

## OFFICE OF OPERATIONS

NOTICE NO. 39

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FLA. MAR. AND RES. DIV.  
COMM. 901

**TO:** All Commanding Officers, Office of Operations

**FROM:** Director, Office of Operations

**SUBJECT:** PERSONNEL COMPLAINT INVESTIGATION REVIEW CYCLE

**EFFECTIVE:** Immediately

**PURPOSE**

The purpose of this Notice is to remind all commanding officers of the proper review cycle to be utilized when submitting completed Personnel Complaint Investigations (Form 1.81), which involve lieutenant commanding officers or above.

**INFORMATION**

The review/approval procedures for all completed 1.81 investigations was established to maintain accountability at all levels of the Department, guarantee that thorough yet fair investigations are being conducted by investigators, and ensuring that the appropriate management review is conducted by command and staff officers. Commanding officers are reminded that to properly maintain the integrity of our disciplinary system, it is critical that these investigations be thoroughly reviewed and properly endorsed at every level within the chain of command.

**PROCEDURE**

When a completed personnel complaint investigation involving lieutenant commanding officers or above is forwarded through channels for review, the reviewing officer shall endorse it in the space provided. Any comments or recommendations for disapproval shall be placed on a separate Form 15.2, signed by the reviewing officer and attached to the personnel

complaint. The personnel complaint and the attachment shall, without exception, be submitted for review via the following chain of command:

- \* Concerned Area/division commanding officer (if appropriate);
- \* Commanding officer of the concerned bureau;
- \* Director, Office of Operations.

The Director, Office of Operations, will be responsible for forwarding these complaints and any attachments to Internal Affairs Division.

Any questions regarding this procedure may be directed to the Director's adjutant, Office of Operations, extension 5-4048.



BAYAN LEWIS, Assistant Chief  
Director  
Office of Operations

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