

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>11.4 Internal Affairs Division</b>			
<b>Effective Date:</b>	3/20/1980	<b>Revision Date:</b>	5/14/2014	
<b>Action:</b>				<b>Number of pages:</b> 2

**I. Purpose**

To establish the function and responsibilities of the Internal Affairs Division within the Kenosha Police Department.

**II. Policy**

It is the policy of the Kenosha Police Department to ensure that the integrity of the agency and its employees is maintained. This shall be accomplished through a system of internal investigation and review founded on objectivity, fairness and justice.

**III. Procedure**

At the direction of the Chief of Police, an officer(s) shall be assigned to Internal Affairs and will report to the office of the Chief of Police. The internal affairs officer(s) shall be assigned, but not limited to, the following responsibilities:

1. Conduct Departmental internal affairs investigations.
  - a. At the direction of the Chief of Police, investigate complaints of police misconduct and/or excessive use of force.
2. Conduct periodic management audits and inspections of various department divisions and sections.
3. Conduct confidential and special investigations for the Chief of Police, (District Attorney, City Attorney, Mayor’s Office, etc.).
4. Maintain a database and tracking system for citizen complaints, internal investigations and employee discipline
  - a. Internal Affairs files of deceased officers or officers no longer employed by the City of Kenosha may not be purged sooner than seven (7) years following the date of separation or the last date of active employment
  - b. Internal Affairs files of deceased officers or officers no longer employed by the City of Kenosha may be purged after (7) years following the date of separation or the last date of active employment only after the file has been reviewed for any outstanding litigation or other actions required by law.
5. Assist in the establishment of formal internal affairs policies

#### 11.4 Internal Affairs Division

6. Evaluate questionable police practices
7. Enforce all laws, ordinances and Policies & Procedures of the Department
8. Other duties or tasks assigned