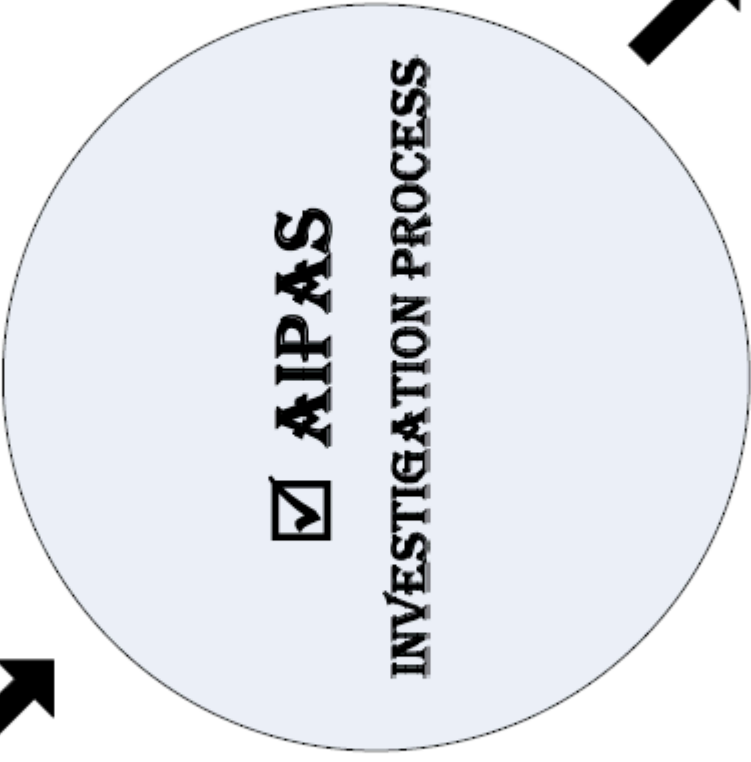


Michigan Department of Corrections

AIPAS
Investigation Process User Manual

Updated April 2012

Complaints
(i.e. Work Rule,
EEO, PREA)
entered in
AIPAS



Disciplinary
Conference,
if appropriate

AIPAS Investigation Process
Work Rule/PREA/EEO Entries

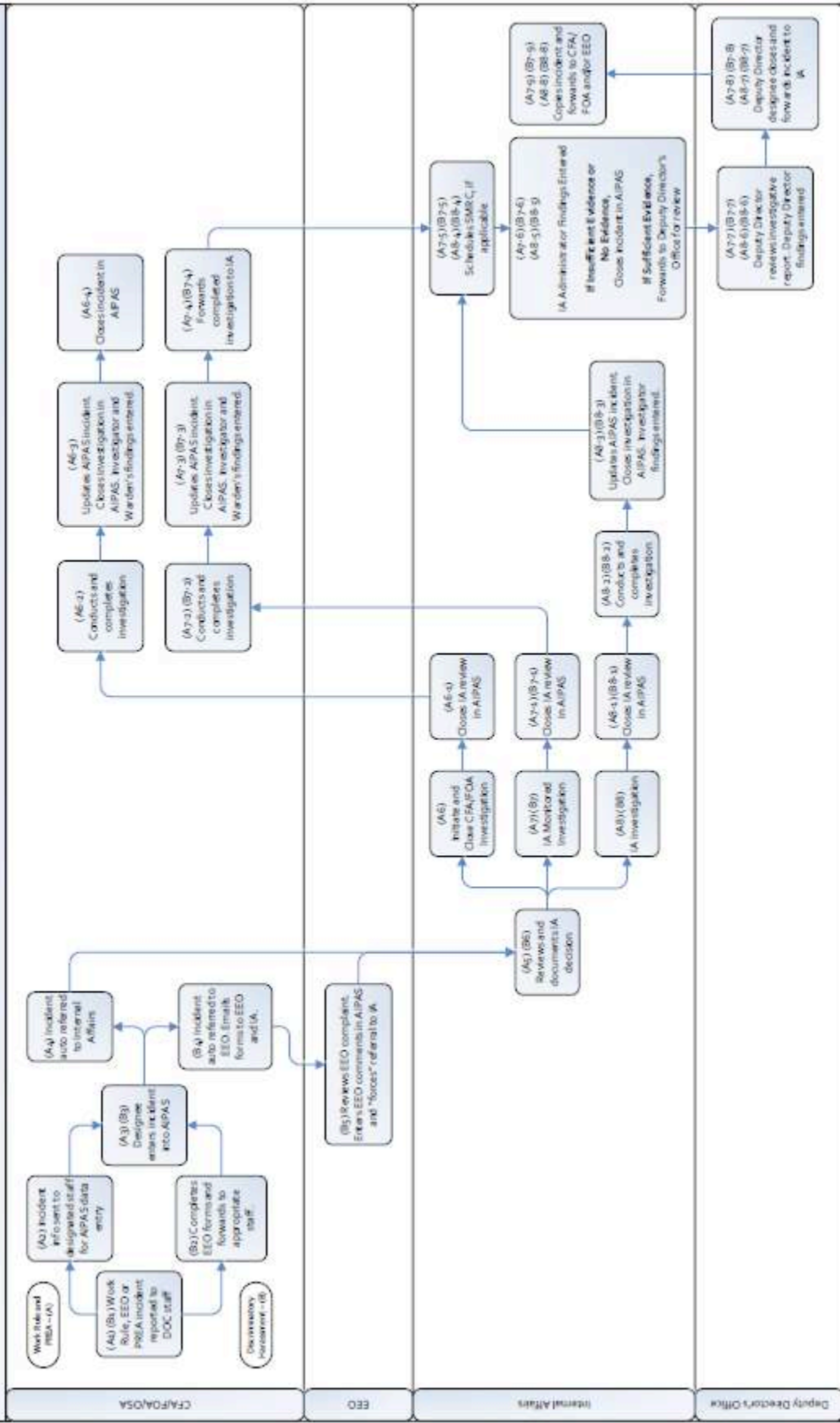


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(A1) (B1) CFA/FOA/OSA – Work Rule, EEO or PREA Incident Reported to DOC Staff

Work Rule – Any allegation of employee conduct that could be a violation of any work rule as outlined in the Michigan Department of Corrections Employee Handbook.

EEO – Any allegation of an employee engaging in discriminatory harassment on the basis of race, religion, color, national origin, age, sex, sexual orientation, height, weight, marital status, disability, genetic information, or partisan considerations. The complainant should be referred to a Harassment Counselor.

PREA – (1) Allegations of employee conduct against a prisoner that could be Staff Sexual Harassment and/or Staff Sexual Misconduct. (2) Allegations of Prisoner on Prisoner Sexual Violence.

Staff Sexual Harassment: Verbal or written statements or comments of a sexual nature directed by staff to a prisoner, demeaning references to gender or derogatory verbal or written statement or comments about body or clothing directed by staff to a prisoner, or profane or obscene language or gestures of a sexual nature directed by staff to a prisoner.

***NOTE**: For male correctional facilities: The Inspector is responsible for conducting a preliminary review and then contacting the Internal Affairs Manager to discuss the incident. The IA Manager will make a determination as to whether it should be entered in AIPAS or handled locally.*

Staff Sexual Misconduct: A sexual act directed by an employee toward a prisoner, including any of the following:

1. An attempted, threatened, or requested sexual act or helping, advising, or encouraging another employee to engage in a sexual act.
2. The intentional touching, either directly or through clothing, of a prisoner's genitals, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, arouse, or gratify the sexual desire of any person.
3. Invasion of privacy for sexual gratification, indecent exposure, or voyeurism.

***NOTE**: For male correctional facilities: Allegations made as a result of a patdown search – the Inspector is responsible for conducting a preliminary review and then contacting the Internal Affairs Manager to discuss the incident. The IA Manager will make a determination as to whether it should be entered in AIPAS or handled locally.*

Allegations, as defined above, not resulting from a patdown search – enter in AIPAS and investigate.

Prisoner on Prisoner Sexual Violence: Abusive sexual contact and non-consensual sexual acts between or among prisoners without the other prisoner's consent or with a prisoner who is unable to consent or refuse. For purposes of this policy:

1. "Abusive sexual contact" means physical contact with another prisoner for sexual purposes, including intentional touching of sexual areas but not including non-consensual sexual acts.
2. "Non-consensual sexual acts" means non-consensual intercourse, cunnilingus, fellatio, or any other intrusion or penetration, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body.

***NOTE**: Enter in AIPAS and investigate.*

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(A2) CFA/FOA/OSA – Incident Information Sent to Designated Staff for AIPAS Data Entry

CFA Facilities – Warden’s Secretary, Inspector, or Administrative Assistant.

CFA Regional Offices – Regional Secretary or Regional Administrative Assistant.

FOA – FOA Deputy Director Executive Secretary and Other Designated Administrative Support

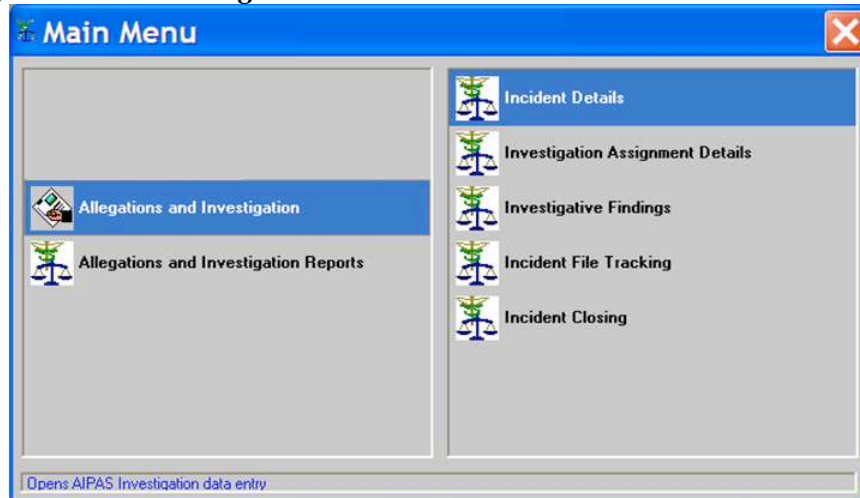
(B2) CFA/FOA/OSA – Completes EEO Forms and Forwards to Appropriate Staff

Harassment Counselor completes CAJ-326, *Discriminatory Harassment Reporting and Prevention Contact Form*, and assists the complainant in completing CAJ-339, *Complaint Form for Discriminatory Harassment Reporting and Prevention*. Harassment Counselor forwards CAJ-326 and CAJ-339 to appropriate CFA/FOA/OSA staff for review.

Ensures allegation is entered in AIPAS by designated staff as outlined in (A2).

