UT Southwestern
Medical Center
University Police

Internal Affairs Annual Report 2015

Nationally Accredited
Since 2013

Introduction

This report provides information regarding citizen and internal allegations of police misconduct and the results of those investigations for the UT Arlington Police Department in the year 2014.

Section I of this report describes the Internal Affairs function and its role in the department. Section II contains a brief description of the complaint process. Section III provides a summary of the complaints received and processed in 2014.

Section I

INTERNAL AFFAIRS FUNCTION

The mission of Internal Affairs function is to review officer-involved critical incidents, and investigate complaints received on sworn and non-sworn employees of the department. Complaints, whether received from citizens or from department employees, are thoroughly investigated to ensure the integrity of the department.

The Assistant Chief of Police supervises and coordinates the Internal Affairs function.

Section II

COMPLAINT PROCESS

Texas law requires that complaints against police officers must be in writing and must be signed by the person making the complaint. According to UT System Office of the Director of Police policy, the investigation must be completed within 28 days of the incident in order for any disciplinary action to be taken. Under extenuating circumstances, the 28 day limit can be extended with authorization of the Chief of Police.

The first point of contact for complaints generated from outside the police department is any supervisor. The supervisor can provide the Complaint Form (DP # 42) to any person wishing to submit a complaint on a police employee. The DP # 42 form may be obtained from the UT System Office of the Director of Police webpage at:

http://www.utsystem.edu/pol/policies/DP42PersonnelComplaint.docx

Complaints may also be submitted via mail, email, phone or anonymously.

Once the complaint is filed, the information is reviewed and assigned for investigation. The investigator will interview the concerned parties and witnesses and gather other relevant data. Depending upon the nature of the allegation, investigators may utilize investigative

techniques such as a photo line-up, polygraph examinations, photographs, interviews, interrogations, videotaped surveillance, drug testing, checking medical records and consultation with experts.

Once completed, Internal Affairs investigations are reviewed by the Assistant Chief of Police and then submitted to the Chief of Police.

Determination of Complaint Classification:
A complaint may contain one or more allegations. Each specific allegation is investigated. The assigned investigator may provide feedback to the Chief of Police regarding the classification of a complaint. An allegation can have one of four classifications or outcomes:

- Sustained: The allegation is supported by sufficient evidence.
- Unfounded: The allegation is false, not factual.
- Exonerated: The incident occurred but was lawful, reasonable, and justified.
- Not Sustained: There is insufficient evidence to prove or disprove the allegation(s).

Chain of Command Recommendations:
If an allegation is sustained, the chain of command of the investigated employee will review the facts pertaining to the investigation and submit a recommendation for discipline. After reviewing the recommendations made by the chain of command, the Chief of Police decides what disciplinary action, if any, will be administered. The employee and the complainant are notified of the final results.

Types of Discipline:

- Developmental Counseling – A developmental counseling is a documented counseling from a supervisor to a subordinate. It is considered non-punitive corrective action with the intent of further developing or retraining an employee.

- Written Reprimand. A written reprimand is a formal written memorandum setting forth the infraction or performance issue and indicating that the reprimand has been approved by the Chief of Police. The officer shall be given the original and a copy shall be placed in his or her personnel file.

- Disciplinary Probation**.** Disciplinary probation is a review period with terms and conditions.

- Suspension without Pay. Suspension without pay is time off without pay for not less than one week for officers in an exempt status and not to exceed thirty (30) days for any other officer.

- Demotion. Demotion is a reduction from one salary group to a lower salary group.

- Termination from Employment. The officer is removed from the payroll.

An officer may choose to appeal the disciplinary decision and follow established

departmental procedures in that appeal process.

Performance Issues:

Some incidents may be determined to be performance issues and not misconduct. Incidents determined to be performance related will be handled by meeting with the employee, identifying the performance issue, and establishing a resolution to the issue. Employees may receive disciplinary action for performance deficiencies if necessary.

Section III

COMPLAINTS INVESTIGATED

The following data provides information on citizen-initiated and internal complaints reported and investigations completed by the UT Southwestern Police Department in 2014. Since a complaint may contain numerous allegations there may be more allegations than complaints.

Complaints		Outcome of Allegations	
Total Citizen Complaints	2	Exonerated	3
Total Internal Complaints	3	Not Sustained	1
Total Complaints	5	Sustained	8
		Unfounded	0
Total Employees Involved	6	Administratively Closed	0
		Total Allegations	12

There was an increase in the number of complaints from calendar year 2014 (2). Of the 5 complaints in 2015, 2 originated from citizen complaints. This represents a 0 % decrease from calendar year 2013 (2).

In 2015, there were no instances where an employee resigned while under investigation.

The breakdown of discipline assigned to sustained allegations is as follows:

Discipline	
Developmental Counseling	1
Written Reprimand	0
Demotion	1
Suspension	0
Termination	0

If you have any questions regarding the report, the Internal Affairs process, or to

discuss the performance of a UT Southwestern Police Department employee, please contact the Assistant Chief of Police at (214) 633-1618.