



### SUPERVISOR RESPONSIBILITIES IN LOG NUMBER INVESTIGATIONS



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**I. PURPOSE**

This directive:

- A. identifies the responsibilities and duties in investigations of supervisory members assigned to Bureau of Internal Affairs Division (BIA) while supervising administrative misconduct investigations.
- B. ensures that BIA supervisors direct thorough, timely and fair investigations based on evidence and relevant law under the supervisory roles described.
- C. uses terms specific to the Chicago Police Department's complaint and disciplinary system, as defined in Department directive titled "[Complaint and Disciplinary Definitions.](#)"

**II. POLICY**

It is the policy of the Chicago Police Department to conduct administrative misconduct investigations with integrity, transparency, timeliness, and to ensure investigations are conducted with the highest level of integrity and investigative findings are supported by the appropriate standard of proof.

**III. GENERAL SUPERVISORY DUTIES**

Supervisors will consistently demonstrate professionalism, courtesy, and respect towards all persons with whom they interact on and off duty. Modeling appropriate conduct, adhering to high standards of integrity, and understanding their responsibilities regarding Department policy, laws, and the U.S. Constitution are expected of all supervisors but are particularly needed in those who conduct investigations of other Department members. Supervisors of all ranks are accountable for the performance of subordinate members under their direct command as well as those that they observe in the course of their duties.

**IV. SUPERVISORY RESPONSIBILITIES IN REGARDS TO ADMINISTRATIVE MISCONDUCT INVESTIGATIONS**

- A. **Chief of the Bureau of Internal Affairs**, is an exempt rank member who reports directly to the Superintendent of Police and is responsible for coordinating and exercising staff supervision over disciplinary matters involving alleged or suspected violations of ordinances, statutes, Department Rules and Regulations, and directives. With regard to administrative misconduct investigations, the Chief of BIA:
  - 1. represents the Superintendent as directed;
  - 2. supervises, manages, and oversees the activities of BIA members;
  - 3. promotes the integrity and ethical conduct within the Department;
  - 4. ensures that all complaints of misconduct, whether from internal or external sources, are fairly, timely, thoroughly, and efficiently investigated, and that all investigations are objective and comprehensive. To this end, the Chief will ensure that investigations are assigned without delay;
  - 5. ensures all investigative findings are supported by the appropriate standard of proof and documented in writing;

6. ensures that Department members who commit misconduct are held accountable pursuant to a disciplinary system that is fair, timely, consistent, and provides due process;
7. identifies methods to foster public trust and receive feedback from members of the public; identifies policy, practice, and training needs;
8. monitors the conduct of Investigations and ensures that all investigations meet the requirements of law and Department policy;
9. orders additional investigation and documents such orders in writing when it appears that there is additional relevant evidence that may assist in resolving inconsistencies in findings or will improve the reliability or credibility of the findings;
10. ensures that investigations are completed in a timely manner consistent with the measures laid out in the Department directive titled "[Investigative Timelines and Benchmarks](#)"; ensures that extension reports are submitted for investigations that are outside of the limits imposed by the aforementioned order;
11. ensures Investigators utilize the Case Management System (CMS), in accordance with Department directive titled "[Log Number Case Management System.](#)" that will maintain accurate data regarding the number, classification and status of all administrative investigations, from the intake process through the final disciplinary decision;
12. in situations where an affidavit override is requested, provide a written response after a preliminary investigation has been conducted; reviews affidavit overrides requested by COPA for continuance of investigations by COPA;
13. ensures the development and use of mediation or alternative dispute resolution procedures;
14. reopens closed investigation when applicable;
15. ensures that all investigators, whether BIA investigators or accountability sergeants, receive the same training and have access to any directives, forms and resource materials needed to conduct investigations in accordance with Department policy and expectations; and
16. provide a sworn override affidavit for Log Number investigations conducted by COPA, in the limited circumstances that require a sworn affidavit, if there is objective verifiable evidence suggesting it is necessary and appropriate, and in the interests of justice, for the investigation to continue, consistent with Department directive titled "[Sworn Affidavit Requirements.](#)"
17. performs any other responsibility as directed by the Superintendent.

