

AMEND G.O. 12021

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input checked="" type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER  4. UNIT NUMBER <p style="text-align: center;"><b>202-576-3386</b></p> 5. <input type="checkbox"/> NOT FOR THE PRESS	6. DATE OF REQUEST <p style="text-align: center;"><b>March 18, 2008</b></p> 7. REQUESTING ELEMENT <p style="text-align: center;"><b>IAB</b></p> 8. <input type="checkbox"/> FLASH TT REQUESTED
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9. TO  
**THE FORCE: Reporting of Misconduct to be Documented in Investigations**

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT'S NAME	14. COMPLAINANT'S ADDRESS
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**15. DESCRIPTION OF WANTED PERSON OR MESSAGE**

This teletype is to notify investigating officials of the requirement to document self-reported incidents as outlined in **General Order 120.23 (Serious Misconduct Investigations), Part IV-A**, and incidents reported by other members outlined in **Part IV-B**, in their final investigative reports and the investigation check sheet (attached).

General Order 120.23, Part IV-A requires members to promptly notify Internal Affairs Bureau (formerly OPR) or a supervisor when the officer is 1) arrested or criminally charged for any conduct; 2) named as a party in any civil suit involving his or her conduct while on duty (or otherwise while acting in an official capacity); or 3) named as a party in any civil suit regarding off-duty conduct (while not acting in an official capacity) that alleges physical violence, threats of physical violence, racial bias, dishonesty, or fraud by the officer.

General Order 120.23, Part IV-B requires all officers (including supervisors and managers who learn of evidence of possible misconduct through their review of an officer's work) to promptly notify IAB of any conduct by other officers that reasonably appears to constitute 1) an excessive use of force or improper threat of force; 2) a false arrest or filing of false charges; 3) an unlawful search or seizure; 4) unlawful discrimination; 5) an intentional failure to complete use of force reports required by MPD policies and in accordance with procedures; 6) an act of retaliation for complying with any MPD policy or procedure; or 7) an intentional provision of false information in an MPD or OPC (formerly OCCR) investigation or in any official report, log, or electronic transmittal of information.

In order to track and ensure members are abiding by this requirement, if the incident under investigation meets the criteria in Part IV-A or Part IV-B above, investigating officials shall document in the beginning narrative portion of their report, whether the incident was self reported by the member, or reported by another member. Additionally, when applicable, the investigating official shall address the circumstances of why a member failed to self report an incident or report an incident involving another member when required.

The attached Investigation Check Sheet has been revised to incorporate check boxes to document these reporting requirements

This teletype shall remain in effect until the contents are incorporated into the appropriate department directive.

SENDER/BADGE/ORG. ELM. <i>John Ford</i> Peter J. Newsham ACS/SLA	AUTHORIZED BY/ELM./ORG. ELM. Alfred Durham	BUREAU HEAD APPROVAL <i>Cathy J. Lavier</i> Cathy Lavier
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REMARKS	COMMUNICATIONS DIVISION USE ONLY DATE AND TIME <p style="text-align: center;"><b>March 18, 2008</b></p> FILE
	TT# 03-065-08 TT-2-08

Distribution: 1- Communications Division 2- Element File Copy

Ameral G.O. 120.21

<b>METROPOLITAN POLICE DEPARTMENT</b>		IS #
Internal Affairs Bureau		
Investigation Check Sheet & Disposition Sheet		
Reviewing Official:	Date Reviewed:	Involved Member(s):
Commanding Officer:	Date Reviewed:	

District/Division: \_\_\_\_\_ Investigating Official: \_\_\_\_\_

Allegation(s): \_\_\_\_\_ Final Disposition: \_\_\_\_\_

Due Date: \_\_\_\_\_ A/C Extension Date: \_\_\_\_\_ IAB Extension Date: \_\_\_\_\_

This Investigation Check Sheet shall be certified by the Reviewing Official and the Commanding Officer and returned with the final investigation. All questions must be answered. If you check "no" and the subject was not addressed in your investigation, the reviewing official must return the report to the investigating official to prepare a written explanation as to why the step was not done, and the C.O. shall explain what type of remedial action was taken to address the violation(s). Failure to comply will result in this report being returned for additional investigation.

YES NO

General Verifications

- Was IAB notified within 24 hours or next business day of MPD receiving this complaint/allegation?
- Was the investigation completed by the IAB-assigned due date?
- If not completed by the due date, did the investigator obtain written approval for the 1st extension from the elements A/C or SED and the 2nd written approval from IAB?
- Was the investigating official involved in the incident under investigation?
- Was there any apparent conflict of interest with the investigating official and the alleged misconduct?
- Were any compelled statements taken before a writer, criminal declination was obtained from USAO?
- Does the report include a description of the use of force or alleged misconduct?
- Does the report include a summary of all relevant evidence gathered?

Use of Force and Allegations of Excessive Force

- Did the supervisor document the date and time that he/she responded to the scene of the incident?
- Were all officers present at the scene identified in the report?
- Was the subject photographed?
- Did the supervisor document his interview with the subject and the results of the interview, even if the subject refuses to be interviewed?
- Was a UFIR prepared, certified by the Supervisor and Commanding Officer and returned by the due date?

Conduct of Investigations

- Did the investigating official document the dates, times and locations of all investigative activity?
- Did the investigating official document all actions taken to identify potential witnesses, including other officers and detainees, even when no witnesses are identified or located?
- Did the investigating official document all attempts to contact and interview all potential witnesses identified?
- Did the investigating official interview and take statements from all potential witnesses that were identified? (The results of unfruitful interviews should also be included.)
- Was a witness canvass conducted?
- If a witness canvass was conducted, is there a report of the witness canvass included with the investigation?
- If no witness canvass was conducted, does the investigator document the reason for not doing a witness canvass?
- Were there any group interviews conducted?
- Were all potential MPD officer/supervisor witnesses interviewed?
- Were sufficient efforts made to locate the complainant(s) and/or all witnesses?
- Was all evidence preserved, collected and analyzed in the report?
- If the subject/arrestee was injured, were the PD-313 (Arrestee Injury Report) and any other available, relevant medical records included as an attachment with the investigation?
- Were inconsistencies among officers and witness statements documented and addressed?
- Did the report adequately address the propriety of the conduct of all officers involved?
- Was there any other relevant information included?
- Did the investigator give preference to an officer's statement over a citizen's statement?
- Does the report include proposed findings and analysis supporting the findings?
- Were the findings based on a preponderance of the documented evidence?
- Did all allegations of misconduct addressed in the report receive an appropriate finding, i.e., sustained, insufficient facts, exonerated, or unfounded?
- Are all attachments referred to in the final report listed and included with the investigative report?
- If the report revealed criminal allegations, did the commander/designee notify USAO and IAB?
- Did the member self-report this incident, if applicable, in accordance with GO-PER-120.23, Part IV.A?  Not Applicable
- Did another member report this incident, if applicable, in accordance with GO-PER-120.23, Part IV.B?  Not Applicable