

# Internal Affairs Administrative Investigation and Officer Discipline

## Instructor:

**Jerry Rodriguez** spent 26 years with the **Los Angeles Police Department**, retiring in 2013 at the rank of Captain. His leadership assignments included assignments such as Patrol Commanding Officer, Adjutant to the Office of Operations, Watch Commander, Sergeant, and Field Training Officer. In addition to this, Jerry has experience in the **Baltimore Police Department**, as the Deputy Police Commissioner in Charge of the Professional Standard's Bureau, as well as Chief of Investigations for the **San Francisco District Attorney's Office**.

For years Jerry consulted and guided municipalities on high profile police-involved incidents as a member of the agency. However, in retiring as a Law Enforcement Expert in 2021, he has been recruited to work on high-profile and sensitive cases.

Jerry is a graduate of the **FBI National Academy** Class 234 and holds a master's degree in Leadership from St. Mary College of California, as well as, a bachelor's degree in Business Management.

He also has policing experience with the West Coast and East Coast Law Enforcement Agencies and has participated in many investigations throughout his professional career.

**Legal and Liability Risk Management Institute**  
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Plainfield, IN 46168

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July 18 & 19, 2023 • Pharr, Texas



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Training Seminar

# Internal Affairs Administrative Investigation and Officer Discipline

## Instructor:

**Jerry Rodriguez, (Retired)**  
Los Angeles Police Department  
Los Angeles, California

**July 18 & 19, 2023**

Pharr, Texas

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# Internal Affairs Administrative Investigation and Officer Discipline

# Seminar Agenda Internal Affairs Administrative Investigation and Officer Discipline July 18 & 19, 2023 • Pharr, Texas

## Course Objectives:

## Synopsis of the Course

This two-day course covers the "Nuts and Bolts" of Internal Affairs (IA) Investigations, Criminal and Administrative sections, along with public initiated and department-initiated complaints. This course is designed for IA investigators, whether sworn or civilian, correctional supervisors, and first-line supervisors that are involved in the internal affairs process, manage a professional standards office, or are tasked with conducting personnel complaint investigations. The process for managing and investigating complaints against law enforcement personnel are becoming increasingly complex and the public expectation is timely, thorough, and fact-based investigations that supports the adjudicative findings. This program will provide participants with national best practices along with experience-based insights in order to conduct simple to complex internal affairs investigations.

Our professional standards investigative model, which incorporates national best practices, is a must for investigators tasked with completing fact-based, thorough, and professional investigative reports. This course sets the stage for investigators and first line supervisors to create an agency-wide practice of professional standards to thoroughly investigate complaints against employees. In the covered material attendees will understand "best practices" including how to identify potential problems or "employee" at risk behavior before it becomes an issue and how to properly address issues once they arise. This is a comprehensive course for investigators that covers the complaint intake process, evidence gathering and preliminary investigation, bifurcated investigations, interviews of accused employees and completed investigative formatting. Also covered in this course is the legal aspects of the internal affairs process, rights of employees, and the impact that an effective internal affairs investigative process has on the communities we serve.

### Tuesday, July 18, 2023

- 8:00 a.m.—8:30 a.m. **Registration**  
8:30 a.m.—9:30 a.m. **Block One**
- The Importance of building lasting trust between law enforcement and the communities we serve.
  - What is "Professional Standards" in a law enforcement agency and why is it so important to have.
- 9:30 a.m.—10:00 a.m. **Block Two**
- Current climate with the citizens and public safety agencies.
  - What public agencies liabilities are?
- 10:00 a.m.—11:00 a.m. **Block Three**
- Need for sound relevant policies.
  - How training is part of professional standards.
- 11:00 a.m.—12:00 p.m. **Block 4**
- Why professional standards is essential in attaining and maintaining agency legitimacy?
  - Identify the common misconduct areas for employees.
- 12:00 p.m.—1:00 p.m. **Lunch (On Your Own)**  
1:00 p.m.—2:00 p.m. **Block 5**
- Review the different types of internal investigations.
  - Who should/can be assigned to conduct internal investigations?
- 2:00 p.m.—3:00 p.m. **Block 6**
- Discussion on the importance of the different types of investigations, in addition to citizen complaints.
  - Identify the investigative complaint flow process, from intake to adjudication.
- 3:00 p.m.—4:00 p.m. **Block 7**
- Intake process for the acceptance of complaints.
  - Role of mediation in the complaint process.

### Wednesday, July 19, 2023

- 8:00 a.m.—9:00 a.m. **Block 8**
- Impact of False Complaints on employee's and morale.
  - Different types of investigations, criminal, administrative and combined, and the handling of each.
- 9:00 a.m.—10:00 a.m. **Block 9**
- Identify who should be interviewed and in what order, and what should be covered during the interviews
  - Identify what information should be included when notifying the accused employee of the complaint against them.
- 10:00 a.m.—11:00 a.m. **Block 10**
- Identify and discuss the importance of comprehensive officer involved use of force investigations and why they are so different from personnel complaint investigations.
  - Identify what questions you can ask an officer following a use of force incident under the "Public Safety Statement" rule and when you can ask them.
- 11:00 a.m.—12:00 p.m. **Block 11**
- Discuss the need for expert witness analysis on things such as bullet trajectory, wound analysis, movement, and physiology and others?
  - Discuss HIPPA and how it impacts investigations.
- 12:00 p.m.—1:00 p.m. **Lunch (On Your Own)**  
1:00 p.m.—2:00 p.m. **Block 12**
- Brady case and its impact on law enforcement officers and their careers.
  - Garrity case and its impact on how we investigate personnel complaints.
- 2:00 p.m.—3:00 p.m. **Block 13**
- Loudermill case law as it relates to pre-disciplinary hearings.
  - Preservation of completed investigations.
  - Proper tracking of complaints.
- 3:00 p.m.—4:00 p.m. **Block 14**
- Should Investigators also proffer a finding with their completed investigation?  
a. Discuss pros and cons.
  - How should we address the public's concern regarding the police investigating themselves?  
a. Should we investigate ourselves?
  - Conclusion and summation.
- 4:00 p.m. **Certificate Presentation**

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Cut Along Dotted Line

## 3 Ways to Register for a Seminar!

### Ways to Register

1. **Register Online:** WWW.LLRMI.COM



2. **Fax Form:** 317-386-8228

3. **Mail Form to:**

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Upon receiving your registration we will send an invoice to the department or agency.

Checks, Claim Forms, Purchase Orders should be made payable to: LLRMI

**Seminar Title:** Internal Affairs Administrative Investigation and Officer Discipline

**Instructor:** Jerry Rodriguez

**Seminar Location:** South Texas College Regional Center for Public Safety Excellence  
3901 South Cage Blvd  
Pharr, Texas 78577

**When:** July 18 & 19, 2023

**Registration Time:** 8:00 a.m. (July 18, 2023)

**Hotel Reservations:** Drury Inn & Suites McAllen  
300 West Expressway 83  
McAllen, Texas 78501  
1-800-325-0720  
\$98.00 King (plus tax)

**Registration Fee** \$325.00 Includes Hand-outs, Internal Affairs Administrative Investigation and Officer Discipline, **Printed Training Manual** and Certificate of Completion.

**Seminar ID**  
**#16192**

**Note:**  
To receive special room rates, please identify yourself with **Group Code: 10054908**

**Names of Attendees 1.** \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Agency** \_\_\_\_\_

**Invoice To Attn:** \_\_\_\_\_  
(Must Be Completed)

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