B. **Deputy Chief of the Bureau of Internal Affairs**, is an exempt rank member who reports directly to the Chief and has direct oversight of members assigned to the Bureau of Internal Affairs. The Deputy Chief with regard to administrative misconduct investigations:

1. has direct oversight of the daily functions of sections within BIA as designated by the Chief;
2. assists the Chief of BIA in addressing policy and procedural issues related to investigative work processes;
3. ensures that the CMS is fully utilized and has adequate capabilities to handle investigations and data collection functions;
4. monitors the assignment and progress of investigations and ensures a robust and well-functioning accountability system is maintained and Department members are held to the highest standard of integrity and legitimacy;
5. monitors the Call-Out Operations;
6. ensures that all complaints of misconduct, whether from internal or external sources are fairly, timely, thoroughly, and efficiently investigated and that all investigations are impartial objective, and comprehensive;

7. reviews, comments and/or approves investigations assigned to accountability sergeants to ensure that all appropriate investigative steps have been taken, the case is complete, comprehensive, and clearly articulated, and that the findings and recommendations of the investigations are consistent with the law and applicable policies and are supported by the appropriate standard of proof;
8. ensures that the findings and recommendations of all investigations are consistent with the law and applicable Department policies and are supported by the appropriate standard of proof;
9. monitors on-board training and annual training of BIA investigators and accountability sergeants by the BIA Instructional Group and ensures that the most updated policies, directives, protocols, and training materials are available via a centralized intranet site and accessible to all investigators;
10. is responsible for BIA's public interface;
11. documents in writing any orders for additional investigation;
12. ensures that accountability sergeants and BIA investigators are in compliance with the Department directive titled "[Investigation Timelines and Benchmarks](#)";
13. performs all duties in the absence of the Chief; and
14. performs any other responsibility as directed by the Chief or designee.

C. **Commander of the Bureau of Internal Affairs**, is an exempt rank member who reports to the Chief or Deputy Chief, as designated by the Chief of BIA and has direct oversight of the investigative sections of BIA. In regard to administrative misconduct investigations the commander:

1. assists the Chief of BIA in addressing policy and procedural issues related to the investigative work processes;
2. monitors the progress of investigations and ensures that a thorough, comprehensive, objective, robust, and well-functioning accountability system is maintained in which investigations are fair, impartial, and timely;
3. monitors the assignment of investigations and investigators' caseloads in CMS and regularly communicates with investigators to evaluate the progress of their investigations;
4. ensures that all investigations submitted for review meet the requirements of law and Department policy and ensures that all findings are based on the appropriate standard of proof;
5. ensures that all investigations are completed in a timely manner and in compliance with the Department directive titled "[Investigation Timelines and Benchmarks](#)";
6. documents in writing any orders for additional investigation;
7. reviews and approves recommendations for assignment of investigations by the Intake & Analytical Section of Log Numbers to designated sections within BIA or to accountability sergeants;
8. reviews, comments on, and approves investigations submitted for review to ensure that all appropriate investigative steps have been taken, the case is complete, comprehensive and clearly articulated, and that the findings and recommendations of the investigations are consistent with the law and applicable policies and are supported by the appropriate standard of proof;
9. regularly communicates with the lieutenants about the progress of administrative investigations;

10. as directed by the Chief or Deputy Chief, coordinates BIA's public engagement initiatives designed to foster trust and solicit community feedback, including ensuring that members of the public are informed regarding how to file complaints;
11. ensures all investigations conducted by BIA investigators and accountability sergeants meet the requirements of law and Department policy and the findings are supported by the appropriate standard of proof;
12. performs all duties in the absence of the Deputy Chief; and
13. performs any other responsibility as directed by the Chief or designee.

D. **Supervising Lieutenants of the Bureau of Internal Affairs**, supervise administrative misconduct investigations and the investigators. Responsibilities and duties include but are not limited to:

1. communicating regularly with investigators to evaluate the progress of investigations;
2. ensuring new investigators receive the initial and annual in-service training; ensuring that all investigators have access to the latest updates on BIA policies, directives, protocols, and training materials;
3. reviewing and approving the investigators' proposed investigative findings and disciplinary recommendations for accuracy and completeness;
4. ensuring all investigations are conducted in an objective, comprehensive, and timely manner that meet the requirements of the law and Department policy, and that all findings are supported by the appropriate standard of proof;
5. ordering any additional investigation when it appears there is additional relevant evidence that may assist in resolving inconsistencies or improving the reliability or credibility of the findings;
6. ensuring that they themselves and all investigators have access to the Performance Recognition System (PRS);
7. providing regular case-related and overall performance feedback to each of the assigned investigators and his or her respective supervisor (when applicable);
8. documenting in writing any orders for additional investigation;
9. ensuring that BIA investigators arrive at an investigative finding and recommendation within 180 days of the initiation of the investigations and that accountability sergeants arrive at an investigative finding and recommendation within 90 days of the initiation of the investigations, subject to extensions approved in writing;
10. ensuring compliance with the Department directive titled "[Investigation Timelines and Benchmarks](#)"; and
11. performing any other responsibility as directed by the Chief or designee.

V. **CONFLICT RESOLUTION**

If this directive conflicts with a provision in any other Department directive relative to duties and responsibilities of BIA Supervisors in Investigations, members will seek guidance from the Chief of BIA.

Authenticated by KC

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Superintendent of Police

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