

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 3
15.1

February 6, 2012

TO: Concerned Personnel

FROM: Commanding Officer, Major Crimes Division

SUBJECT: ATIS INVESTIGATIONS AUDIT

The need to properly review and document the supervisory review of Anti-Terrorism Intelligence Section's (ATIS) investigations using a standardized audit control process is necessary to ensure compliance with the Police Commission Standards and Procedures, to ensure due diligence, and promote effective intelligence processes. This order sets out to standardize the Investigator's Working Folder (IWF) audit and the Integrated Case Briefing System noted in prior Divisional Orders. Combining the two processes will allow supervisors to work more efficiently and ensure compliance with these orders. This Divisional Order replaces the following:

- Divisional Order No. 14, dated February 18, 2009 (IWF Audit Procedures);
- Divisional Order No. 15, dated February 18, 2009 (Integrated Case Briefing System).

ATIS Investigations Audit

The ATIS Investigation Audit will consist of two parts: The Investigator's Working Folder (IWF) Audit and the Case Audit. Both audits shall be conducted in the month of February and August of each year.

IWF Audit. Each active ATIS investigation shall have its IWF reviewed by a supervisor. The audit shall be documented in the MCD automated reporting system (Memex). The supervisor shall create an activity report documenting that the IWF was audited to ensure that all materials contained within the IWF are either material or the material has not yet been determined. The supervisor shall ensure that all documents were obtained in accordance with Police Commission Standards and Procedures. The supervisor should note any negative issues related to the audit in the narrative of the Memex "Activity Report."

The auditing supervisor shall ensure that each "Activity Report" entry made in each case file has at least one supervisory reviewing entry in the "Auditing and Compliance" tab of the "Activity Report." In addition, the auditing supervisor shall indicate that the hard-copy IWF was audited if one exists for the investigation.

NOTE: This Divisional Order eliminates the need for the IWF Working Folder Control Form as the "Activity Reports" note the date and time of the entry and also provide a digital signature for additional audits and review.

Case Audit. The Case Audit shall consist of a case briefing to supervisors in order to assess viability and due diligence. The audit supervisor shall ensure that an Intelligence Report was submitted by the investigators as described in Divisional Order No. 1. The details of the Case Audit shall be recorded in the same "Activity Report" as the IWF Audit.

Sample Narrative for ATIS Investigations Audit:

"The Memex IWF was reviewed by Detective II Jon Smith and Detective III Jon Doe. There were no adverse findings and all materials were deemed to be material or materiality was not yet determined. There is no hard-copy IWF associated with this investigation.

The Case Audit revealed that this case is still viable and reasonable suspicion exists to continue the investigation. A case briefing was provided to Detective II Jon Smith and Detective III Jon Doe on xx/xx/xxxx."



STEVEN S. SAMBAR, Captain
Commanding Officer
Major Crimes Division