

# INTERNAL AFFAIRS

New Employee Orientation  
Sergeants

Adam Milligan

Alex Doyle

Rich Madden

Elizabeth Montoya

Kamon Harris

Daniel Wilson

# Internal Affairs

- Stereotypes you have learned about Internal Affairs from TV or the movies

# Why do we have Internal Affairs?

## *Our Mission Statement:*

*To enhance the confidence of the public and our department employees, we provide thorough and impartial administrative investigative services*

- Mandated by law
  - PC 832.5
- Department Mission, Vision, Values, Goals and Objectives
- Employee rights
- 14<sup>th</sup> Amendment (Due Process)
- Public Trust

# About the unit

- Human Resources Command
- 1 Lieutenant
- 6 Sergeants
  - 4 Law Enforcement/2 Detentions
- 3 Professional Staff

# What we DO Investigate

- On-duty misconduct allegations
- Off-duty criminal allegations
- Off-duty, non-criminal conduct with a nexus to the department

# What we do NOT Investigate

- Complaints with no nexus to the department
- Complaints not involving department members
- Matters with more appropriate methods of resolution
- Complaints that are not timely
  - 30 days

# Accountability

- Accountability starts with the employee
- Employees are accountable for knowing and following all Sheriff's Policy
- Employees are responsible for professional and courteous communication with their peers as well as supervisors and subordinates

# Interpersonal Conflict

- Internal Affairs is an investigative unit, not a mediation tool or first option for resolving workplace differences or performance deficiencies
- Bring matters to supervisors as necessary
- Use appropriate tools and resources (Human Resources/Employee Relations)



# Office of Ethic and Compliance

- [Know the Code: Respect and Dignity in the Workplace - YouTube](#)

# Resources



**Senior Departmental Human Resources Officer, Employee Relations**

- Please field matters related to interpersonal conflict or workplace differences through [REDACTED].
- [REDACTED] will provide direction as to the necessity of involving Internal Affairs.
- [REDACTED] can assist with providing mediation between staff members.

# How are complaints handled?

- Per Department Policy 2.21,  
*All supervisors should attempt to resolve at the lowest level*
- Complaint received in IA
  - Verbal or written, command generated
- IA Lieutenant review and assignment
  - IA Investigation or Command
  - No Violation: Correspondence Letter

# Statistics: 2021

- 606 Complaints
  - 477 resolved with correspondence letter
- 109 IA cases opened
  - Policy or law violations
  - IA Investigations vs Command – 59 / 50
  - 4000+ employees

# Common Cases

- Use of Department Equipment
  - Computers: email, internet, CAD, CLETS
- Conduct Unbecoming:
  - Alcohol related incidents
  - Social Media
- Courtesy
  - Public/Peers
- Failure to meet standards
  - Variety of incidents
- Association

# What to expect if you are an accused employee

- Command notified immediately
- Investigator notifies accused at their discretion
- Use IA webpage as resource
- Seek out employee representation
- Public Safety Officers Procedural Bill of Rights Act (POBAR)/Weingarten Rights
- Contact investigator with questions
- Confidentiality
- Conduct

# Investigation

- Thorough, Fair and Unbiased Investigation
- Goal of investigation
  - Fact finding vs discipline
- Witnesses
- Evidence

# Investigation Continued

- Interviews
- Investigative Report
- Synopsis, Analysis, Conclusions and Findings
- Hold members of the Department to a high standard
- Clear those wrongly accused



# Burden of Proof

*"Preponderance of evidence" which is defined as "such evidence, when weighed with that opposed to it, has more convincing force and the greater probability of truth."*

- 51%

# Findings

- Sustained
- Unfounded
- Not Sustained
- Exonerated
- Resolved
- Prove it happened
- Prove it did not happen
- Cannot prove either way
- Prove it happened, but within policy/law
- Other

