

Annual Internal Affairs (IA) Summary 2024

Introduction

This report provides information regarding citizen and internal allegations of police misconduct and the results of those investigations for the UHD Police Department in the year, 2024.

Section I 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 for police and security personnel in 2024.

Section I

Internal Affairs Function

The mission of the Internal Affairs function is to 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. The internal Investigations Division is located at the UHD Police department.

Section II

Complaint Process

Texas law requires that complaints against police officers be in writing and signed by the person making the complaint. According to UHD PD policy, the investigation must be completed within 30 days of receipt of the complaint. Under extenuating circumstances, the 30-day limit may be extended with authorization of the Chief of Police.

The first point of contact for complaints generated from outside the police department is any department supervisor. The supervisor will provide the Department's Initial Complaint Notice to any person wishing to submit a complaint against a department employee. The complaint will then be forwarded to the Internal Affairs Investigative Unit for complete investigation or Supervisory Review.

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, including photo line-ups, polygraph examinations, photographs, interviews, interrogations, videotaped surveillance, drug testing, review of medical or financial 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, and each specific allegation is investigated. The assigned investigator may provide feedback to the Assistant Chief of Police regarding the classification of a complaint. When feasible, the investigator will review the investigation with Employment Services when facts are revealed and when determining disciplinary actions. Upon conclusion of the investigation, the complaint shall be classified as follows and notification of the findings made to the involved employee:

- **Sustained:** The investigation disclosed sufficient evidence to clearly prove some or all of the allegations made in the complaint.
- **Not Sustained:** the investigation failed to discover sufficient evidence to clearly prove or disprove the allegation(s) made.
- **Exonerated:** The investigation reveals that the acts did occur, but the actions taken were justified, lawful and proper.
- **Unfounded:** The investigation indicated that the alleged act(s) did not occur.
- **Not Involved:** the investigation established that the Department of member subject to the complaint was not involved in the alleged incident.
- **Policy Review:** The investigation reveals that there may be a need to review, modify, and/or generate a policy/procedure.

Chain of Command Disciplinary 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 progressive recommendation for discipline to the Chief of Police. 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 disposition.

Types of Discipline

- Informal Counseling and Warning
- Written Reprimand
- Suspension Without Pay
- Demotion
- Re-assignment

- Termination

An officer may choose to appeal the disciplinary decision and follow established procedures departmental and university procedures in that appeal process.

Supervisory Review

Some incidents may be determined to be performance issues and not misconduct. Incidents determined to be performance related may be routed to the employee's immediate supervisor for handling. An Internal Affairs investigation and a supervisory review will receive a complaint number for tracking purposes. Employees may receive disciplinary action for supervisory reviews if necessary.

Section III

Summary of Complaints

The following data provides information on all complaints reported and investigations completed by the UHD Police Department in 2024. Since a complaint may contain numerous allegations, there will always be more allegations than complaints. In addition, several different employees may be involved in one case.

IA Case #	Internally Directed Complaints	Finding
2024-002		Not Sustained
2024-003		Sustained
2024-004		Sustained
2024-005		Sustained
2024-006		Exonerated
2024-007		Not Sustained
2024-008		Policy Review
2024-009		Sustained
IA Case #	Citizen Complaints	Finding
2024-001		Not Sustained
2024-007		Not Sustained
2024-008A		Not Sustained

The breakdown of corrective action and/or discipline is as follows:

Informal Counseling/Warning	8
Written Reprimand	0
Suspension w/out Pay	0
Demotion	0
Re-assignment	0
Termination	1
Resigned in lieu of termination	0
No Discipline	3

If you have any questions regarding this report, the Internal Affairs process, or to discuss the performance of a UHD Police Department employee, please contact the Assistant Chief of Police (713) 221-5704.

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