

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

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A. Purpose

To establish a method of recording, registering, and controlling the investigation of complaints against employees of the department.
 To establish the maintenance and confidentiality of the internal affairs investigations and records.

B. Policy

The policy of the City of Anderson Police Department is to maintain the confidentiality of Internal Affairs records in accordance with all applicable laws.


All Internal Affairs policies and procedures apply to all members of the City of Anderson Police Department - sworn, non-sworn, reserve, volunteer, or interns, etc- who has a professional relationship with the department.

C. Procedures

1. Internal Affairs Records
 - a. A record of all complaints against the department and its employees will be maintained under the control of the Internal Affairs Coordinator. All records pertaining to internal affairs investigations will be maintained in a secure area and under the control of the IAC and will be retained for a minimum of five years from the date the investigation is closed. The confidentiality of all Internal Affairs records will be maintained. The maintenance of IA records is an exception to the personnel records or centralized records systems.

2. Statistical Reports
 - a. As part of the department's annual report, the IAC will compile a statistical summary and analyses based upon records of internal affairs investigations and submit that report to the Chief of Police. The annual report is available to employees and to the public, upon request.

By order of:



Martin D. Brown, Chief of Police

3-29-11
Date