(A3) (B3) CFA/FOA/OSA – Designee Enters Incident Into AIPAS

Main Menu: Allegations and Investigations – Incident Details



Michigan Department of Corrections AIPAS Investigation Process

Incident Finder: Click “New”

| AIPAS Nbr | IA Mail Location Nbr | Incident Log Nbr | Complaint Date | Incident Status | Incident Location |
|-----------|----------------------|------------------|----------------|-----------------|-------------------|
|-----------|----------------------|------------------|----------------|-----------------|-------------------|

“Incident Intake” Box

| | | | |
|--------------------|-----------------------------|--------------------------------|-------------------------------|
| AIPAS ID: | 753 | Incident Status: | Pending Investigation |
| Create Date: | 12/15/2010 | | |
| Complaint Date: | 12/14/2010 | | |
| Received By: | POLHEMUS, JENNIFER | | |
| Incident Date: | 12/06/2010 00:00 | Mo/Yr <input type="checkbox"/> | Year <input type="checkbox"/> |
| Shift: | First | | |
| Incident Location: | ALGER CORRECTIONAL FACILITY | | |
| Site: | Housing Unit | | |

COMPLAINT DATE – Date complaint reported

RECEIVED BY – Employee who the complaint was reported to (i.e. if complaint received in a grievance, the grievance coordinator would be the person entered). (Defaults to AIPAS user entering the incident).

INCIDENT DATE – Date incident was alleged to have occurred

- If exact date and/or time is known, enter it
- If only month and exact year are known, enter a date in that month and click the “Mo./Yr.” button (defaults to first day of the month and the appropriate year)
- If only a potential year is known, enter a date in that year and click the “Year.” box (defaults to January 1st and the appropriate year)

SHIFT – Select the shift that the alleged incident occurred from the dropdown list, if occurred during the

Michigan Department of Corrections AIPAS Investigation Process

course of employment. Otherwise enter “Off-duty” or “Unknown”

INCIDENT LOCATION – Enter the location where the alleged incident occurred (specific Facility, specific FOA location or Central Office). If the incident occurred during work time but not at the facility (on transport, for example), enter the facility where the staff member is assigned/where the prisoner is housed.

SITE – Select the site where the alleged incident occurred from the dropdown list.

“Incident Details” Tab

The screenshot shows the 'Litigation Tracking System - TEST' window with the 'AIPAS Entry (New)' form. The form is divided into several sections: 'Incident Details', 'Complainant / Witness', 'Suspect', 'Victim', 'Incident Notes', and 'Incident Summary'. The 'Incident Details' section is active and contains the following information:

- AIPAS Ibr: 753
- Incident Location: ALGER CORRECTIONAL FACILITY
- Incident Status: Pending Investigation
- Create Date: 12/15/2010
- Complaint Date: 12/14/2010
- Incident Date: 12/06/2010 00:00
- Receiving Employee: POLHEMUS, JENNIFER
- Incident Location: ALGER CORRECTIONAL FACILITY
- Shift: First
- Subsite: (None)
- Incident Status: Pending Investigator
- Protected Flag:
- EEO Investigation:
- Incident Overall Finding: (None)
- PREA Overall Finding: (None)
- SMRC Referral Date: 00:00/0000
- Sexual Violence Type: (None)
- Internal Affairs Details:

The status bar at the bottom of the window displays: Ready, User ID: coc070, CaseLoad: Central Office Case Load, Location: Ingham/Lansing/Central Office.


EEO INVESTIGATION – If a Discriminatory Harassment allegation is made, check the box.

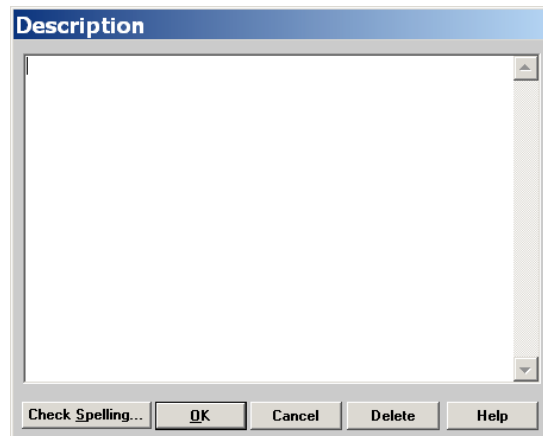
Note: If this box is checked, be sure to select allegation type Discriminatory Harassment in INCIDENT ALLEGATIONS.

SEXUAL VIOLENCE TYPE – If the alleged incident was sexual in nature, enter the type. See (A1) for definitions.

SUBSITE – If applicable, select the more specific location of where the alleged incident occurred from the dropdown list. For example, if the incident allegedly occurred in the housing unit bathroom: SITE is “Housing Unit”, SUBSITE is “Bathroom”.

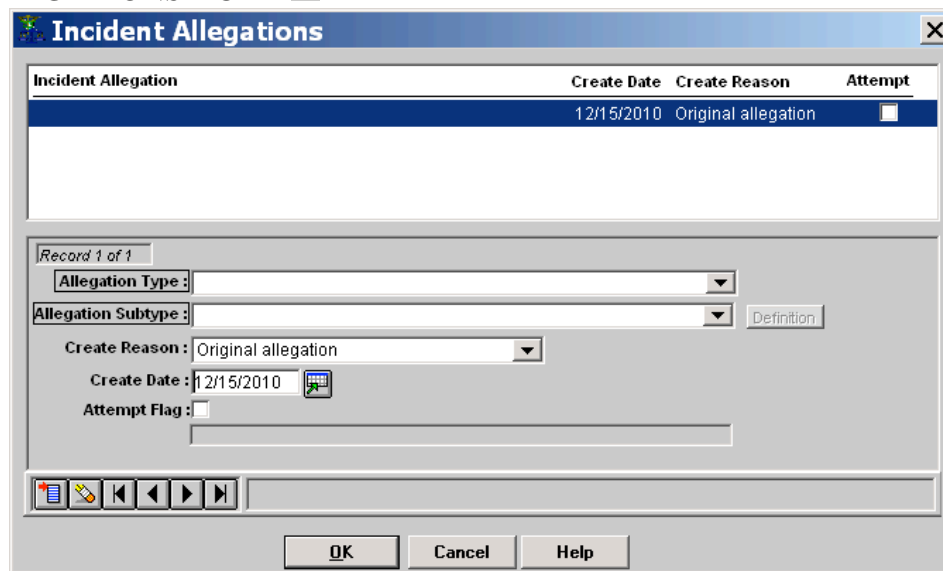
Michigan Department of Corrections AIPAS Investigation Process

INCIDENT DESCRIPTION – Click  and enter the incident description with sufficient detail to indicate what specific actions took place.



A dialog box titled "Description" with a large text area for input. At the bottom, there are buttons for "Check Spelling...", "OK", "Cancel", "Delete", and "Help".

INCIDENT ALLEGATIONS – Click 



The "Incident Allegations" dialog box displays a table with one row of data. Below the table are input fields for "Allegation Type", "Allegation Subtype", "Create Reason", "Create Date", and "Attempt Flag".


| Incident Allegation | Create Date | Create Reason | Attempt |
|---------------------|-------------|---------------------|--------------------------|
| | 12/15/2010 | Original allegation | <input type="checkbox"/> |

Record 1 of 1

Allegation Type:



Allegation Subtype: Definition

Create Reason: Original allegation

Create Date: 12/15/2010 


Attempt Flag:

- ALLEGATION TYPE – Select the Work Rule, Category 17, Employment Requirement
- ALLEGATION SUBTYPE – Select the appropriate subtype (if there is no subtype associated with the allegation type, it will default to “None”). Click the “Definition” button for additional explanation of the subtype.
- CREATE REASON – Original Allegation (default) or Post Investigation Allegation
 - Original Allegation – An allegation raised at the onset of the complaint
 - Post Investigation Allegation – An allegation raised/found during the investigation or after the completion of the investigation
- CREATE DATE – Date the allegation is added to the incident (defaults to current date)
- ATTEMPT FLAG – Check this box if it was attempted conduct

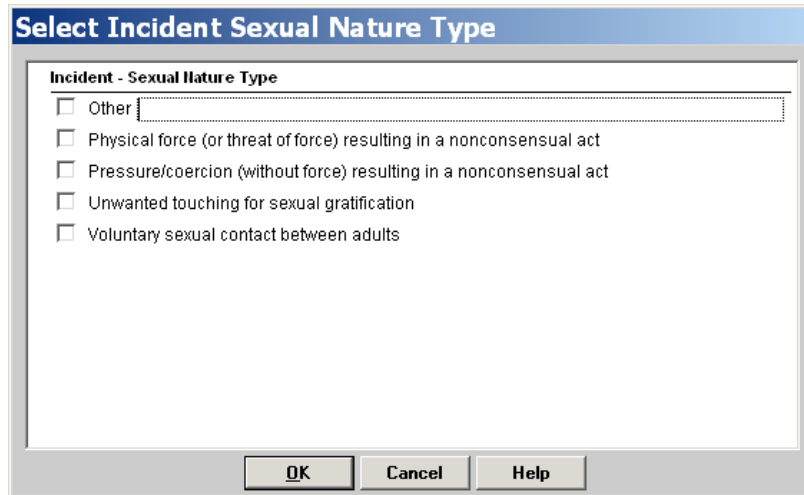
Note: If more than one work rule/category 17/employment requirement violation, click  in the bottom left corner of the Incident Allegations box. NOTE: There may be more than one of the same work rule with different subtypes. For example, Work Rule #32 with subtype “Sleeping” and Work Rule #32 with subtype “Unauthorized Reading Materials”. To delete an allegation, highlight the allegation and click 

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in the bottom left corner of the Incident Allegation box. If the allegation is associated with a suspect, you must first disassociate the work rule from the suspect in the Suspect tab, Suspect Allegations. If the allegation is associated with a suspect, you must first disassociate the work rule from the suspect in the Suspect tab, Suspect Allegations.

SEXUAL NATURE TYPE – If the conduct was sexual in nature, click . Select the boxes that apply. If “Other”, type the description in the “Other” box.

“Inmate-on-Inmate Abusive Sexual Contact” and “Inmate-on-Inmate Nonconsensual Sexual Act”:

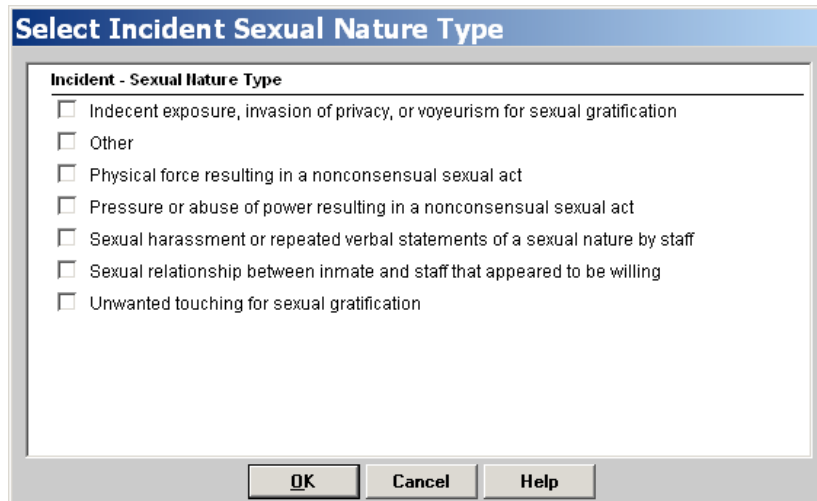


The dialog box is titled "Select Incident Sexual Nature Type". It contains a section titled "Incident - Sexual Nature Type" with a list of options:

- Other [text input field]
- Physical force (or threat of force) resulting in a nonconsensual act
- Pressure/coercion (without force) resulting in a nonconsensual act
- Unwanted touching for sexual gratification
- Voluntary sexual contact between adults

Buttons at the bottom: OK, Cancel, Help.

