

1. **POLICY STATEMENT**

- A. To ensure the integrity of the Police Department, all alleged or suspected personnel misconduct observed or suspected by supervisors, department employees, or citizens will be thoroughly investigated.
- B. The bureau/precinct commander/administrator will be responsible for ensuring that all complaints being investigated by subordinates are completed within a reasonable time, usually not to exceed 24 days from the time the complaint was made.
- C. A review of the complaint status should be conducted on a seven day interval.

2. **DEFINITIONS**

Citizen Complaints	<ul style="list-style-type: none"> • An allegation of misconduct or wrongdoing by an employee of the Phoenix Police Department. • This includes the following: <ul style="list-style-type: none"> * Conduct that amounts to a violation of a City ordinance, a state, county, or federal law, or a Phoenix Police Department regulation and such violation, if sustained, could result in disciplinary action against the employee. * The commission of any prohibited act or the omission of any act that is required.
Misconduct	<ul style="list-style-type: none"> • An employee commits misconduct by non-compliance with or by knowingly or intentionally violating any rule or procedure in a Memorandum of Understanding, Employees Association Agreements, Operations Manual, other departmental or City orders, Administrative Regulations, or City of Phoenix Personnel Rules which may result in disciplinary action.
Notice of Investigation (Form 80-5809)	<ul style="list-style-type: none"> • A written notice that informs the employee of the specific nature of the investigation and the employee's status in the investigation.
Supervisor Initiated Investigations	<ul style="list-style-type: none"> • A supervisor initiated investigation in which the supervisor has observed or suspects a violation of law, City ordinance, or department regulations. • This includes alleged or suspected misconduct which another employee has brought to the attention of a supervisor.

3. **RESPONSIBILITIES IN MISCONDUCT INVESTIGATIONS**

A. Employee Responsibilities

- (1) When an employee is accused of any misconduct or witnesses another employee's misconduct, the employee will call their immediate supervisor to the scene.
- (2) Employees under investigation for misconduct or who are witnesses to the misconduct must cooperate with the administrative investigation.
- (3) When an employees is the subject of a criminal investigation they are entitled to Fifth Amendment or "Garrity" rights when applicable.