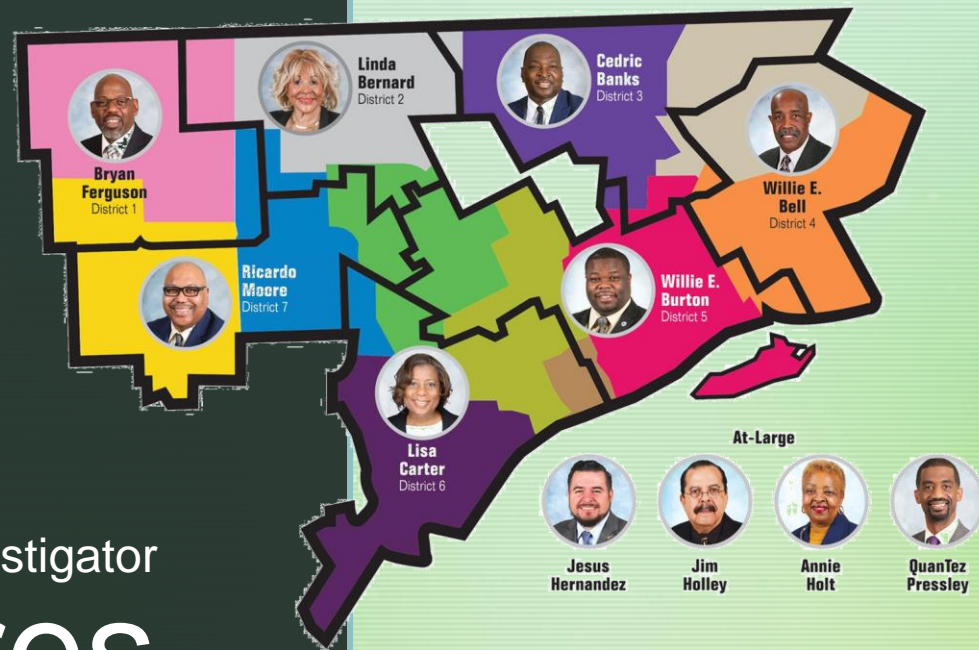


The Office of The Chief Investigator

New Hires Training Update



Training Staff

Main Trainer

Acting Supervising Investigator – **Lisonya Sloan**

Training Facilitators

Supervising Investigator – Ainsley Cromwell

Senior Investigator – Elgin Murphy

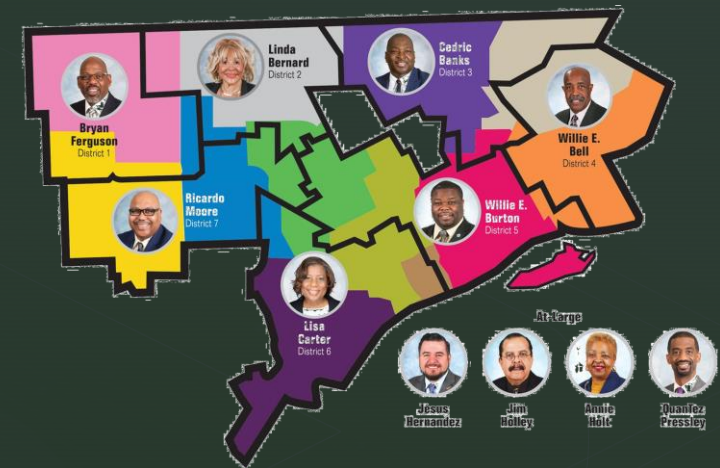
Senior Investigator – Jessica Hunter

Senior Investigator – Adela Rivera

Senior Investigator – Hajnal Hiller

Senior Investigator – Tiffany Stewart

Senior Investigator – Gianna Coulter



Training Topics

- **INTRODUCTION TO CURRENT STAFF MEMBERS**
- **TOUR OF THE BUILDING**
- **GENERAL OFFICE PROCEDURES**
- **DOCUMENTS/FORMS**



Computer Set-Up

- **OBTAIN LOGIN INFORMATION**
- **EMAIL SETUP**
- **DATABASE MAPPING**
- **PRINTER SETUP**
- **CONNECT TO WI-FI**
- **SETUP FOR IT CLIENT**
- **GENETEC (OCI SECURITY CAMERAS)**
- **SET UP ZOOM**
- **TEST LOGIN FOR ALL SYSTEMS (CAD, MAS, RMS, etc)**



Training Topics

- **BOPC HISTORY AND MISSION**
- **OCI HISTORY AND MISSION**
- **INTRODUCTION TO THE SOP**
- **INTRODUCTION TO CITIZEN COMPLAINTS**
- **FILING A CITIZEN COMPLAINT REPORT**



Training Topics

- **ROLE PLAY – PREPARING A CCR**
- **INTRODUCTION TO M.A.S**
- **REVIEWED BOPC PAMPHLET**
- **PROCESSING AN ON-LINE COMPLAINT**
- **TAKING A COMPLAINANT'S STATEMENT**



Training Topics

- **HOW TO PROCESS EVIDENCE**
- **HOW TO OBTAIN:**
 - **AUDIO/VIDEO**
 - **PHOTOGRAPHS**
 - **MEDICAL RELEASE FORMS**
 - **POLICE CLAIM FORMS**
 - **POLICE FOIA REQUEST**
 - **HOW TO RECORD AN INTERVIEW**



Training Topics

- **HOW TO SEND CERTIFIED MAIL**
- **CALLING THE COMPLAINANT, ROLE-PLAY**
- **PREP COMPLAINANT SCRIPT FOR ASSIGNED CASE**
- **OBTAIN COMPLAINANT STATEMENT**
- **OBTAIN WITNESS STATEMENT**
- **INTRODUCTION TO THE OCI DATABASE**
- **INTRODUCTION TO ENTERING CASE NOTES**



Training Topics

- **THE PURPOSE OF CANVASSING**
- **THE PROCEDURE FOR CANVASSING**
- **THE IMPORTANCE OF GREEN LIGHT LOCATIONS**
- **HOW TO REQUEST GREENLIGHT FOOTAGE**
- **THE IMPORTANCE OF EXTERNAL SOURCES FOR ELECTRONIC EVIDENCE**



GATHERING RELEVANT EVIDENCE

- **CAD EVENT REPORT**
- **DAILY DETAIL**
- **OFFICER DAILY (ACTIVITY LOG)**
- **RMS REPORT**
- **ACCIDENT REPORT REQUESTS**
- **BODY-WORN CAMERA FOOTAGE**



GARRITY INTERVIEWS

- WHEN IS A GARRITY INTERVIEW NECESSARY
- SCHEDULING A GARRITY INTERVIEW
- LEAVE DAYS
- ZOOM SCHEDULING GUIDE
- GARRITY NOTICE TO APPEAR
- BURNING VIDEO EVIDENCE TO DISC
- DELIVERING GARRITY NOTICES



REPORT WRITING

- **SUMMARIZING COMPLAINANT, WITNESS, AND OFFICER STATEMENTS**
- **RESEARCHING LAW, POLICY, AND PROCEDURE**
- **DEVELOPING A COMPREHENSIVE REPORT**
- **CASE SUBMISSION FOR SUPERVISORY APPROVAL**



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