



Lansing Police Department Manual

200.1 – ADMINISTRATIVE SUPERVISION OF COMMISSION INVESTIGATOR

Administrative Procedure

Effective Date: 12/2016

Rescinds: 02/2001

PURPOSE

The purpose of this procedure is to establish guidelines for the administrative supervision of the Commission Investigator and to delegate certain supervisory responsibilities to the Director of Human Relations and Community Services, while recognizing the Commission Investigator's primary role is with the Board of Police Commissioners.

DUTIES OF THE COMMISSION INVESTIGATOR

- The duties of the Commission Investigator, relating to the investigation of citizen complaints, are outlined in [Administrative Procedure 200.7 Complaint Procedure](#)
- The Board of Police Commissioners will supervise the investigative duties of the Commission Investigator and monitor the progress of investigations conducted by the Commission Investigator pursuant to [Lansing City Ordinance Chapter 270.01](#).
- The Board of Police Commissioners may delegate the administrative supervision of the Commission Investigator at its sole discretion.

ADMINISTRATIVE SUPERVISION OF COMMISSION INVESTIGATOR

- The Office of the Commission Investigator will be located in the Department of Human Relations and Community Services pursuant to [Lansing City Ordinance Chapter 270.01](#).
- While the Human Relations and Community Services Director may supervise the daily activities of the Commission Investigator that supervision excludes those duties specifically authorized or reserved by the Board of Police Commissioners. Administrative supervision by the Director may include timekeeping, the prioritization of tasks, the review of new systems or processes, or any other administrative task assigned to the Commission Investigator, as long as the supervision does not conflict with the primary role between the Commission Investigator and the Board of Police Commissioners.
- The Director may assign administrative tasks to the Commission Investigator to the extent that such assignments do not interfere with investigative duties and responsibilities that constitute the primary role of the Commission Investigator with respect to the Board of Police Commissioners.
- The Chairperson of the Board of Police Commissioners and the Director of Human Relations and Community Services will periodically confer regarding the administrative supervision of the Commission Investigator. Should the Board of Police Commissioners determine that any administrative task interferes with the ability of the Commission Investigator to complete investigation of citizen complaints, the Board may limit the number and type of administrative assignments given by the Director of the Department of Human Relations and /Community Services, as well as prioritize the order of investigative assignments relating to the duties as the Commission Investigator.

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- The Commission Investigator/Designee will produce a written report regarding investigative assignments that includes the status and/or disposition. Any investigation found to require information relevant to the Commission Investigator from any member of the Lansing Police Department will be requested through the office of Internal Affairs. Internal Affairs will then facilitate between the Commission Investigator and employees of the Lansing Police Department in a timely manner.