

# Georgia Department of Public Safety

## Policy Manual

<b>SUBJECT</b> <b>OFFICE OF PROFESSIONAL STANDARDS</b>	<b>POLICY NUMBER</b> <b>19.02</b>
<b>DISTRIBUTION</b> <b>ALL EMPLOYEES</b>	<b>DATE REVISED</b> <b>2/26/2013</b>

### 19.02.1 Purpose

The Office of Professional Standards shall justly and thoroughly investigate allegations of employee misconduct and ensure compliance with Department of Public Safety rules and regulations, state and federal law and the Constitutions of the United States and Georgia. This is to ensure investigative action when members conduct themselves improperly while also protecting members from unwarranted complaints pursuant to discharge of official duties.

### 19.02.2 Definitions

- A. Division Director –The member appointed by the Commissioner of the Department of Public Safety with authority over the Office of Professional Standards. The Director of the Office of Professional Standards reports directly to the Commissioner of the Department of Public Safety.
- B. Assistant Director – The member designated by the Division Director with limited authority over the Office of Professional Standards.
- C. Investigators – The members designated by the Commissioner of the Department of Public Safety to serve under the Office of Professional Standards Director to carry out specified functions within the Division.

### 19.02.3 Description of Duties

- A. The Division Director or their designee:
  - 1. Shall be responsible for coordinating, assigning and overseeing investigative operations.
  - 2. Shall review internal affairs and administrative investigations for accuracy.
  - 3. Will be responsible for the proper distribution, maintenance, and securing of internal and administrative investigations, and
  - 4. Shall act as the evidence and records custodian within the unit.
- B. The Assistant Division Director shall:
  - 1. In the absence of the Division Director, carry out all responsibilities and duties of the Division.

2. Carry out any other duties deemed appropriate by the Division Director.

C. The Investigator(s) shall:

1. Conduct fair and impartial investigations and shall treat all employees and witnesses with consideration and respect.
2. Maintain confidentiality and discretion with regard to dissemination of information to ensure Departmental integrity.
3. Conduct interviews with witnesses and employees by the guidelines established in Complaints Policy #8.02.6, C. Interviews shall be electronically recorded unless circumstances otherwise dictate.
4. Manage evidence gathered and produced in investigations as directed in Evidence and Property Policy #12.01 within the designated areas of the Office of Professional Standards.
5. Strive to develop and improve communication, interview, report writing and other skills needed to conduct thorough and proficient investigations into policy and criminal violations.
6. Strive to cooperate with outside agencies and coordinate investigations whenever necessary. Upon review by the Division Director, Investigators shall notify the proper prosecutorial authority when it is suspected or has been established that an employee has committed a violation of Georgia law.
7. Have the responsibility of investigating any employee, civilian or sworn, regardless of rank or position, as directed by the Commissioner of the Department of Public Safety.
8. Keep the Division Director informed of the progress of the investigation, and of any critical changes that occur.

D. External Investigations

1. In accordance with O.C.G.A. § 40-14-11, the Office of Professional Standards is authorized to conduct investigations into complaints that a county, municipality, college or university is using speed detection devices for purposes other than the promotion of health, welfare and safety or in a manner that violates its speed detection device permit issued by the Department of Public Safety.
2. A copy of the completed speed timing device investigation(s) shall be submitted to the Legal Division for review and response to the complainant and accused county, municipality, college or university.