

**Professional Administrative Investigation Practitioners
Advisory Committee**

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Legal Liability Risk Management Institute



A division of Public Agency Training Council

The Professional Internal Affairs *Certification* for Public Safety

**“Certified Internal Affairs
Investigator/Supervisor”**

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A professional training, education and certification program offered by the **Legal and Liability Risk Management Institute/ Public Agency Training Council** (Indianapolis, IN) and endorsed by the **National Internal Affairs Investigator Association**.

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College Credit Hours Option
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Up to 2 hours credit will be given

Certification Overview

MISSION

To provide public safety practitioners who either specialize in or have a specific interest in administrative investigations and the operations of IA/OPS functions with the opportunity to gain recognition for their educational and professional dedication in this aspect of public safety operations. Internal Affairs really measures the health and well-being of an agency. When it functions properly it protects the interests of the community, agency, head of the agency and the employees of the agency. Public employees who have a role in these operations must be professional, impartial and well educated in the newest emerging trends and case law affecting administrative investigations. The manner in which persons who investigate and/or administer these functions create a lasting impression on all members of the agency.

PURPOSE

- To provide law enforcement, fire service and public risk management agencies with a training and education program that will enhance the performance of Internal Affairs/Office of Professional Standards operations. These operations encompass administrative investigations, response to complaints alleging employee misconduct or agency dissatisfaction, employee discipline, high risk/critical task audits and preliminary risk management assessments. It is understood that not all agencies may have a designated unit assigned to these tasks, but the training is designed to provide guidance for personnel assigned to conduct these types of investigations, supervise these investigations, oversee the process and/or adjudicate these types of investigations,
- To encourage and facilitate continued education and learning in these essential agency functions,
- To provide employees assigned the task of conducting these administrative investigations with the investigative tools necessary to conduct fair and reasonable investigations,
- To enable graduates of the program the ability to evaluate, modify and/or enhance their agency's written and operational directives concerning citizen complaint processes, administrative investigations, risk management oversight, internal affairs functions and employee discipline,
- To provide supervisors responsible for internal affairs/citizen complaint operations with the necessary tools to ensure that the process is conducted in a fair and reasonable manner,
- To provide public risk management personnel with the essential knowledge and tools to conduct comprehensive oversight and audit of this function,
- To provide successful candidates with a forum for the continued discussion of specific issues/problems being confronted in IA/OPS and disciplinary operations and a source for legal updates on administrative investigations and employee discipline,
- To provide the most up-to-date legal and generally accepted practices foundation for employee discipline and the conduct of administrative investigations, and
- To provide successful candidates with industry recognition for engaging in personal and professional development in this essential public safety task.

Criteria for Certification

Training Requirement:

Attend one of the qualifying training modules presented by the LLRMI/PATC within the last five (5) years or attended an NIAIA Annual Conference.

Within the year the candidate seeks Certification, the candidate must attend the 5-day Internal Affairs Conference presented by LLRMI/PATC. This seminar is considered essential as it is designed to spotlight the most up-to-date issues, trends and legal developments in the IA/OPS operations

Examples of LLRMI/PATC Internal Affairs related training programs that will qualify for the initial and on-going certification requirement:

- Internal Affairs, Managing Citizen Complaints and Employee Discipline
- Internal Affairs: Administrative Investigations
- Fire Department Administrative Investigations
- Administration Investigation and Employee Discipline for Jails / Corrections
- Investigating Sexual Misconduct for Public Safety Agencies
- Early Warning Systems: Managing Police Misconduct
- Internal Investigations of Social Media Misconduct
- 12 High Risk Critical Tasks
- Investigating Citizen Complaints and Officer Misconduct for Supervisors
- 5 Day Use of Force, Deadly Force and Officer Involved Shooting
- 5 Day Internal Affairs and Administrative Investigations
- 5 Day Internal Affairs Conference

Testing Requirement:

Certification will require each candidate to pass a multiple choice examination and provide a 500-word research paper. The examination will address significant IA/OPS questions. The subject of the written paper must adhere to the list of topics designated by the Advisory Board. Some of these papers will be featured in the LLRMI/PATC Email Newsletter and all will be archived by LLRMI/PATC for retrieval by anyone accessing the website.

Certification Validity:

The certification will be valid for three (3) years. After the third year, there is an option to re-certify, which will instate a new three (3) year period of validity.

Re-Certification:

Graduates of the Certification Program who desire to maintain their current status as a Certified Internal Affairs Investigator/Supervisor will be required to attend one (1) LLRMI/PATC Internal Affairs related training program during three (3) year period (see training requirement for a listing of related programs). Individuals must also re-take the examination. **In addition**, attendance at the 5-day Internal Affairs Conference is mandatory in the year re-certification is sought.

Certification Details

Who Should Attend This Certification Program:

- Personnel who will be assigned to investigate citizen complaints, administrative investigations and employee misconduct allegations, whether or not specifically assigned to an Internal Affairs/Office of Professional Standards/Public Integrity unit,
- Personnel who are or may be tasked with conducting administrative audits of the agency's high risk/critical task operations,
- Supervisors, managers and chief executive officers responsible for the conduct and adjudication of these types of administrative investigations,
- Personnel assigned to public risk management functions who will be affected by the conduct of these types of administrative investigations/audits, and
- Personnel of legal units who may be tasked with defending agency practices or disciplinary actions.

What You Will Receive Upon Completion:

- A certificate stating your status as a Certified Internal Affairs Investigator/Supervisor,
- A regular update bulletin in print, electronic, or CD format during the three (3) year validity period and
- The opportunity to network with other Certified Internal Affairs Investigators which allows certified members to share information and discuss issues in conducting internal and administrative investigations.