# Now what?

- Disciplinary Hearing (2<sup>nd</sup> level supervisor)
- Discipline
  - Written Reprimand
  - Disciplinary Re-assignment
  - Pay-Step Reduction
  - Suspension without pay
  - Demotion
  - Termination
- Appeal Process
  - Skelly Hearing / Civil Service Commission

# Internal Affairs Files

- Case Files vs. Discipline Files (Forever)
- Who has access?
  - You
  - Commander and Above
  - Confidentiality Waiver
- When are IA files reviewed?
  - Pitchess Motions
  - Senate Bill 1421
    - SUSTAINED: UOF (GBI), Truthfulness, Sexual Assault

# Avoiding an IA?

- Do the right thing, all the time
- Be professional, all the time
- Be truthful, all the time
- Investigate to Exonerate



# Rules of Conduct

## 2.4 Unbecoming Conduct

- **Employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on this Department.**
- Unbecoming conduct shall include that which tends to bring this Department into disrepute or reflects discredit upon the employee as a member of this Department, or that which tends to impair the operation and efficiency of this Department or employee.

## 2.6 Conformance to Laws

- **Employees shall obey all laws of the United States, of this state, and of local jurisdictions.**
- The acts of employees giving rise to an indictment, information or complaint, filed against an employee, or a conviction for violating any law, including a conviction following a plea of nolo contendere, may be cause for disciplinary action, temporary or permanent reassignment (excluding minor traffic).



## **2.6 Conformance to Laws, *continued***

- **Employees shall immediately inform their immediate supervisor of any and all circumstances where non-conformance to laws has been, or may be, alleged by any law enforcement agency.**
- **The supervisor receiving such notification shall immediately notify Internal Affairs.**

## 2.7 Seeking or Accepting Gifts, Gratuities, Bribes, or Rewards

- It is prohibited for employees to directly or indirectly solicit or accept from any person, business, or organization any gift, gratuity, bribe, or reward for the benefit of the employee, if it may reasonably be inferred that the person, business, or organization:
  - Seeks to **influence** action of an official nature or seeks to affect the performance or non-performance of an official duty, or
  - Has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

## 2.7 - Gifts/Bribes - *continued*

- Food and Other Services: When making purchases, whether on or off duty, employees shall pay the posted price(s) for food, services or any other consideration. Discounts will not be accepted nor solicited where the employee's official position is used to effect same, or the discount can be reasonably shown to be as a result of any official position.
  - **A discount may be accepted where it has been negotiated by a recognized employee group sanctioned by the Sheriff.**
- For the purpose of this rule, the words "gifts", "gratuity", "bribe", and "reward", shall include money, food, tangible or intangible personal property, loan, promise, service, entertainment, or any other consideration.

## 2.9 Associations

- Employees shall not associate on either a personal or business basis or have dealings with persons whom they know, or should know, or have reason to believe are, or have been racketeers, sexual offenders, drug dealers, illegal drug users, illegal gamblers, persons whom the employee suspects, or should suspect, are involved in felonious activities, convicted felons, persons held in county custody, felons serving or who have served time in custody, or persons under criminal investigation or indictment, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships.

## 2.15 Insubordination

- Insubordination is the willful refusal to obey a reasonable and lawful order given and understood.
- A reasonable and lawful order given to a subordinate shall be followed regardless of the method of conveyance. The willful failure to obey orders constitutes grounds for discipline (including termination).

## 2.22 Courtesy

- Employees shall be courteous to the public and fellow employees. They shall be tactful in the performance of their duties, shall control their tempers, exercise patience and discretion and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, employees shall not use coarse, violent, profane or insolent language or gestures.

## 2.35 Operation of Vehicles

- Employees shall operate all county owned or maintained vehicles, or any vehicle being operated in the performance of their official duties, in a careful and prudent manner, and shall obey all laws of the state and all Departmental orders pertaining to such operation. Employees shall set a proper example for other persons by the manner in which they operate all vehicles in an official capacity.
- Loss or suspension of an employee's driver's license shall be reported to the Department immediately and may be cause for reassignment, suspension, or termination. When employees drive any vehicle requiring other than a regular driver's license (Class C) they shall possess the required endorsement.

