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|  | <b>STANDARD OPERATING PROCEDURE</b><br><small>State Form 39870(R/S-06)</small>                    | <small>Reference Number</small><br><b>INV-010</b>        |
|   | <small>Subject</small><br><b>Procedure When Public Officials Become Targets of Investigations</b> |  |
|   | <small>Special Instructions</small><br><b>Replaces INV-003 dated October 16, 2009</b>             | <small>Effective Date</small><br><b>January 15, 2015</b> |

**I. PURPOSE**

Establishes guidelines for reporting instances when elected, appointed, or other public officials (to include all law enforcement officers) become targets or subjects of Department investigations.

**II. POLICY**

Any Department employee, who encounters an elected, appointed, or other public official as a target or subject of an investigation shall make notification as explained in Sections B and C below, as soon as possible.

**III. PROCEDURE**

A. The following information shall be reported regarding the public official:

1. Name and physical description;
2. Place of employment (agency, office, location);
3. Position and title;
4. Specific allegation(s), complaint(s), and charge(s); and
5. How to contact investigating officer(s).

B. When a public official is encountered unexpectedly, all information shall be collected and forwarded immediately to Operations and through the chain of command to the Superintendent or designee. Example: The public official has been arrested for a traffic violation (infraction, misdemeanor or felony), in a raid, or has been witnessed to have participated in a criminal act).

C. When a public official is encountered in an investigation that has not progressed to the arrest phase or when a official becomes the target of an investigation, pertinent information shall be forwarded as soon as possible, through the chain of command, to the Special Investigations Command (SIC) Commander who shall then notify the Superintendent, as needed.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.