“Staff Sexual Harassment” and “Staff Sexual Misconduct”:



The dialog box is titled "Select Incident Sexual Nature Type". It contains a section titled "Incident - Sexual Nature Type" with a list of options:

- Indecent exposure, invasion of privacy, or voyeurism for sexual gratification
- Other
- Physical force resulting in a nonconsensual sexual act
- Pressure or abuse of power resulting in a nonconsensual sexual act
- Sexual harassment or repeated verbal statements of a sexual nature by staff
- Sexual relationship between inmate and staff that appeared to be willing
- Unwanted touching for sexual gratification

Buttons at the bottom: OK, Cancel, Help.

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“Complaint/Witness” Tab

Litigation Tracking System - TEST

AIPAS Entry

AIPAS Ibr: 753 Incident Location: ALGER CORRECTIONAL FACILITY Location Ibr:
 Incident Status: Pending Investigation

Incident Details | **Complainant / Witness** | Suspect | Victim | Incident Notes | Incident Summary

| Name | HRMI MDOC Ibr | Record Type | Complainant/Witness Type |
|------|---------------|-------------|--------------------------|
| | | Complainant | (None) |

Record 1 of 1

Record Type: Complainant Complainant/Witness Type: (None)
 Offender Type: (None) Complainant/Witness Subtype: (None)

Name: Last First Middle Suffix
 HRMI MDOC Ibr:
 Location Address:

Ready User ID: loc070 Caseload: Central Office Case Load Location: Ingham/Lansing/Central Office

RECORD TYPE – Enter “Complainant” or “Witness”.

Note: Tab requires one complainant and allows multiple witnesses.

COMPLAINT/WITNESS TYPE – Select type from dropdown. Complaint/witness name entered as follows:

- Contractor – Click and search for the contractor by last name
- Employee – Click and search for the employee by last name
- Former Employee – Click and search for the former employee by last name
- Non-MDOC Person – Type the person’s name in the Complainant/Witness Name boxes
- Offender – Click and search for the offender by last name or MDOC number
- Unknown – “Unknown” automatically displays
- Volunteer – Click and search for the volunteer by last name
- If only First Name or Last Name is known – Click and search for “Unknown” and select. Type in the known name and type “Unknown” in the other. For example, Officer Smith – enter “Smith” in LAST and “Unknown” in FIRST.

Note:



If the RECORD TYPE is “Complainant”:



- Offender – Select the OFFENDER TYPE and COMPLAINANT/WITNESS SUBTYPE from the dropdown list.



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- All Others – Select the COMPLAINANT/WITNESS SUBTYPE from the dropdown list.

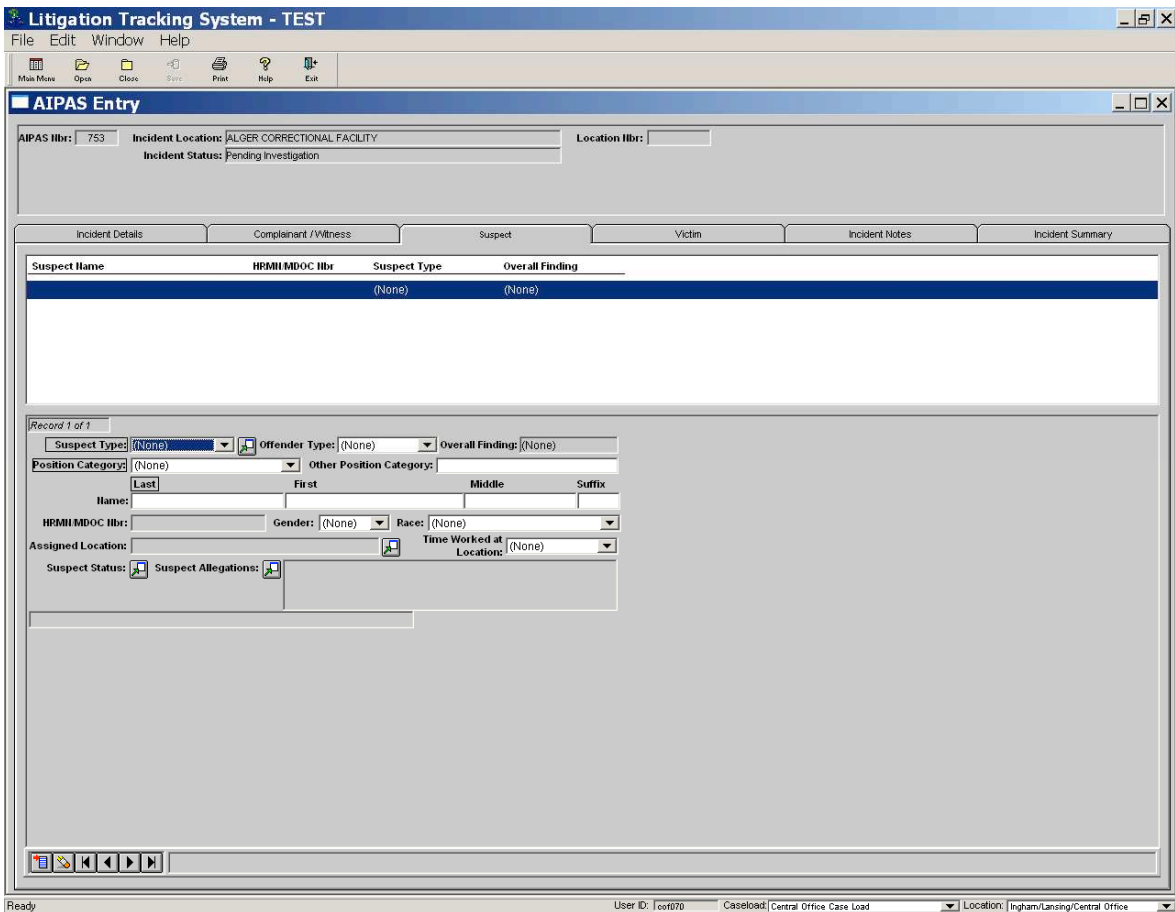
If the RECORD TYPE is “Witness”:

- Employee, Contractor, Former Employee, Volunteer – Select the COMPLAINANT/WITNESS SUBTYPE from the dropdown list and click  to search by last name.
- Non-MDOC Person – Select the COMPLAINANT/WITNESS SUBTYPE from the dropdown list and manually enter the name.
- Unknown – Select the COMPLAINANT/WITNESS SUBTYPE from the dropdown list. “Unknown” automatically displays.
- Offender – Select the OFFENDER TYPE and COMPLAINANT/WITNESS SUBTYPE from the dropdown lists and click  to search by last name or MDOC number.

LOCATION/ADDRESS – Automatically displays for those entered using . Can be edited by clicking  to the right of the ASSIGNED LOCATION box.

Note: If more than one RECORD TYPE, click  in the bottom left corner of the “Complainant/Witness” tab to add additional information. To delete a complainant/witness, highlight the complainant/witness name at the top of the “Complainant/Witness” tab and click  in the bottom left corner of the tab.

“Suspect” Tab









The screenshot shows the "Litigation Tracking System - TEST" application window. The "AIPAS Entry" form is open, and the "Suspect" tab is selected. The form displays the following information:


- Incident Details:** AIPAS Ibr: 753, Incident Location: ALGER CORRECTIONAL FACILITY, Location Ibr: (empty), Incident Status: Pending Investigation
- Incident Summary:** Incident Details, Complainant / Witness, Suspect, Victim, Incident Notes, Incident Summary
- Suspect Table:**

| Suspect Name | HRMI MDOC Ibr | Suspect Type | Overall Finding |
|--------------|---------------|--------------|-----------------|
| (None) | (None) | (None) | (None) |
- Form Fields:**
 - Suspect Types: (None) (dropdown), Offender Type: (None) (dropdown), Overall Finding: (None) (dropdown)
 - Position Category: (None) (dropdown), Other Position Category: (empty)
 - Name: Last, First, Middle, Suffix (text boxes)
 - HRMI MDOC Ibr: (empty), Gender: (None) (dropdown), Race: (None) (dropdown)
 - Assigned Location: (empty), Time Worked at Location: (None) (dropdown)
 - Suspect Status: (empty), Suspect Allegations: (empty)

SUSPECT TYPE – Select type from dropdown. Suspect name entered as follows:

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- Contractor – Click  and search for the contractor by last name
- Employee – Click  and search for the employee by last name
- Former Employee – Click  and search for the former employee by last name
- Non-MDOC Person – Type the person’s name in the Suspect Name boxes
- Offender – Click  and search for the offender by last name or MDOC number
- Unknown – “Unknown” automatically displays
- Volunteer – Click  and search for the volunteer by last name
- If only First Name or Last Name is known – Click  and search for “Unknown” and select. Type in the known name and type “Unknown” in the other. For example, Officer Smith – enter “Smith” in LAST and “Unknown” in FIRST.

You must click  before you can proceed.

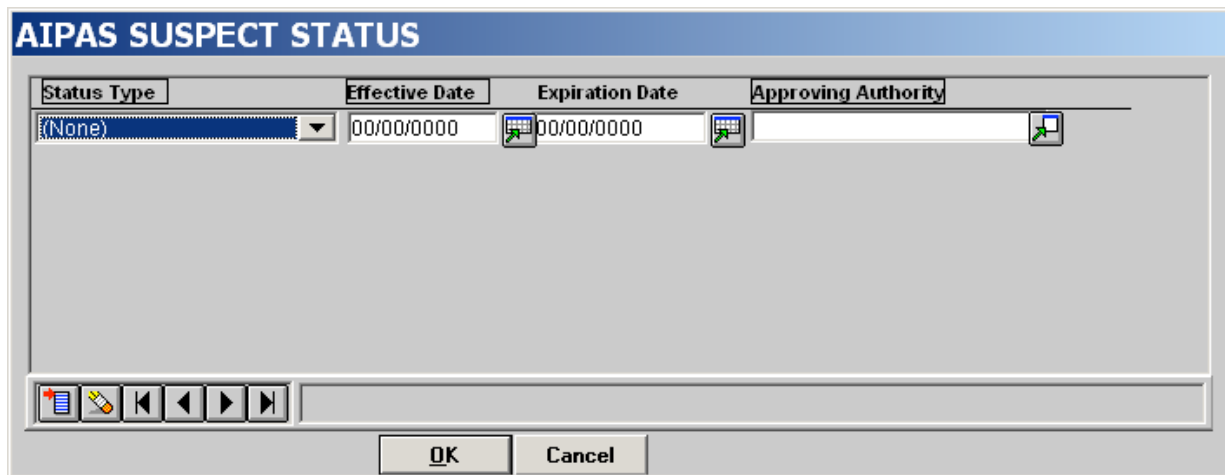
Note: If SUSPECT TYPE is:

- Employee – Select the POSITION CATEGORY and OTHER POSITION CATEGORY from the dropdown list.
- Offender – Select the OFFENDER TYPE from the dropdown list.



