

## **IV. Delegated Assignments (Farmouts)**

### A. Which complaints may or may not be delegated to the section level:

#### 1. May be delegated:

- a. Civilian complaints of improper procedure
- b. Departmental complaints of improper procedure
- c. Complaints of discourtesy

Note: Some procedural complaints may be appropriate for conciliation with the approval of the P.S.S. Commanding Officer.

#### 2. May not be delegated:

- a. Any use of force complaints
- b. Any complaint that could possibly be criminal in nature (includes missing property, as it could have been stolen).

### B. Farming the Complaint:

1. If the complainant comes to PSS, have a Personnel Complaint form (RPD 1253) signed, and be specific when documenting the complaint in the narrative.
2. Obtain from the complainant the names, addresses, and phone numbers of all possible witnesses.
3. If possible, obtain copies of all reports related to the incident.
4. Assign a PSS number and enter the case into IA PRO.
5. Send copies of these documents, including a Request to Investigate form ("Farm-out request") to the Commanding Officer of the affected member(s). A case folder and divider tabs will be sent as well.
6. The Platoon Commander of the involved member(s) will have the responsibility of completing the investigation and returning his recommendations to PSS within the time period allowed.

### C. Request to Investigate Form:

1. Address the form to the Commanding Officer of the affected member(s).
2. Ask specific questions that need to be answered.
3. Request Special Reports from the officers involved.
4. Request that the complainant and all witnesses be interviewed.

5. Assign a date on which the investigation should be completed and submitted through the chain of command. 30 days is allotted for completion of the investigation, provided that the investigation is not unusually complicated.

D. Return routing of the investigation:

1. The investigation is returned to PSS, where the assigned Investigating Sergeant reviews it.
2. If the Sergeant concurs with the finding, the package will be forwarded to the PSS Commander. The PSS Commander will attach a cover memo documenting concurrence or non-concurrence. The package will then be forwarded through the chain of command. Each Command Officer will attach their recommendations, to be reviewed by the Chief, who will make the final determination and disposition of the case. The package will then be returned to PSS where the Investigating Sergeant will prepare a final letter to the complainant, and follow through on any recommendations directed by the Chief. The Chief, or his designee, will review and sign the letter prior to mailing.
3. If PSS does not concur with the findings, additional investigation can be ordered, or PSS can conduct a follow up investigation. The PSS investigator will have to provide evidence to support the overturning of the findings. He or she will document the evidence and submit it, along with the completed investigation, as per the routing procedures outlined in step 4. Include your suggested new findings. The Chief will concur with either finding and a final letter will then be prepared accordingly.
4. The assigned PSS sergeant will send a final letter to the complainant via Certified Mail with a return receipt requested. A notice of finding, on city letterhead, will be sent by electronic means to the affected officer in the investigation and his commanding officer.