

**Oakland County Sheriff's  
Office General Order - 1.15**



<b>SUBJECT:</b> Internal Investigations		<b>NUMBER:</b> 1.15
<b>EFFECTIVE DATE:</b> 2/29/2024 <b>REVIEW DATE:</b> Annually	<b>MACP Standard Impact:</b> 1.3.1 e,f	
<b>REPLACES AND RESCINDS:</b> Policy & Procedure 146, dated February 27, 2004	<b>DISTRIBUTION:</b> All Personnel	<b>NUMBER OF PAGES:</b> 2

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

**I. PURPOSE**

The purpose of this order is to ensure the proper and timely investigation of allegations of misconduct by employees of the Oakland County Sheriff's Office.

**II. POLICY**

It shall be the policy of the Oakland County Sheriff's Office to document and investigate all allegations regarding the conduct or performance of members of the Oakland County Sheriff's Office. Allegations of misconduct, potential criminal complaints and all other matters as determined by the Sheriff or designee shall be assigned to the Special Investigations Unit (SIU) for investigation.

**III. DEFINITIONS**

- A. Internal Investigation: An investigation conducted by the Sheriff's Office Special Investigations Unit (SIU) for major rule/policy violations or possible law violations into actions by members, employees, and contracted services employees of the Sheriff's Office.
- B. Administrative Investigation: An investigation conducted based on the allegation of a major rule or policy violation and will be conducted by the Sheriff's Office Special Investigation Unit (SIU).
- C. Line Investigation: An administrative investigation based on a minor policy or rule violation. This investigation will be conducted by the employees' first line supervisors.
- D. Criminal Investigation: An investigation into allegations of violations of State, Local or Federal laws.

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**IV. PROCEDURES**

- A. Administrative investigations on matters involving possible law violations or serious violations of Sheriff's Office General Orders by members, employees, and contracted-services employees of the Sheriff's Office, the following procedure is instituted:
1. Any set of circumstances involving an individual in the above categories which conceivably could result in a violation of law will be initiated with a written memo of the circumstances. This memo will be electrically forwarded to the respective Major who shall forward it to the Undersheriff and the Sheriff.
  2. Only the Sheriff, Undersheriff or respective Major may authorize an administrative or criminal investigation to be conducted by the Special Investigation Unit. The final authorization shall be sent to the Investigative & Forensic Services Division Captain, SIU Lieutenant, and the Captain of the affected division via email. Once authorized, the case will be assigned to the Special Investigations Unit for investigation.
  3. If circumstances, which formed the basis for the authorization of the investigation could create a danger to the public, other officers, and/or the employee, or is otherwise warranted, the Sheriff, the Undersheriff or respective Major may take actions pending the conclusion of the investigation and disposition to safeguard the employee and the public. These actions may include: **(MACP Standards 1.3.1 e)**
    - a. Reassignment.
    - b. Administrative Leave with Pay.
    - c. Suspension with pay.
    - d. Suspension without Pay.
    - e. Termination.
  4. The Special Investigation Unit investigator assigned shall maintain the investigative file under lock and key. **(MACP Standard 1.3.1 f)**
  5. A status sheet shall be maintained at all times to track the progress and disposition of all administrative and criminal investigations assigned to the Special Investigation Unit.
  6. The Detective Sergeant-in-Charge of an investigation and/or the Lieutenant of the Special Investigation Unit shall brief the Undersheriff and respective Major periodically as to the status of the investigation.
  7. Once the investigation is complete, the investigation shall be forwarded to the respective Major for review. The Major will forward to the Undersheriff and Sheriff for their review and determination of potential discipline.

It is necessary that strict accountability be established for the manner in which such investigations are conducted and the maintenance of the investigative file. All materials and conversations regarding the investigation shall be on a need-to-know basis.

**UNDER NO CIRCUMSTANCES WILL ADMINISTRATIVE INVESTIGATIONS BE INITIATED WITHOUT PROPER NOTIFICATION AND AUTHORIZATION.**



**ISSUED BY: Sheriff Michael J. Bouchard**