## 2.36 Use of Department Equipment

Employees shall utilize Department equipment only for its intended purpose, in accordance with established Departmental procedures and shall not abuse, damage or lose Department equipment. All Department equipment issued to employees, including manuals, shall be maintained in proper order.



## 2.37 Dissemination of Information

- Employees shall treat the official business of this Department as confidential.
- Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established Departmental procedures.
- Employees may remove or copy official records or reports from any law enforcement installation only in accordance with established Departmental procedures. Employees shall not divulge the identity of persons giving confidential information, except to their supervisors.

## 2.30 Failure to Meet Standards

- Employees shall properly perform their duties and assume the responsibilities of their positions.
- Employees shall perform their duties in a manner which will tend to establish and maintain the highest standards of efficiency in carrying out the mission, functions, and objectives of this Department.

## 2.30 FTMS continued

- Failure to meet standards may be demonstrated by lack of knowledge, and unwillingness or inability to perform assigned tasks, failure to take appropriate action and absence without leave.


## 2.46 Truthfulness


When asked by the Sheriff, the Sheriff's designee or any supervisor, employees will always answer questions, whether orally or in writing, truthfully and to the fullest extent of their knowledge. All written and verbal reports shall be truthful and complete.

# Accessing the Rule of Conduct

← → ↻ 🏠 🔍 Search or enter web address

For quick access, place your favorites here on the favorites bar. [Manage favorites now](#)

 Bureaus ▾ References ▾ Resources ▾ Sheriff Apps ▾ Regional Apps ▾ County Apps ▾ Help Desk 858-256-2100




## SHERIFF'S EMPLOYEES INTRANET PORTAL

Compassion, Honesty, Diversity, Respect, Fairness, Loyalty, Trust, Integrity

Sheriff's Employee Search  
  
  
[Advanced](#)


COVID Resources | View Annual Report | OT SCHEDULE | [Help Desk TEAMS Chat](#)

### Wellness Message



We all experience stress in our lives, but our ability to manage it is critical for our emotional and physical wellness. We can't change or control everything around us or what happens to us, but we can shift the way we react and relate to those things. Remember: Chaplains, Counselors and Peer Support are here to listen and help.

### Crime Lab Open House



Our Regional Crime Lab held its first recruiting open house. People lined up to apply for nine open positions and had an opportunity to speak to our employees about the vacancies, as well as tour our state-of-the-art facility. If you know a good candidate, there's still time to apply at [joinsdsheriff.net](#).

### County Applications

- Kronos
- PeopleSoft
- Learning Management System
- County of San Diego Intranet
- Board of Supervisors Meeting
- ERP Updates
- General Management System
- My Requests
- WEB EOC

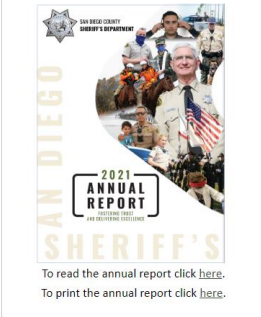
### Regional Applications

- ARJIS
- SDEvision
- SDLaw

### Employee Awards

The following is a list of department award recipients. To nominate an employee for an award, please use the following [forms](#).

Employee Name	Award	Date Awarded
<a href="#">Shanah Cleveland</a>	Peer Recognition Award	10/6/2021
<a href="#">Sheila Sanchez</a>	Employee of the Quarter	9/9/2021
<a href="#">Stephanie Dodson</a>	Employee of the Quarter	9/9/2021
<a href="#">Stephen Stanton</a>	Employee of the Quarter	7/19/2021
<a href="#">Winthrop Parker</a>	Outstanding Employee Award	7/13/2021
<a href="#">Leonard Gonzales</a>	Outstanding Employee Award	7/13/2021
<a href="#">Angelica Quiroz</a>	Employee of the	6/30/2021



To read the annual report click [here](#).  
To print the annual report click [here](#).

