

Internal Affairs Professional (IAPro) Software

209.1 PURPOSE AND SCOPE

The University of Maryland, Baltimore Police Department (UMBPD) is committed to maintaining the highest standards of accountability, integrity, and professionalism. To uphold these principles, this standard operating procedure (SOP) establishes guidelines for the appropriate and ethical use of Internal Affairs Professional (IAPro) software to manage internal affairs investigations and Blue Team incident entries. These procedures apply to all sworn and civilian members within UMBPD having access and utilize IAPro software.

209.2 DEFINITIONS

- A. Blue Team – Computer software that allows authorized members to enter and manage administrative investigations and incidents involving use of force.
- B. IAPro – A software application for tracking and managing internal affair records, early warning system alerts, case management, and statistical reports related to complaints, charges, hearings, discipline, vehicle pursuits, use of force incidents, departmental accidents, and more.
- C. Public Portal - An integrated software application of IAPro that is available on the UMBPD website for public compliments or complaints of officers, in accordance with HB670 (2021).
- D. Authorized Personnel – Sworn and civilian members will be designated by the Chief of Police or authorized designee to having access to records maintained by IAPro. These members shall receive training on the software and be provided certain permission levels.

209.3 ACCESS, CONFIDENTIALITY, AND DOCUMENTATION

Authorized personnel shall use IAPro exclusively for legitimate department business purposes and adhere to the following guidelines:

- A. Access and Authorization:
 - 1. Only authorized personnel who have successfully completed the mandated training shall be granted access to IAPro.
 - 2. Access permissions and user accounts will be managed by the IAPro system administrator.
 - 3. Access shall be provided on a need-to-know basis, preserving the confidentiality of ongoing administrative investigations and personal information.
- B. Confidentiality and Security:
 - 1. All data entered into IAPro, including case details, evidence, and personal information, must be treated as confidential and accessed solely for authorized purposes.
 - 2. Unauthorized sharing of IAPro information is strictly prohibited.

University of Maryland, Baltimore Police Department

Procedures Manual

Internal Affairs Professional (IAPro) Software

3. Data Accuracy and Integrity:
- C. Authorized personnel are responsible for the accuracy and completeness of data entered into IAPro/Blue Team.
 1. Any identified errors or discrepancies must be reported promptly to the appropriate supervisor or IAPro system administrator.
- D. Case Management:
 1. IAPro shall be the designated tool for initiating, managing, and documenting all administrative investigations and personnel matters.
 2. Blue Team software entry will be required by involved officer(s) for all use of force incidents.
 3. Regular updates, evidence collection, witness statements, and investigative notes must be entered promptly and accurately.
- E. Documentation and Reporting:
 1. All investigative actions, findings, and conclusions must be documented within IAPro using provided templates.
 2. Generated reports shall be considered official records and retained per UMBPD's Record Retention Policy.
- F. Auditing and Accountability:
 1. Routine audits of IAPro usage shall be conducted to ensure compliance with this policy.
 2. Unauthorized access, misuse, or confidentiality breaches must be reported immediately to the appropriate supervisor.

209.4 BLUE TEAM DATA ENTRIES

The initial entry begins with the Shift Supervisor or employee's immediate supervisor working when the incident occurred to enter the applicable information into the Blue Team database, except for use of force incidents which will be initially entered by the involved employee. The respective Shift Supervisor or employee's immediate supervisor responsible for entering the information into the Blue Team data base shall attach any corresponding reports associated with the incident (e.g., use of force, departmental collision, loss or damaged department equipment, disciplinary action, etc.).

- A. Blue Team Use of Force Entry
 1. Any force that causes any visible or apparent physical injury or complaint of injury, or which results in medical treatment for the individual or the officer;
 2. Any object, including but not limited to, a hand, fist, or foot to strike or attempt to strike a blow to a subject to include baton strikes and blocks;
 3. Any force in such a way as to cause a subject to suffer a blow to the head, even if that blow to the head is accidental;
 4. Use of O.C. spray or any other chemical agent;

University of Maryland, Baltimore Police Department

Procedures Manual

Internal Affairs Professional (IAPro) Software

5. Discharges a firearm at an individual regardless of whether the person is actually struck;
6. Utilizes a canine for a physical apprehension;
7. Any use of an empty-hand control technique that does not cause injury or complaint of injury to the officer or the subject the force is applied to and does not result in medical treatment for subject or officer; or
8. Points a firearm at any person; or
9. Any use of a baton as part of a control hold; for example, to remove an arrestee's hands from under their body.
10. Exception 1: A Blue Team entry for intentional moving (pushing) of an uncooperative person is required only when the person on whom the force is used is arrested, injured, or otherwise easily identified. In all other circumstances under which an uncooperative person is intentionally moved (pushed), an Incident Report will be completed with a copy forwarded to the Professional Standards Division.

B. Blue Team Departmental Collision Entry

1. Any collision involving a departmental vehicle.

C. Blue Team Vehicle Pursuit Entry

1. Any vehicle pursuit involving a department vehicle.

D. Blue Team Loss or Damaged Department Equipment Entry

1. Any department property or equipment damaged in which the employee is responsible for or having custody of.

E. Blue Team Counseling Entry

1. Any counseling (non-punitive) incident that has been registered against an employee.

F. Blue Team Disciplinary Action Entry

1. Any disciplinary action sustained against an employee.

G. Blue Team Early Warning Entry

1. Any intervention as outlined in Policy 1029 (Performance History Audits) triggering an early warning intervention.

209.5 NON-COMPLIANCE

Non-compliance with this policy may result in disciplinary action, including suspension of IAPro access and retraining, as determined by UMBPD's Disciplinary Procedures and/or Statewide Police Disciplinary Matrix.