

COMBINATION INVESTIGATIVE TEAM RESPONSIBILITIES

Once a complaint has been assigned to an investigative team comprised of a civilian and uniformed investigator, the following actions are to be completed by the responsible member:

ACTION	RESPONSIBLE MEMBER
Step 1 – Preparation of the Form General 53 advising the Fire Chief of the assignment of Advocates/Investigators to the investigation	Any member of the investigative team
Step 2 A– Within five (5) days from being assigned the investigation, making contact with the complainant and identifying themselves as the Lead Investigator of their complaint.	Lead Investigator
Step 2B – Scheduling the intake interview with the complainant within two weeks from the investigative team being identified	Lead Investigator
Step 3 – Making telephonic notification to the subject Member	If the member is at the Chief Officer rank, a Chief Officer must make the notification. Either member of the investigative team can make notification to the remaining ranks and civilian members.
Step 4 – Preparing the Subject Notification	Lead Investigator
Step 5 – Making telephonic notification to members identified as witnesses	Either member of the investigative team
Step 6 – Preparing or requesting the Detail Letter(s) or On-Site Interview Notification(s)	Lead Investigator
Step 7 – Paraphrasing	Both the uniformed and civilian member
Step 9 – Finalizing the investigative report	Lead Investigator
Step 10 – Completing the investigative report 2 months before the end of statute	Lead Investigator
Step 11 – Communicating significant delays and potential failure to meet statute at least 2 months before the end of statute	Lead Investigator

All team members should ensure that they have the most current versions of the following documents and forms:

- Form General 53 – Office Memorandum: Write it – Don't Say It, for purposes of notifying the Fire Chief on the need to assign Advocates to an investigation
- Subject Notification – Ensure that the version you are using includes the confidentiality statement
- Detail Letters – Should no longer state the need for dress uniform
- On-Site Investigative Interview Notification
- Admonition Forms – Three versions available, dependent on the interviewee