GENDER and RACE – Must click on  next to SUSPECT TYPE and re-search for the suspect name for these fields to display.

ASSIGNED LOCATION – Automatically displays for those entered using . Can be edited by clicking  to the right of the ASSIGNED LOCATION box.



SUSPECT STATUS – Click 




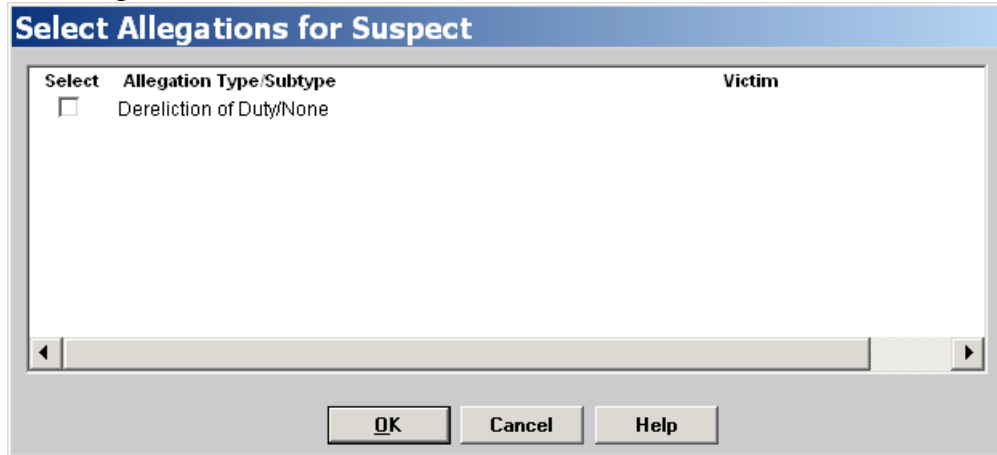
| Status Type | Effective Date | Expiration Date | Approving Authority |
|-------------|----------------|-----------------|---------------------|
| (None) | 00/00/0000 | 00/00/0000 | |

- STATUS TYPE – Select type from the dropdown list (i.e. employee placed on stop order; prisoner placed in segregation)
Note: The stop order red flag  in the top window of the “Suspect” tab is triggered by the STATUS TYPE Stop Order with an effective date.
- EFFECTIVE DATE – Required
- EXPIRATION DATE, if known
- APPROVING AUTHORITY – Click  to search by last name



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Note: If more than one STATUS TYPE, click  in the bottom left corner of the AIPAS Suspect Status box to add additional information. For example, employee placed on stop order (1st entry) and resigned prior to completion of investigation (2nd entry). To delete a STATUS TYPE, highlight the STATUS TYPE in the AIPAS Suspect Status box and click  in the bottom left corner.

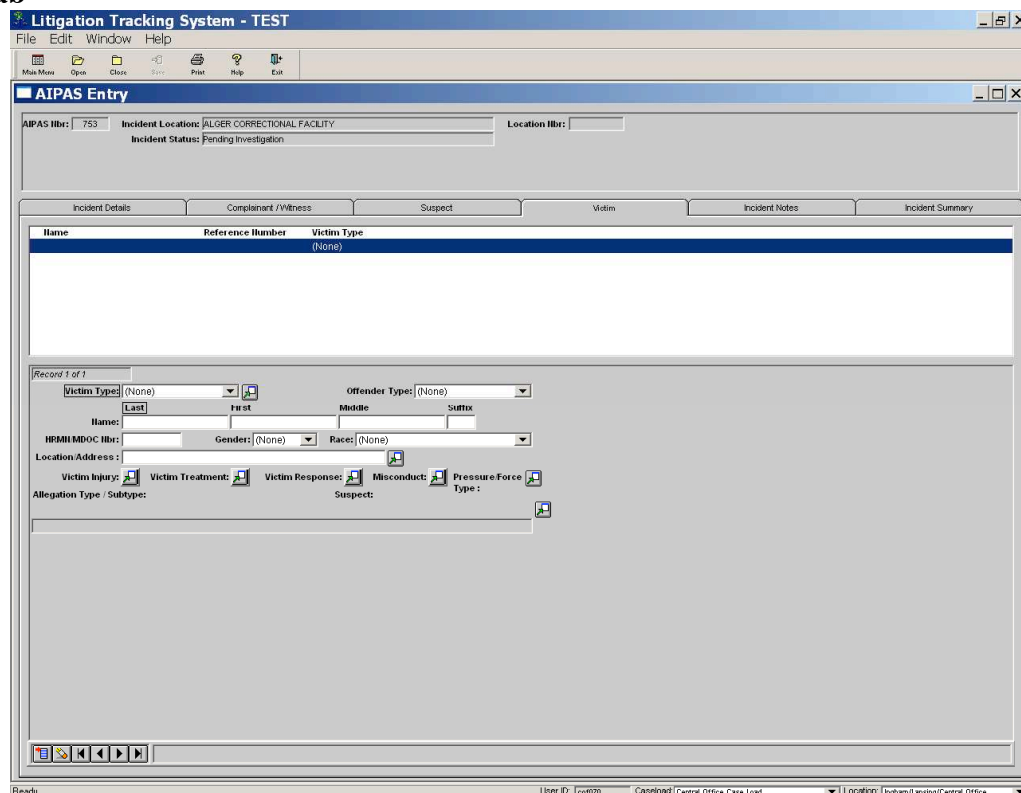
SUSPECT ALLEGATIONS – Click  and check all that apply to the selected suspect. This links the suspect to specific allegations as entered in the “Incident Details” tab (INCIDENT ALLEGATIONS).



| Select | Allegation Type/Subtype | Victim |
|--------------------------|--------------------------|--------|
| <input type="checkbox"/> | Derelection of Duty/None | |






Note: If more than one suspect, click  in the bottom left corner of the “Suspect” tab to add additional suspect information. To delete a suspect, highlight the suspect name at the top of the “Suspect” tab and click  in the bottom left corner of the tab.

“Victim” Tab



Michigan Department of Corrections AIPAS Investigation Process



VICTIM TYPE – Select type from dropdown. Victim name entered as follows:

- Contractor – Click  and search for the contractor by last name
- Employee – Click  and search for the employee by last name
- None (No Victim) – “None (No Victim)” automatically displays
- Non-MDOC Person – Type the person’s name in the Victim Name boxes
- Offender – Click  and search for the offender by last name or MDOC number
- Unknown – “Unknown” automatically displays
- Volunteer – Click  and search for the volunteer by last name
- If only First Name or Last Name is known – Click  and search for “Unknown” and select. Type in the known name and type “Unknown” in the other. For example, Officer Smith – enter “Smith” in LAST and “Unknown” in FIRST.

You must click  before you can proceed.

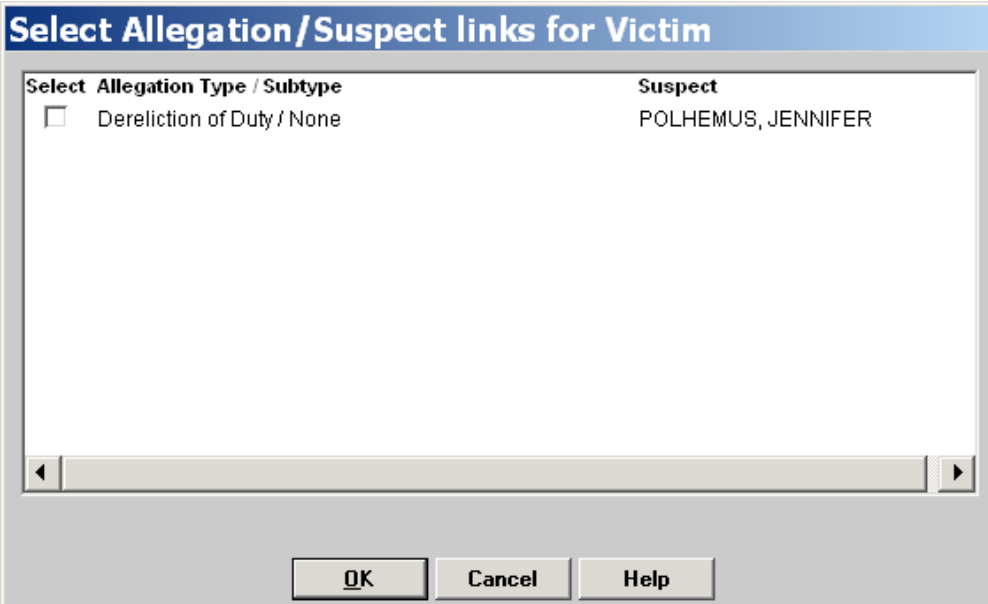
Note: If VICTIM TYPE is:

- Offender – Select the OFFENDER TYPE from the dropdown list.

LOCATION/ADDRESS – Automatically displays for those entered using . Can be edited by clicking  to the right of the ASSIGNED LOCATION box.


ALLEGATION TYPE/SUBTYPE – Click  and check all that apply to that victim.

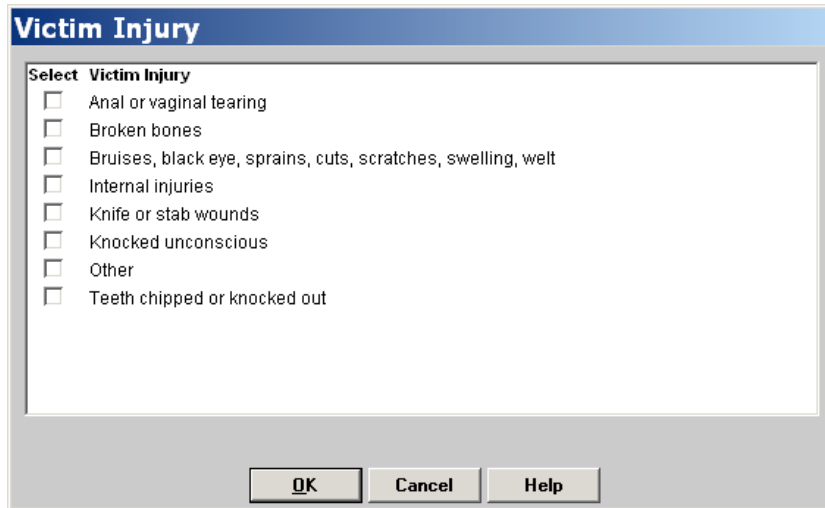
Note: This information must be completed prior to the VICTIM INJURY, VICTIM TREATMENT, VICTIM RESPONSE, MISCONDUCT, and PRESSURE/FORCE TYPE, if appropriate.



| Select Allegation Type / Subtype | Suspect |
|---|--------------------|
| <input type="checkbox"/> Dereliction of Duty / None | POLHEMUS, JENNIFER |

Michigan Department of Corrections AIPAS Investigation Process

VICTIM INJURY – Click  and check all that apply to that victim. If “Other”, type the description in the “Other” box.



