



**DIRECTIVE: 2.3**

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<b>ISSUED BY:</b> Bobby L. Cummings, M.S. Chief of Police <b>Reviewed:</b> 8/15/2016		1.3.7	1.3.13	26.1.8	52.1.2
		52.2.4			

# OFFICE OF PROFESSIONAL STANDARDS

A. Commanding Officer:

The Commanding Officer of the Office of Professional Standards is directed and supervised by the Inspector of Investigative Operations. The Office of Professional Standards Commander is responsible for the following performance on a daily basis:

1. Review and assign all incoming cases and complaints.
2. Make determinations as to the various disciplinary actions which must be taken against members of the Department.
3. Act as a liaison between the City Solicitor's Office and the Department of Police regarding investigations, civil suits, disciplinary actions, and other matters.
4. Coordinate and supervise investigations, complaints, and allegations of misconduct against members of the Department of Police.
5. Coordinate all Complaint Hearing Boards and Appeal Hearing Boards.
6. Make recommendations regarding departmental investigations and disciplinary actions.
7. Inspect the various Divisions and Units to determine compliance with Departmental procedures, rules, regulations, and policies.



8. Make recommendations regarding the altering, enforcement and/or introduction of policies and procedures, regarding the various Divisions and Units.
9. Shall be responsible for the implementation and maintenance of current Substance Abuse Program.
10. Collect all Equal Employment Opportunity (E.E.O.) complaints and report them immediately to the City's Equal Opportunity/Affirmative Action Officer. This must include any complaint concerning allegations of discrimination based upon, age, race, gender, disability, or any other protected category, as well as allegations of harassment and hostile work environment. A quarterly report will be required, which will reflect the name of the complainant, nature of the complaint, and any dispositions in such cases. The dispositions will be limited to a founded or unfounded status.

B. Office of Professional Standards Investigators:

The Office of Professional Standards Officer reports to and is directed and supervised by the Commanding Officer of the Office of Professional Standards.

The Office of Professional Standards Officer shall investigate all complaints made by citizens against members of the Department or any infraction that mandates punishment.

He shall also investigate any matter or carry out any such duty as may be assigned by the Chief of Police.

The Office of Professional Standards Officer will also perform the following tasks:

1. Shall, upon investigating citizens' complaints, document and maintain reports of complaints.
2. Shall coordinate, prepare and supervise cases recommended for Complaint Hearing Board.
3. Present cases before Complaint Hearing Boards.
4. Review supervisory, departmental and incident reports submitted relative to use of force and/or equipment, injuries to departmental personnel, departmental traffic accident and other matters which may affect the performance and/or efficiency of the Department.
5. Prepare and make notification of the results and dispositions of cases to the appropriate individuals by advising whether or not the complaint was substantiated or unsubstantiated and whether or not the Officer was disciplined.
6. Investigate departmental matters which reflect upon the integrity and efficiency of the members or the reputation of the Department.



7. Consult with complainants in cases from time to time concerning the status of their case until the matter is either suspended or closed.
8. Shall maintain the following, according to existing procedures:
  - a. An equipment log describing when any assigned equipment is used.
  - b. Log of all Complaint Hearing Boards and their members.
  - c. Running log of all complaints made.
  - d. A bound ledger of officer badge numbers and infraction information.
  - e. A chart showing when a Complaint Hearing Board is meeting and the personnel available to sit on that board.
  - f. A running log of all charges filed (by subject matter) and the resulting disciplinary action.
9. Shall maintain the following files within the Office of Professional Standards;
  - a. Active officer file.
  - b. An inactive officer file.
  - c. A file of all substantiated complaints.
    - These files will be permanently maintained in the officers Office of Professional Standards File.
  - d. A file of all unsubstantiated complaints.
    - These files shall be reviewed each January and all files exceeding **ten** years will be purged **unless required to be maintained pursuant to a litigation hold memorandum issued by the Law Department.**
  - e. A record of the disciplinary record of the Officer, exclusive of Divisional Level Counseling, shall be maintained permanently in the Officer's personnel file.
10. Shall supervise random inspections of all Divisions.
11. Shall act as liaison between the Courts and the Department.
12. Shall maintain the Office Professional Standards' Officer lists according to existing procedures.

C. Court Liaison Officer

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The Court Liaison Officer shall:

1. Monitor police officers' appearance and testimony in applicable Courts.
2. Ensure compliance to department rules and regulations as they pertain to Officers' conduct in Court.
3. Coordinate notification of work schedules, vacations, training schools, days off, and transfers between Courts and Police Officers.
4. Monitor police over-time expenditures as they apply to Courts.
5. Investigate complaints that arise from Police Officer's Court activity.
6. Obtain and post copies of the court schedule.
7. Carry out any duty assigned by the Chief of Police.
8. Shall maintain a liaison with the City Solicitor's Office and the Attorney General's Office, monitoring cases declined for prosecution or dismissed by the Prosecutor. In particular, cases where procedures need to be reviewed by personnel or changed by the Department to ensure successful prosecution.
9. Remain in Court with substitute Prosecutors to identify and/or obtain needed Officers.
10. Monitor the Felony Intake process to ensure that they are completed within the specified guidelines under Directive 6.14
10. Review the Grand Jury Synopsis forms to prepare for indictments. This is done on a bi-weekly basis.
11. Pick-up all subpoenas from the Court of Common Pleas and Superior Court for distribution purposes.
12. Assist the Prosecutor in the Court of Common Pleas with the daily court calendar.

D. Extra Job Coordinator

The Extra Job Coordinator reports to and is directed and supervised by the Commanding Officer of the Office of Professional Standards. The Extra Job Coordinator will be responsible for controlling extra duty jobs, including scheduling, contracting and billing.



In addition, the Extra Job Coordinator will be responsible for the following:

1. Compiling of all extra duty jobs for the following week.
2. Attendance and management of the extra job sign-up and selection process [REDACTED]  
[REDACTED] The Extra Job Coordinator will ensure that the following guidelines are adhered to:
  - a. All officers signing up for extra duty jobs are eligible as dictated by current platoon assignment.
  - b. Printed names and payroll numbers of officers signing up for extra duty jobs are provided.
  - c. No officer on light duty, suspension, sick leave, or restricted due to disciplinary probation signs up for extra duty jobs.
3. Attendance and management of each extra job sign up and selection process held each [REDACTED]  
[REDACTED] Once the selection process is completed on [REDACTED] the list will be an open list and the Extra Job Coordinator will post a copy in the House Sergeant's Office.
4. Maintain a record of all extra duty jobs worked by officers during the year which will include the following information:
  - a. Date worked.
  - b. Vendor's name.
  - c. Hours worked by each officer at each job.
5. Ensure all Extra Duty Job Sheets are turned in during the correct time frame to be submitted to City Payroll (**as stated in Directive 6.54**).
6. Conduct random inspections of officers working assigned extra jobs, giving attention, but not limiting the inspection to the following;
  - a. Officer's arrival to the extra job at specified time and place.
  - b. Officer has required equipment [REDACTED]
  - c. Officer going in service with Wilcom (officer's name, payroll number, radio number, location of job, duration of assignment).
7. The Extra Job Coordinator will investigate all complaints that result from an extra job assignment. This will not include complaints relative to excessive force, which will be investigated by the front line supervisor who is in service at the time of the incident.
8. The Extra Job Coordinator will see that all sections of 6.54 regarding extra jobs are followed.

