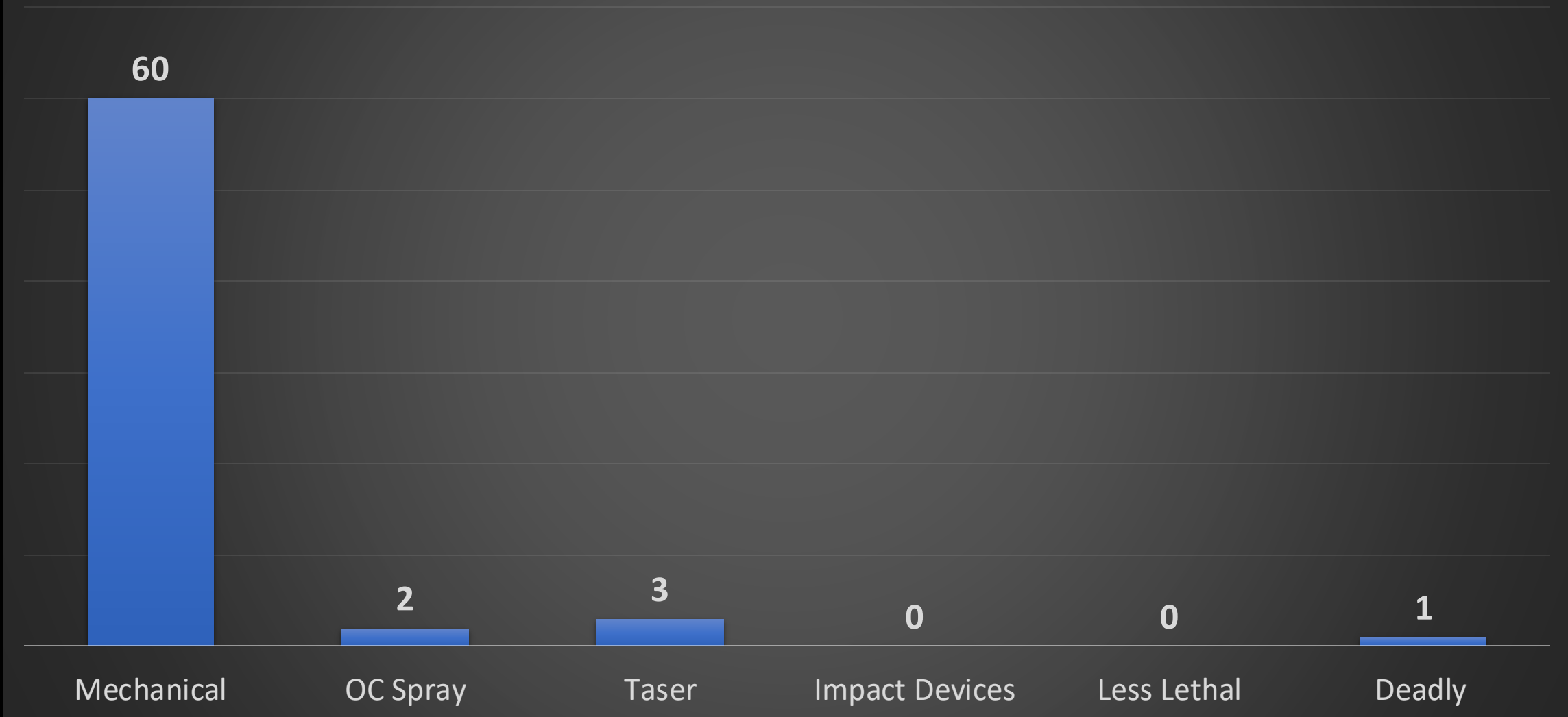
Persons where 1 or more types of force listed below were used to gain compliance from a non-compliant person

- Mechanical Compliance
- OC Spray
- Taser / threat of Taser
- Impact weapon or officer strike
- Less lethal impact munitions
- Deadly Force / threat of Deadly Force

Total People Force was Used = 55



Total Use of Force Deployments = 66



*** Total number is higher than total number of persons where physical force was used. In some instances, more than one force option was necessary to effect an arrest on the same person**



Questions?