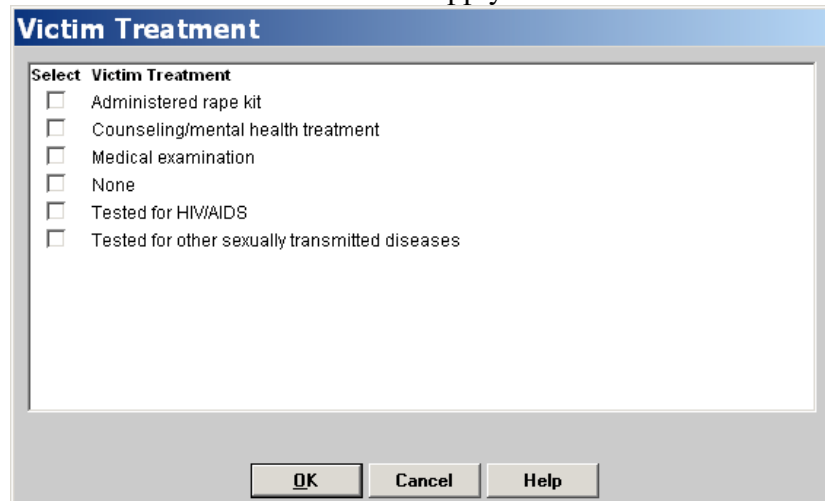
Victim Injury

Select **Victim Injury**

- Anal or vaginal tearing
- Broken bones
- Bruises, black eye, sprains, cuts, scratches, swelling, welt
- Internal injuries
- Knife or stab wounds
- Knocked unconscious
- Other
- Teeth chipped or knocked out

OK Cancel Help

VICTIM TREATMENT – Click  and check all that apply to that victim.




Victim Treatment

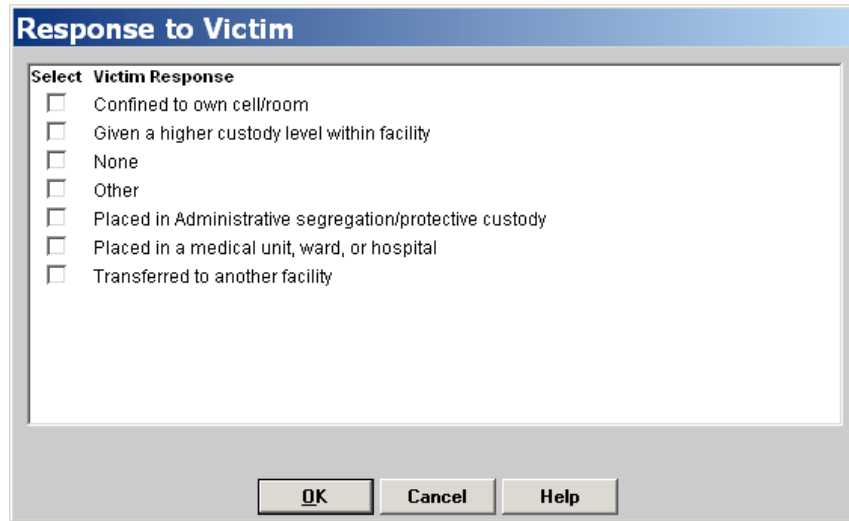
Select **Victim Treatment**

- Administered rape kit
- Counseling/mental health treatment
- Medical examination
- None
- Tested for HIV/AIDS
- Tested for other sexually transmitted diseases

OK Cancel Help

Michigan Department of Corrections AIPAS Investigation Process

VICTIM RESPONSE – Click  and check all that apply to that victim. If “Other”, type the description in the “Other” box.



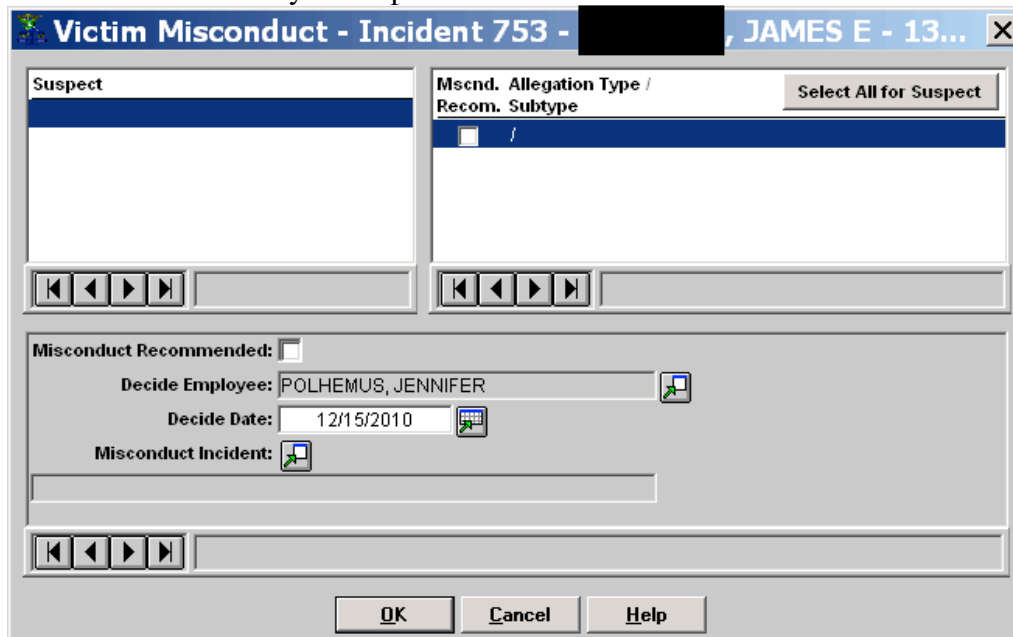
Response to Victim

Select Victim Response

- Confined to own cell/room
- Given a higher custody level within facility
- None
- Other
- Placed in Administrative segregation/protective custody
- Placed in a medical unit, ward, or hospital
- Transferred to another facility

OK Cancel Help

MISCONDUCT – For offender only. Complete if offender is issued a misconduct related to this incident.



Victim Misconduct - Incident 753 - [redacted], JAMES E - 13...

Suspect

Mscnd. Allegation Type / Recom. Subtype Select All for Suspect

Misconduct Recommended:

Decide Employee: POLHEMUS, JENNIFER

Decide Date: 12/15/2010

Misconduct Incident:


OK Cancel Help

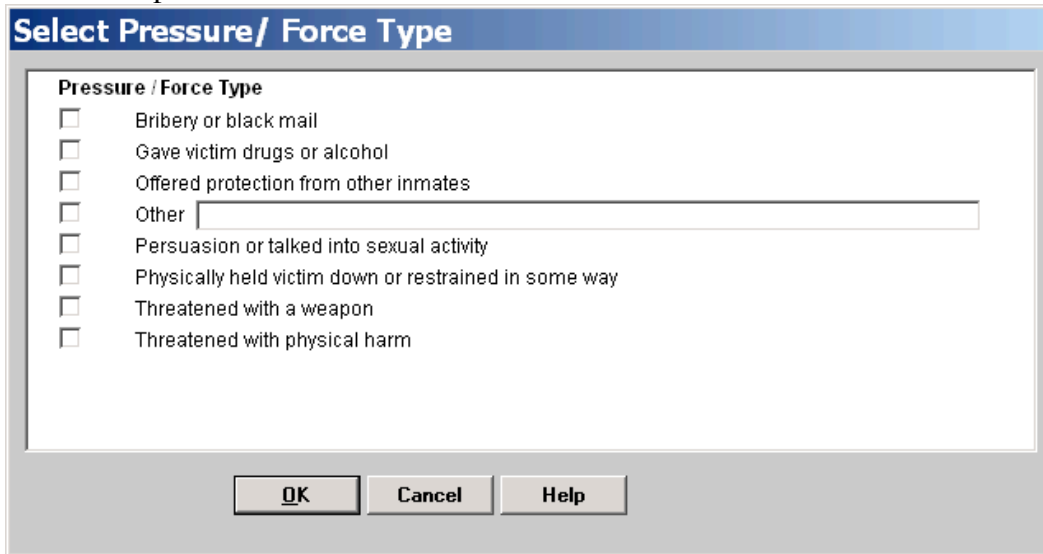
Top right box, check the box next to the allegation(s) that that misconduct is recommended.

MISCONDUCT INCIDENT – Click  and select the appropriate misconduct.

Note: This box remains editable even after the incident is closed. Allows for updates to prisoner misconducts that are issued in relation to the entered incident.

Michigan Department of Corrections AIPAS Investigation Process

PRESSURE/FORCE TYPE – Click  and check all that apply to that victim (Inmate-on-Inmate only). If “Other”, type the description in the “Other” box.