### Employee Wellness Resources

- Sheriff's Dept Wellness
- Peer Support
- Counseling Team
- Chaplain Unit
- Wellness Events
  - Suicide Prevention Resources
  - Photos
  - Emotional Survival Photos

### General Announcements

- 2021 Annual Report

# Accessing the Rule of Conduct

Support are here to listen and help.

## Employee Awards

The following is a list of department award recipients. To nominate an employee for an award, please use the following forms.

Employee Name	Award	Date Awarded
<a href="#">Shanah Cleveland</a>	Peer Recognition Award	10/6/2021
<a href="#">Sheila Sanchez</a>	Employee of the Quarter	9/6/2021
<a href="#">Stephanie Hodson</a>	Employee of the Quarter	9/9/2021
<a href="#">Stephen Skelton</a>	Employee of the Quarter	7/19/2021
<a href="#">Winifred Parker</a>	Outstanding Employee Award	7/13/2021
<a href="#">Leonard Gonzalez</a>	Outstanding Employee Award	1/13/2021
<a href="#">Angelica Quiroz</a>	Employee of the	9/30/2021

## Community Meetings

7/14/2022 7:30 AM	<a href="#">RSD (CAST) Community Assistance Support Team</a> Community meeting in SD with SDFPD, SDC Probation, SDC DA's Office and various civic community and clergy leaders to discuss the community relationship with LC
7/14/2022 10:00 AM	<a href="#">Ramona IMPACT Meeting</a> Meeting for Ramona Substation Command, Crime Analyst, Patrol Sergeants, Detective Sergeant, Detectives, and Crime Prevention to discuss strategies and approaches to keep Ramona's crime rate low.
7/14/2022 6:00 PM	<a href="#">Lakeside CAG</a>
7/17/2022 6:00 PM	<a href="#">Casa De Oro Alliance</a> Community Group (community meeting working on quality of life issues, neighborhood blight and revitalization in Casa De Oro.
7/20/2022 8:00 AM	<a href="#">Julian Chamber of Commerce Mixer</a> Julian Chamber of Commerce Mixer



To read the annual report click [here](#).  
To print the annual report click [here](#).

## In The News

[Wednesday, July 13, 2022](#)

[Tuesday, July 12, 2022](#)

[Monday, July 11, 2022](#)

[Sunday, July 10, 2022](#)

[Saturday, July 9, 2022](#)

[Friday, July 8, 2022](#)

- [SDFusion](#)
- [SDLaw](#)

## Employee Wellness Resources

- [Sheriff's Dept Wellness](#)
- [Peer Support](#)
- [Counseling Team](#)
- [Chaplain Unit](#)
- [Wellness Events](#)
  - [Suicide Prevention Resources](#)
  - [Photos](#)
  - [Emotional Survival Photos](#)

## General Announcements

- [2022 Annual Report](#)
- [Customer Service | Diversity & Inclusion](#)

[Department P&P](#)

[Sheriff's News Releases](#)

## Most Recent News Release



## Media and Events

[129th Regional Academy](#)

[Sheriff's Promotions Ceremony](#)

## Sheriff Applications

• [AppXtender/WebXtender portal](#)

# Accessing the Rule of Conduct

The screenshot shows a SharePoint interface for 'Department Policy & Procedures'. The main content area is titled 'Department Policy & Procedures Flashdrive Download'. Below this, there is a search bar and a table of files. The table has columns for 'Name', 'Modified', and 'Modified By'. The first row is 'Department Policies and Procedures May 2022', modified on 'May 12' by 'Lopez, Mayra'.

Below the table, there are two sections: 'Policy Section' and 'Procedures Section'. Each section has a search bar and a list of items. The 'Policy Section' list includes items like 'Policy Section 1 - Administration', 'Policy Section 2 - Rules of Conduct', etc. The 'Procedures Section' list includes items like 'Procedure Section 1 - Administration', 'Procedure Section 2 - Rules of Conduct', etc. A red arrow points to the 'Procedure Section 2 - Rules of Conduct' item, which is highlighted with a red box.

