

INVESTIGATOR'S CHECKLIST CHICAGO POLICE DEPARTMENT

Prior to submitting the investigation to your supervisor, ensure that you have completed questions 1-8 for Log Number Investigations Type: INFO. Additionally, questions 9-13 must be addressed for Log Number Investigations Type: CR.

- 1. Have you requested/obtained copies of all pertinent reports, including O.E.M.C. tapes?
- 2. Have you contacted all reporting party/victim/witnesses? After three days of attempting to contact them without success, have you sent them a registered letter?
- 3. Have you obtained a signed sworn affidavit? Did you forward a copy of the signed sworn affidavit to the B.I.A. Records Section?
- 4. Have you prepared the necessary reports summarizing the interviews of reporting party/victim/witnesses?
- 5. Are the accused member(s) listed in the boxes provided in the Summary Report or Summary Report Digest?
- 6. Is all required information concerning the accused member(s) included (Social Security No., Date of Birth, Employee No., etc.)?
- 7. If there are more than two accused members, are the additional accused members listed on a continuation sheet? Is all the required information concerning the accused members listed on the continuation sheet?
- 8. If the identity of a previously unknown accused member(s) has been discovered, has he/she been listed as an accused? Did you forward a notification re: automated complaint (half-sheet) form to the B.I.A. Records Section?
- 9. Have you served the accused member(s) with the Notification of Charges/Allegations, Administrative Proceedings or Criminal Rights and Waiver of Counsel/Request to Secure Counsel forms prior to taking a statement or obtaining a report from the accused?
- 10. In a sustained case, have you listed the appropriate Department Rule violation(s) and explained in detail the basis for the violation?
- 11. In a sustained case, did you obtain both the complimentary and the disciplinary history of the accused?
- 12. In a sustained case, have you complied with current directives which require you to specifically state that both the complimentary and disciplinary history have been taken into consideration prior to your recommendation for disciplinary action?
- 13. Have you submitted all original documents? Have you indicated the attachment number and Log Number on the lower right hand corner of the originals?

DIRECT ANY INQUIRY TO THE B.I.A. ADVOCATE SECTION, PAX 0-604.