



**SACRAMENTO POLICE DEPARTMENT  
OFFICE OF INVESTIGATIONS**



**570.01  
CRIMINAL INVESTIGATIONS OF PERSONNEL  
3-19-20**

**PURPOSE**

The purpose of this order is to establish procedures for criminal investigations of Department personnel or other sensitive personnel.

**POLICY**

It shall be the policy of the Sacramento Police Department that criminal investigations of personnel, or other sensitive individuals, be conducted accurately and impartially, establishing the facts of the case and be conducted in a confidential manner.

**PROCEDURE**

**A. DEFINITION**

**1. SENSITIVE PERSONNEL**

- a. Officers of the Court - i.e., judges and district attorneys (DAs).
- b. Officers of other criminal justice agencies.
- c. Sacramento City officials such as department heads or members of the council.
- d. Other persons as deemed necessary by the Office Chief or Chief of Police.

**2. DEPARTMENT PERSONNEL - Any Department employee and their immediate family.**

**B. INVESTIGATIVE GUIDELINES**

1. The Office Chief, Office of Investigations (OOI), and/or his/her designee, shall:
  - a. make assignment of the investigative personnel and a supervisor. Investigative and supervisory personnel should not have a close, working or personal relationship with the accused employee.
  - b. notify the Chief of Police (COP) as soon as practical after the basic facts of the case are established. The COP and the Office Chief, OOI, shall decide if a Deputy DA and/or DA investigator is needed to assist in the investigation.
2. Employees with knowledge of, or assigned to, the case shall not reveal any part of the investigation including names involved, facts of the case, or charges being investigated except in the official course of their duty or as provided by law.
3. The lead investigator and assigned supervisor shall coordinate any media concerns with the Department's Public Information Office.
4. The DA's Office shall be given the completed case for review even where it is believed to be unfounded.
5. The report, and any reports related to the case, shall be made privatized within the Versadex system.