Internal Affairs Case Reporting

This workbook is designed to assist your completion of Internal Affairs Cases Reporting Requirements per the Attorney General's 2019 Internal Affairs Policies & Procedures.

To begin, fill in your Agency Name (format as Agency Name, Agency County) and the year below. Then proceed to the Quarterly Sheets.

Agency Name: **Warren County Prosecutor's Office**

format as Agency Name, Agency County

Year: **2020**

Click the link below to review the full Internal Affairs Policies & Procedures

Internal Affairs Policies & Procedures

Fill in the information below for each case opened in a **prior year**. IA Number, Dates, Officer, and Discipline are free-text fields. ALL OTHER FIELDS HAVE A PRE-DEFINED RESPONSE LIST. THE LENGTH OF CASE FIELD WILL CALCULATE AUTOMATICALLY AND FLAG CASES OVER 180 DAYS.

Click on each cell and click on the dropdown menu that appears to view all response options.

NOTE: Be sure to update cases as their status or other elements change. Classify each case by the most serious allegation while pending. When the case closes, classify by the most serious sustained allegation or most serious allegation if none are sustained.

Internal Affairs Annual Report

IA Number	Date Complaint Received	Officer	Officer Race	Source of Complaint	Complainant Race	Complaint Allegation	Date Case Suspended	Reason for Suspension	Date Case Resumed from Suspension	Date Closed	Length of Case	Status	Criminal Disposition	Internal Disposition	Discipline
0											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				

Fill in the information below for each case opened within **this year**. IA Number, Dates, Officer, and Discipline are free-text fields. ALL OTHER FIELDS HAVE A PRE-DEFINED RESPONSE LIST. THE LENGTH OF CASE FIELD WILL CALCULATE AUTOMATICALLY AND FLAG CASES OVER 180 DAYS.

Click on each cell and click on the dropdown menu that appears to view all response options.

NOTE: Be sure to update cases as their status or other elements change. Classify each case by the most serious allegation while pending. When the case closes, classify by the most serious sustained allegation or most serious allegation if none are sustained.

Internal Affairs Annual Report

IA Number	Date Complaint Received	Officer	Officer Race	Source of Complaint	Complainant Race	Complaint Allegation	Date Case Suspended	Reason for Suspension	Date Case Resumed from Suspension	Date Closed	Length of Case	Status	Criminal Disposition	Internal Disposition	Discipline
0											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				
											-				