Select Pressure/ Force Type

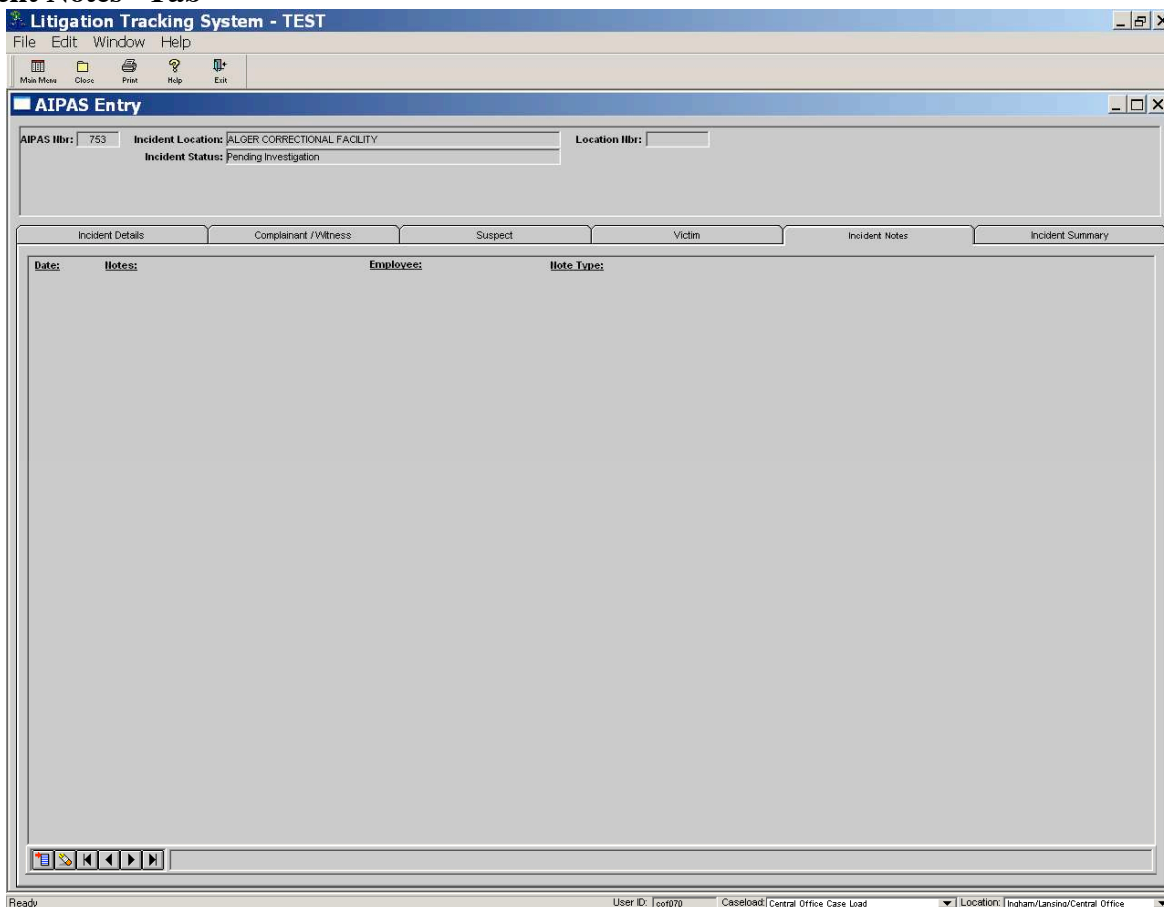
Pressure / Force Type

- Bribery or black mail
- Gave victim drugs or alcohol
- Offered protection from other inmates
- Other
- Persuasion or talked into sexual activity
- Physically held victim down or restrained in some way
- Threatened with a weapon
- Threatened with physical harm

OK Cancel Help

Note: If more than one victim, click  in the bottom left corner of the “Victim” tab to add additional victim information. To delete a victim, highlight the victim name at the top of the “Victim” tab and click  in the bottom left corner of the tab.

“Incident Notes” Tab



Litigation Tracking System - TEST

File Edit Window Help

Main Menu Close Print Help Exit

AIPAS Entry

AIPAS Ibr#: 753 Incident Location: ALGER CORRECTIONAL FACILITY Location Ibr#:


Incident Status: Pending Investigation

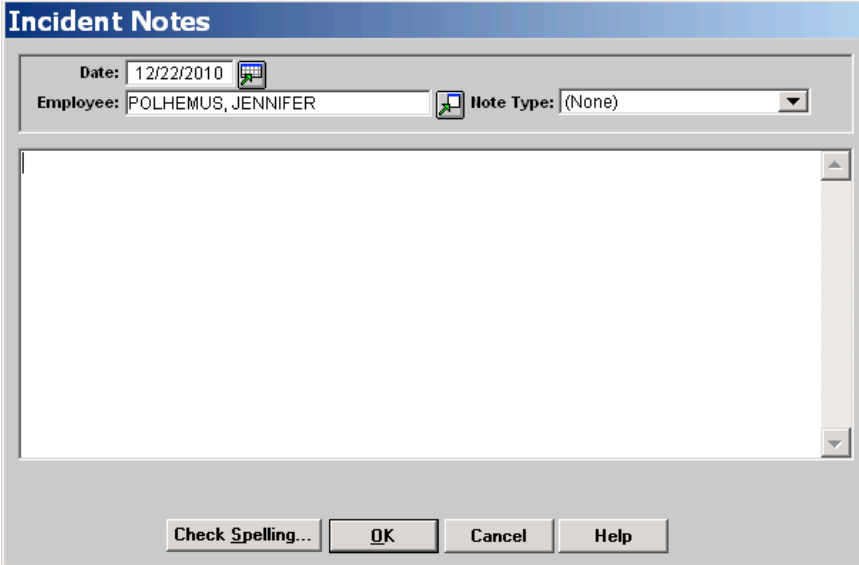
Incident Details Complainant / Witness Suspect Victim Incident Notes Incident Summary

Date: Notes: Employee: Note Type:

Ready User ID: fo07070 CaseLoad: Central Office Case Load Location: Ingham/Lansing/Central Office

Michigan Department of Corrections AIPAS Investigation Process

If Incident Note is needed, click  in the bottom left corner of the “Incident Notes” tab.



The screenshot shows a dialog box titled "Incident Notes". It has a header bar with the title. Below the header, there are three input fields: "Date:" with the value "12/22/2010", "Employee:" with the value "POLHEMUS, JENNIFER", and "Note Type:" with a dropdown menu showing "(None)". At the bottom of the dialog box, there are four buttons: "Check Spelling...", "OK", "Cancel", and "Help".

DATE and EMPLOYEE – Default to current date and user.

NOTE TYPE – Select the appropriate note type of the person entering the note.

To delete a note, highlight the note in the “Incident Notes” tab and click  in the bottom left corner.

Michigan Department of Corrections AIPAS Investigation Process

“Incident Summary” Tab

Incident Summary can be viewed or printed from this tab.

The screenshot shows the 'Litigation Tracking System - TEST' application window. The 'AIPAS Entry' tab is active, displaying a form for incident 753. The form includes fields for incident location (ALGER CORRECTIONAL FACILITY), status (Pending Investigation), and various dates. A detailed 'Incident Description' section is visible, containing the following information:

**Michigan Department of Corrections
AIPAS Incident Summary
CONFIDENTIAL**
AIPAS Nbr: 753 Date: 12/15/201

Create Date: 12/15/2010 Incident Status: Pending Investigation Protected:
Complaint Date: 12/14/2010 Incident Overall Finding: EEO Investigation:
Incident Date: 12/06/2010 00:00 Mo/Yr: Yr: PREA Overall Finding:

Receiving Employee: JENNIFER POLHEMUS IA Mail Log Hbr:
Incident Location: ALGER CORRECTIONAL FACILITY Location Hbr: IA Referral Date: 00/00/0000
Site: Housing Unit SMRC Referral Date: 00/00/0000
Subsite: Sexual Violence Type:
Shift: First

Incident Description: cv zsd

Closing Date: 00/00/0000 Closing Employee:
Closing Notes:

Incident Allegations:
Dereliction of Duty/None

| Suspect | Allegation Type/Sub Type | Victim | Miscnd. Recom. |
|--------------------|--------------------------|--------|----------------|
| POLHEMUS, JENNIFER | Dereliction of Duty/None | | |

Suspect Details:
Suspect Name: POLHEMUS, JENNIFER Suspect Type: Employee
Offender Type: HRMH MDOC Hbr:
Overall Finding: Gender: Female Race: Unknown
Address: Location: Ingham/Lansing/Central Office
City: State: Postal Code: Phone: ()

Victim Details:
Victim Name: POLHEMUS, JENNIFER Victim Type: Employee Offender Type:
HRMH MDOC Hbr: Location: Ingham/Lansing/Central Office
Address: P.O. Box 30003, Suite 4587 Gender: Female Race: Unknown

After an AIPAS entry, IA reviews and documents the IA decision.

To view the IA Review Decision and/or EEO Comments for a specific incident:

Main Menu: Allegations and Investigations – Incident Details

The screenshot shows the 'Main Menu' application window. It features a sidebar with three main categories: 'Allegations and Investigation', 'Allegations and Investigation Reports', and 'Incident Details'. The 'Incident Details' category is expanded, showing a list of sub-options:

- Incident Details
- Investigation Assignment Details
- Investigative Findings
- Incident File Tracking
- Incident Closing

At the bottom of the window, there is a status bar that reads: "Opens AIPAS Investigation data entry".


Michigan Department of Corrections AIPAS Investigation Process

Incident Finder: Search by AIPAS Number or Last Name

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

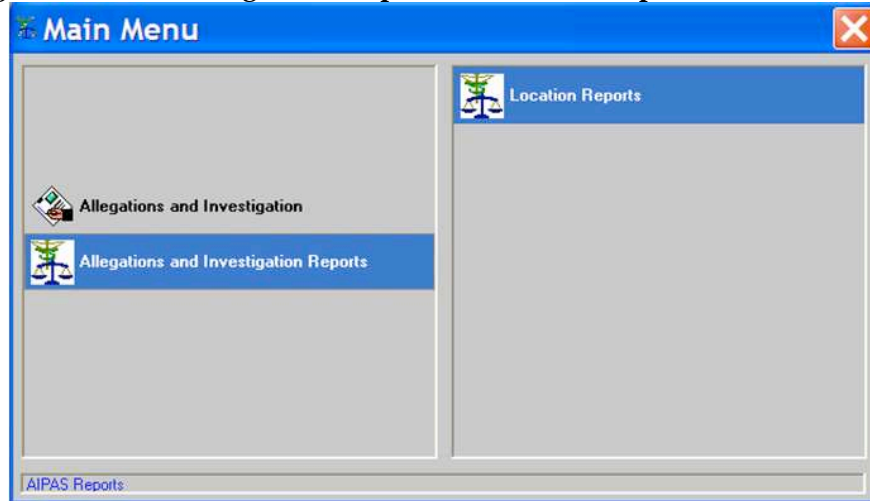
“Incident Details” Tab

Michigan Department of Corrections AIPAS Investigation Process

INTERNAL AFFAIRS DETAILS – Click  to view IA Review Decision and/or EEO Comments.

To view and/or print the IA Decision Report for all Location incidents:

Main Menu: Allegations and Investigations Reports – Location Reports




“Internal Affairs Decision Report” Tab

| IA Mail Log # | Aipas Incident # | Incident Location | Review Decision | Reviewer | Review Date |
|---------------|------------------|-------------------|-----------------|----------|-------------|
|---------------|------------------|-------------------|-----------------|----------|-------------|

Michigan Department of Corrections AIPAS Investigation Process

LOCATION – Select the appropriate CFA/FOA/OSA Location. Click **Retrieve:** .

The list can be limited by date range  and can also be sorted.

(A4) CFA/FOA/OSA – Incident Auto Referred to Internal Affairs

Upon completion of the incident entry, the incident is automatically referred to IA for review in AIPAS.

(B4) CFA/FOA/OSA – Incident Auto Referred to EEO Office. Emails Forms to EEO Office and Internal Affairs

Upon completion of the incident entry, the incident is automatically referred to the EEO Office for review.

