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## Office of Professional Standards

### 201.1 PURPOSE AND SCOPE

The Office of Professional Standards is responsible for handling assignments and duties of a sensitive or confidential nature. The mission of the office is to perform those duties and assignments in a professional, confidential, unbiased, and efficient manner. The duties of the Office of Professional Standards shall include the following assignments:

- (a) Internal Affairs Investigation
- (b) Risk Management Liaison
- (c) Discovery Requests
- (d) Pitchess Motions
- (e) Other Potentially Sensitive Issues
- (f) Audits and Inspections

### 201.2 CODE OF CONDUCT

Conduct of personnel assigned to the Office Professional Standards shall conform to the following ethical standards:

Internal Affairs Investigations: Employees of the Office of Professional Standards shall conduct internal affairs investigations in an objective, professional, and confidential manner. The goal of the internal affairs investigator shall be objective and accurate fact-finding. Unless directed otherwise by the Chief of Police or his/her staff, the Office of Professional Standards shall not be involved in the recommending of discipline in regards to its internal affairs function.

Other Special Assignments or Investigations: From time to time, the Office of Professional Standards will be called upon to complete assignments, conduct inquiries and investigations of a highly sensitive nature. Because of this need for utmost security, the Office of Professional Standards shall maintain the highest level of confidentiality, only providing information to the Chief of Police or his/her staff. All files and/or recordings of investigations or inquiries of a sensitive nature shall be maintained in a locked and secured environment within the Office of Professional Standards.

### 201.3 EMPLOYEE COOPERATION

All personnel of this department shall cooperate fully and shall provide complete and truthful information in any internal affairs or criminal investigation.

### 201.4 CONTRACTORS / CONTRACT EMPLOYEES

The rules of this manual, where relevant, including the Codes of Conduct, shall apply to those employees of any independent contractor providing services to the City of Irvine Police Department and/or its agents.

# Irvine Police Department

Policies

## *Office of Professional Standards*

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Nothing in these sections shall be construed so as to form an employer/employee relationship between the City of Irvine and the employees of any independent contractor providing services for the City of Irvine Police Department and/or its agents.