



BACKGROUND ON COMPLAINT RECEPTION AND INVESTIGATION

WRITTEN DIRECTIVE:	5.0
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I. Purpose

The purpose of this Written Directive is to provide general information to University of Maryland, Baltimore Police Force (UMBPF) members regarding the reception and investigation of internal and external complaints.

II. Policy

It shall be the policy of the UMBPF that all complaints against employees or the agency shall be investigated properly and in accordance with the Law Enforcement Officer's Bill of Rights (LEOBR), current University of Maryland, Baltimore (UMB) policies, and current employee Memorandum of Understanding (MOU).

III. General Information

A. Investigating Misconduct

The UMBPF will accept and investigate all complaints of alleged misconduct against its members. Based upon the findings, the UMBPF will exonerate the innocent, establish the guilt of wrongdoers, and justly determine disciplinary action under the auspices of the LEOBR, UMB policies, and current MOUs.

B. Promoting Integrity

The objectives of a well-disciplined law enforcement agency are to protect the public and to maintain the integrity of the UMBPF and the individual sworn and non-sworn members. These procedures will insure that the rights of both the members and citizen are not compromised.

C. A Fair and Impartial System

To insure all members view the administrative disciplinary system as fair and impartial, it is necessary to establish an effective review of complaints. To that end, the UMBPF will provide an impartial investigation including interviewing complainants and witnesses and preparing appropriate reports. Investigations are completed by the Internal Investigation Division (IID), under the management of the Professional Standards Bureau Commander, who reports directly to the Chief of Police.

D. Complaint or Commendation Registering Procedures

The procedures for registering a complaint or commendation are described in **WD 5.1, Filing and Investigation of Minor Complaints**.

E. Annual Summaries/Public Availability

At least annually, The Professional Standards Commander or designee shall compile a statistical summary based upon records of internal investigations. This summary will be made available to the public through the agency's web site and upon specific request.

F. Review Board – Sworn Members

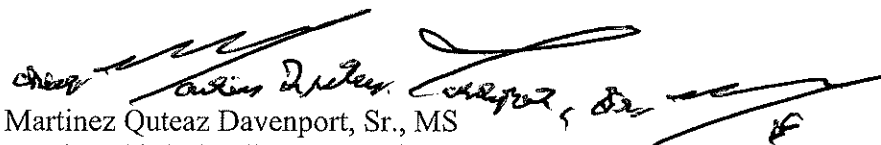
As needed, an impaneled board will hear evidence, question witnesses, determine guilt or innocence, and recommend action to the Chief of Police as specified in the LEOBR. Further information may be found in **WD 5.5 Disciplinary Hearing Boards**.

G. Records Maintenance and Security

The Professional Standards Commander shall be responsible for maintaining the confidentiality and security of records of complaints against the agency or its members. Internal Investigation Division (IID) files shall be stored securely within the IID office and maintained in accordance with the Agency Records Retention and Disposal Schedule and/or policy.

Written Directive System Impact

Upon approval and publication, this edition of WD 5.0 supersedes all previous editions.


Martinez Quteaz Davenport, Sr., MS
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CALEA Standard (s): 26.2.2; 26.2.3; 26.2.5