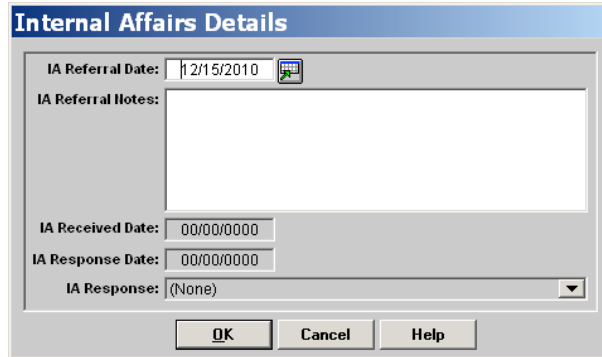
Ensure that all Discriminatory Harassment forms are emailed to the EEO Office and IA.

Michigan Department of Corrections AIPAS Investigation Process

(B5) EEO – Reviews EEO Complaint. Enters EEO Comments in AIPAS and “Forces” Referral to IA

The EEO Administrator or designee reviews the complaint to determine if the conduct as alleged may constitute discriminatory harassment.

An EEO AIPAS entry must be “force” referred to IA with comments. To do so, go to:
“Incident Details” Tab



The screenshot shows a dialog box titled "Internal Affairs Details". It contains the following fields and controls:

- IA Referral Date: A date field with a calendar icon, showing 11/2/15/2010.
- IA Referral Notes: A large text area for entering notes.
- IA Received Date: A date field showing 00/00/0000.
- IA Response Date: A date field showing 00/00/0000.
- IA Response: A dropdown menu currently set to "(None)".
- Buttons: OK, Cancel, and Help.

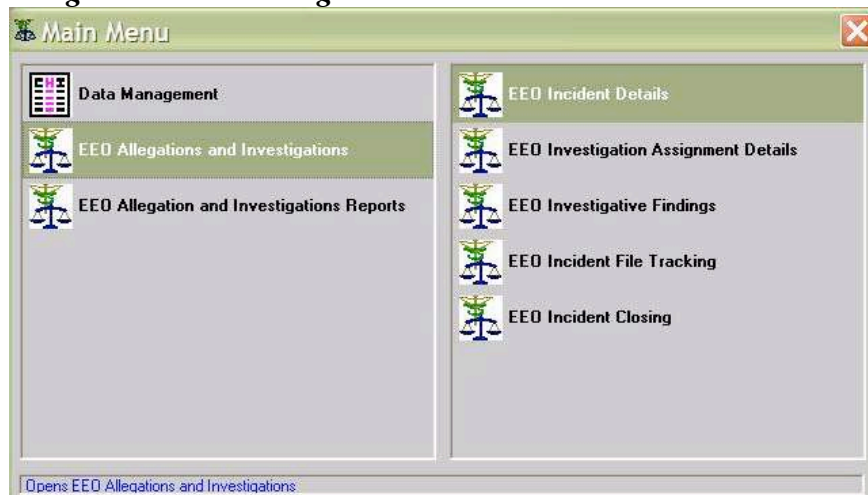
INTERNAL AFFAIRS DETAILS – Click  and enter:

- “Conduct as Alleged May Constitute Discriminatory Harassment” – Meets purview of EEO Policy.
- “Reviewed by EEO” – All other incidents.

After an EEO AIPAS entry, IA reviews and documents the IA decision.

To view the IA Review Decision and/or EEO Comments for a specific incident:

Main Menu: EEO Allegations and Investigations – Incident Details




Michigan Department of Corrections AIPAS Investigation Process

Incident Finder: Search by AIPAS Number or Last Name

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Incident Details” Tab

Michigan Department of Corrections AIPAS Investigation Process

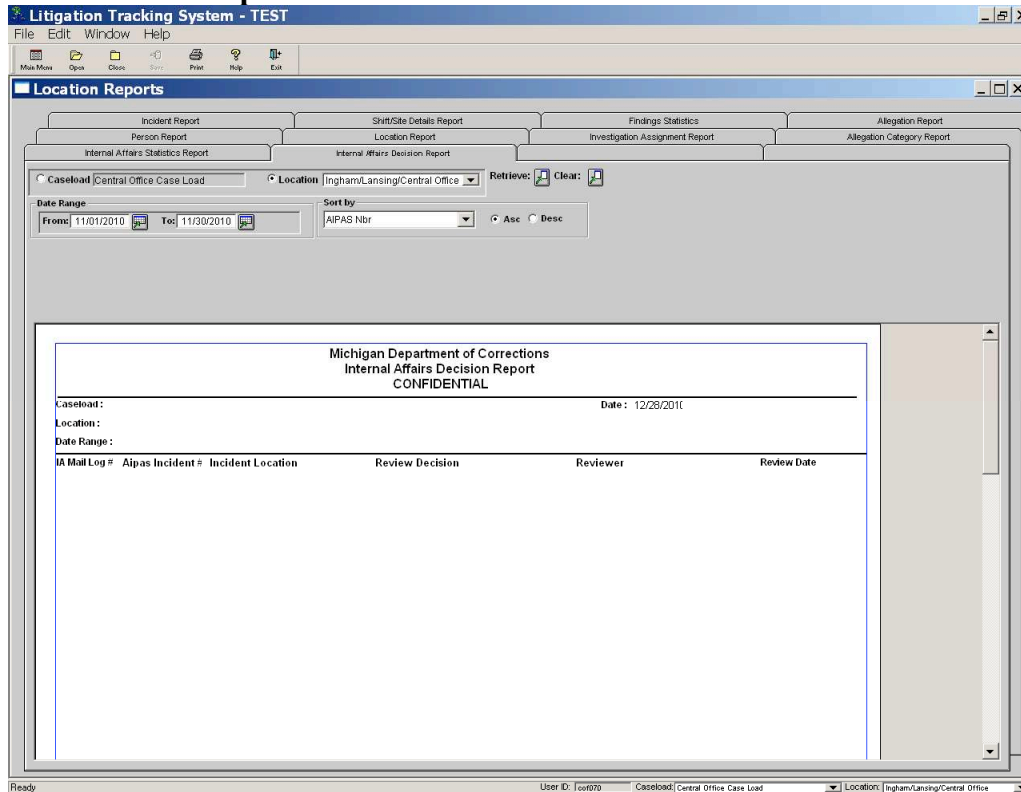
INTERNAL AFFAIRS DETAILS – Click  to view IA Review Decision and/or EEO Comments.

To view and/or print the IA Decision Report for all EEO incidents:


Main Menu: EEO Allegations and Investigations Reports – Location Reports



“Internal Affairs Decision Report” Tab



LOCATION – Select EEO. Click .

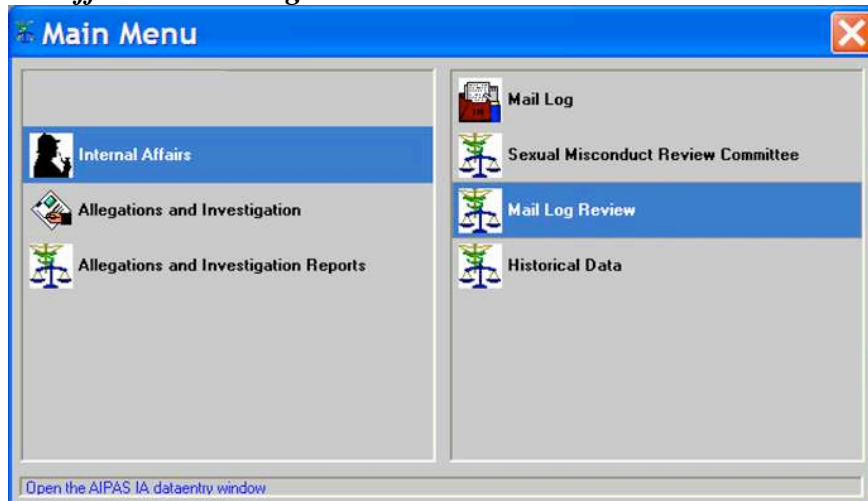
The list can be limited by date range  and can also be sorted.

(A5) (B6) INTERNAL AFFAIRS – Reviews and Documents IA Decision

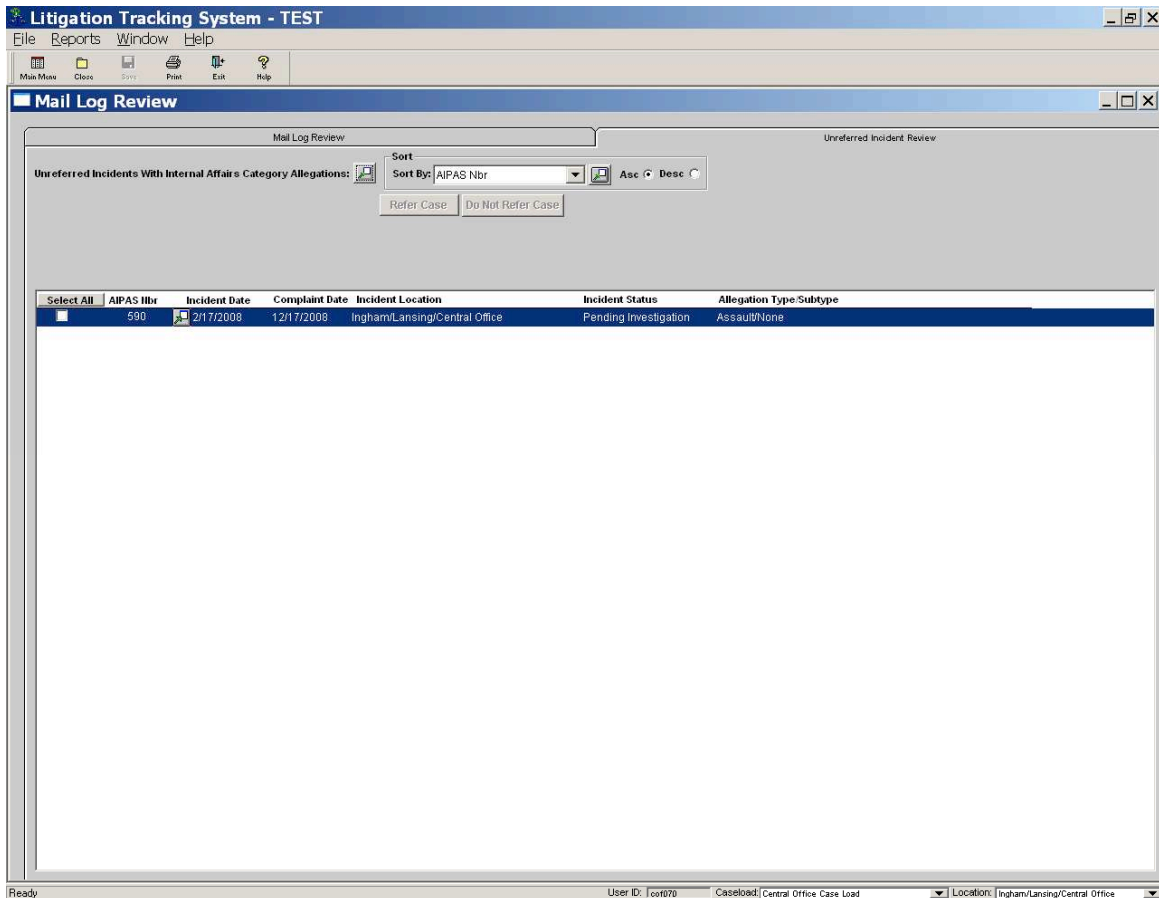
Internal Affairs Administrator or Designee reviews the AIPAS entries to determine how the AIPAS incident will be handled.

