

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 14

February 18, 2009

TO: Concerned Personnel (Anti-Terrorist Intelligence Section)

From: Commanding Officer, Major Crimes Division

SUBJECT: INVESTIGATOR'S WORKING FOLDER AUDIT PROCEDURES

Background: The need to properly document the supervisory review of the Investigator's Working Folder (IWF) using a standardized audit control form has been identified. This Order covers the below issues related to the Investigator's Working Folder.

- Change of auditing requirement to every 3 months
- Standardized Audit Control Form

Procedure: Each active IWF shall be audited by a supervisor every 3 months. The ATIS Audit Control Form (see attachment) shall be used to record the audit of the IWF by a supervisor.

NOTE: The date that the Commanding Officer, Major Crimes Division approves the initial Intelligence Report (Form 1.89), shall serve as the starting date for the approval period. For example, if the initial 1.89 is approved on June 1, 2009, there shall be an audit no later than September 1, 2009.

Employee Responsibility. Each Lead Investigating Officer shall ensure that the Audit Control Form is included in the IWF for each Open Individual and Organization IWF.

Supervisor's Responsibility. Supervisors assigned to the Anti-Terrorist Intelligence Section (ATIS) shall ensure that the Investigator's Working Folder for personnel within their span of control is audited at least every 3 months. The concerned supervisor shall complete a notation on the Audit Control Form for each audit.

Officer-in-Charge Responsibility. The Officer-in-Charge, Anti-Terrorist Intelligence Section (ATIS) shall ensure that the Investigator's Working Folder is audited at least every 3 months.

Compliance Officer Responsibility. The Major Crimes Division/ATIS Compliance Officer shall have audit responsibility to ensure compliance with this order.