Name	Modified	Modified By
Department Policies and Procedures May 2022	May 12	Lopez, Mayra

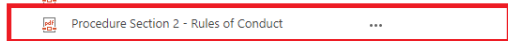
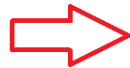
**Policy Section**

- Policy Section 1 - Administration
- Policy Section 2 - Rules of Conduct
- Policy Section 3 - Personnel
- Policy Section 4 - Organization
- Policy Section 5 - Vehicles and Transportation
- Policy Section 6 - Operations
- Policy Section 7 - Communications
- Policy Section 8 - Firearms
- Policy Section 9 - Emergency Operations
- Policy Section 10 - Training

**Procedures Section**

- Procedure Section 1 - Administration
- Procedure Section 2 - Rules of Conduct
- Procedure Section 3 - Personnel
- Procedure Section 4 - Organization
- Procedure Section 5 - Vehicles and Transportation
- Procedure Section 6 - Operations
- Procedure Section 7 - Communications
- Procedure Section 8 - Firearms
- Procedure Section 9 - Emergency Operations
- Procedure Section 10 - Training
- Use of Force Guidelines-Addendum F

Click Rules of Conduct



# Accessing the Rule of Conduct

San Diego County Sheriff's Department - Procedure Section

**2.1 RULES OF CONDUCT FOR MEMBERS OF THE SAN DIEGO COUNTY SHERIFF'S DEPARTMENT**

All employees shall conform to Federal, State, and Local laws, as well as to the policies of this Department. It shall be the responsibility of all employees to familiarize themselves and comply with all such policies, orders, directives, rules and regulations of this Department. (02-12-13)

**2.2 Applicability**

These Rules of Conduct apply to all classifications of employees, including Reserve, 960 hour Retirees, student workers, interns, contract professionals and Volunteer employees, except when a rule, by its very nature, does not apply to a given classification of employee. (06-24-14)

**2.3 Violation of Rules**

Employees shall not commit or omit any acts which constitute a violation of any of the rules, regulations, directives, orders or policies of this Department, whether stated in these Rules of Conduct or elsewhere. Employees shall be responsible for their own acts, and they shall not shift to others the burden, or responsibility, for executing or failing to execute a lawful order or duty. (Reviewed 1-11-2011)

**2.4 Unbecoming Conduct**

Employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on this Department. Unbecoming conduct shall include that which tends to bring this Department into disrepute or reflects discredit upon the employee as a member of this Department, or that which tends to impair the operation and efficiency of this Department or employee. (Reviewed 1-11-2011)

**2.5 Immoral Conduct**

Employee shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standard of the law enforcement profession. Employees shall not participate in any incident involving moral turpitude which tends to impair their ability to perform their duties or causes this Department to be brought into disrepute. (Reviewed 1-11-2011)

**2.6 Conformance to Laws**

Employees shall obey all laws of the United States, of this state, and of local jurisdictions.

The acts of employees giving rise to an indictment, information or complaint, filed against an employee, or a conviction for violating any law, including a conviction following a plea of nolo contendere, may be cause for disciplinary action, temporary or permanent reassignment (excluding minor traffic).

Employees shall immediately inform their immediate supervisor of any and all circumstances where non-conformance to laws has been, or may be, alleged by any law enforcement agency. The supervisor receiving such notification shall immediately notify Internal Affairs. (7-30-03) (Reviewed 1-11-2011)

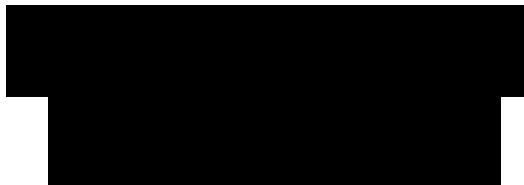
**SECTION 2 RULES OF CONDUCT**

San Diego County Sheriff's Department - Procedure Section





# Questions?



# Class Evaluation