For (A5) – CFA/FOA/OSA Entries Only:


Main Menu: Internal Affairs – Mail Log Review



“Unreferred Incident Review” Tab



UNREFERRED INCIDENTS WITH INTERNAL AFFAIRS CATEGORY ALLEGATIONS – click 

Highlight the incident to be reviewed then click on  next to the AIPAS number.
Review the summary. If the incident will be an IA Monitored Investigation or IA Investigation, print the summary.

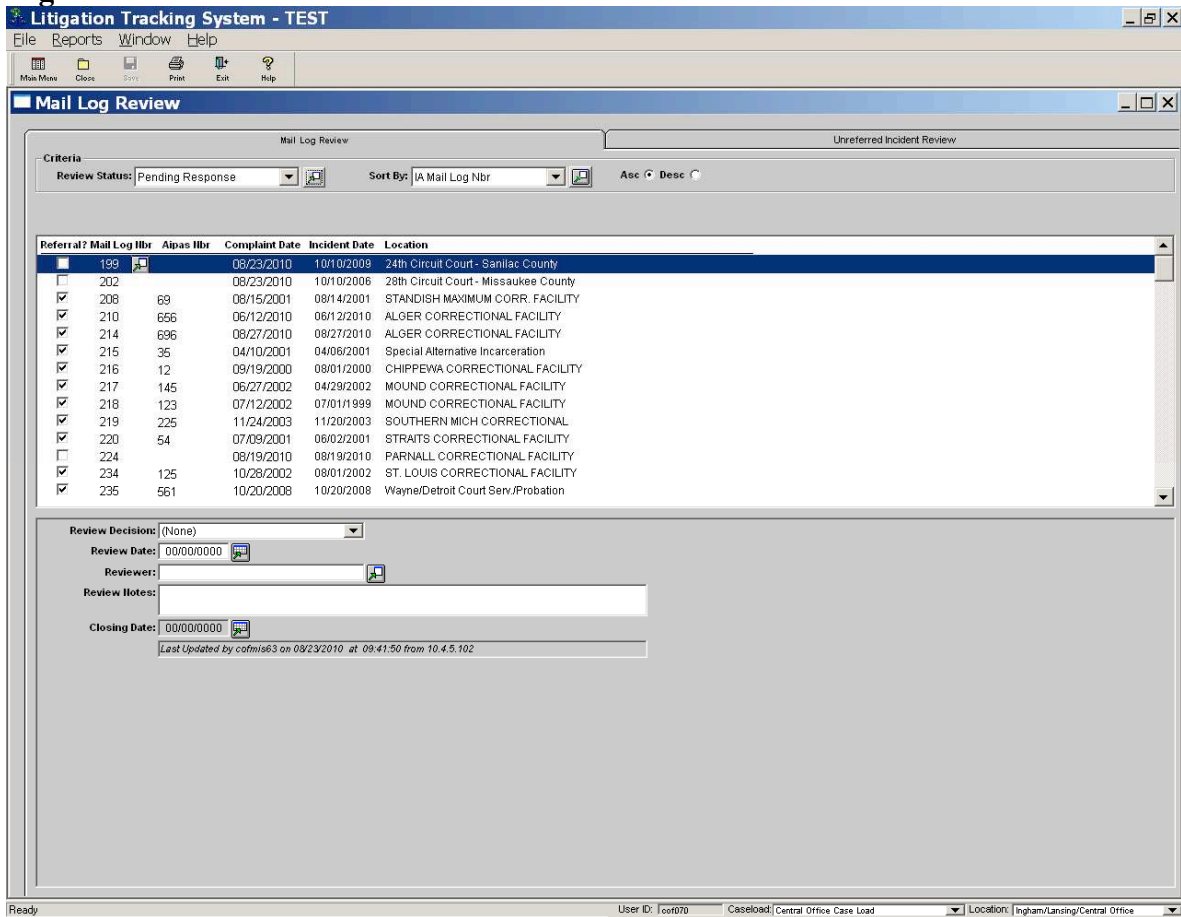
Document the AIPAS Number and Decision on the Internal Affairs AIPAS Referral Form.
Complete these steps for all incidents listed in the “Unreferred Incident Review” tab.


Click **Select All** to check all boxes. Click **Refer Case** to refer all incidents to the “Mail Log Review” tab.

Note: When incidents are moved from the “Unreferred Incident Review” tab to the “Mail Log Review” tab, a mail log number is assigned. This number needs to be documented so the IA reviewer has the ability to re-open the IA review if necessary.

For All Incidents:

“Mail Log Review” Tab



REVIEW STATUS – Select “Pending Response” and click . Displays entries to be reviewed by the IA Administrator or Designee.

Note: Incidents with are initiated by CFA/FOA/OSA locations. Incidents with are initiated through the IA mail log.

Click on the AIPAS Number being reviewed (the line should highlight).

In the bottom half of the screen, complete the fields for the AIPAS Number being reviewed.

REVIEW DECISION – Select the IA Decision from the dropdown list:

- ✦ Initiate and Close CFA/FOA Investigation
- ✦ IA Monitored Investigation Initiated
- ✦ IA Investigation Initiated

REVIEW DATE – Date the review completed and decision made.

REVIEWER – Enter the name of the person reviewing.

REVIEW NOTES – Enter if applicable

Click 

Michigan Department of Corrections AIPAS Investigation Process

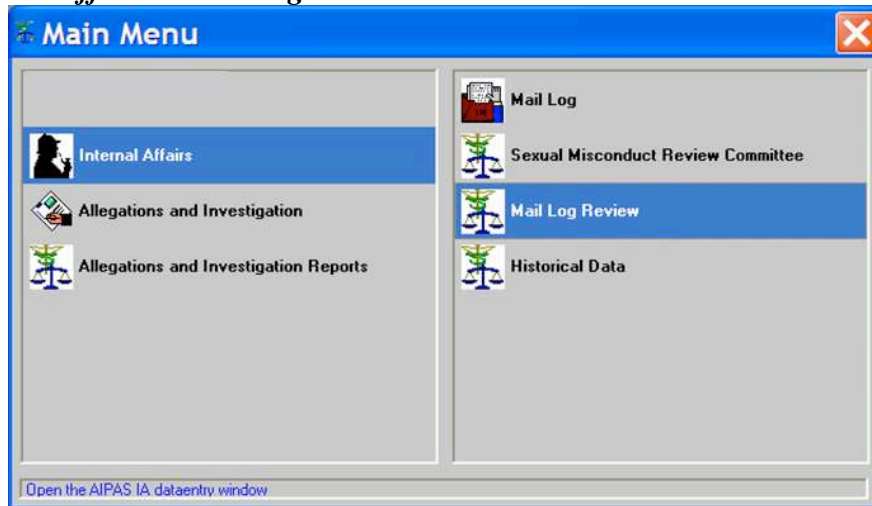
(A6) INTERNAL AFFAIRS – Initiate and Close CFA/FOA Investigation

After IA review, complaint handled completely by the Location without IA involvement. If the circumstances of the investigation change from what is outlined in the initial Incident Description, contact IA for direction.

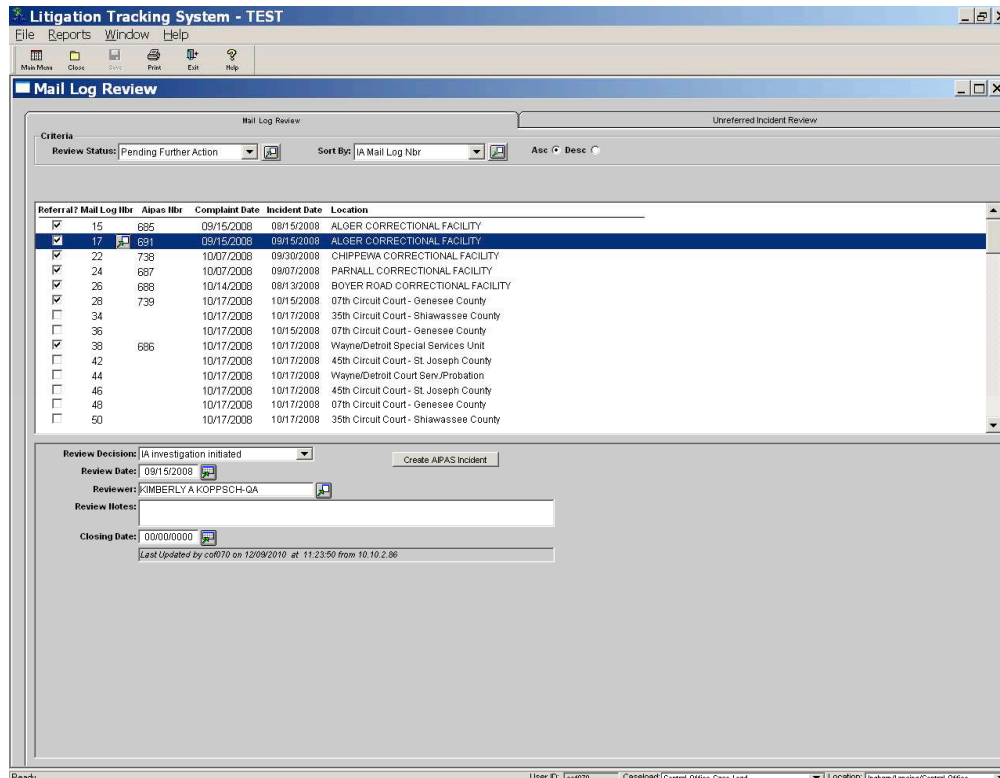
Initiate and Close CFA/FOA Investigation

(A6-1) INTERNAL AFFAIRS – Closes IA Review in AIPAS


Main Menu: Internal Affairs – Mail Log Review




“Mail Log Review” Tab



Michigan Department of Corrections AIPAS Investigation Process

REVIEW STATUS – Select “Pending Further Action” and click  to display reviewed incidents and IA review decisions.


Click on the AIPAS Number being reviewed (the line should highlight).

Click  in the highlighted row to view/print the summary report.

In the bottom half of the screen, enter the CLOSING DATE to close the IA review.

CLOSING DATE – Enter the date the review is being closed.

Click “Save” at the top of the screen.

Note: Clicking “Save” removes the incident from the “Mail Log Review”. To re-open go to Main Menu: Internal Affairs – Mail Log. Search by Mail Log number. In the bottom left corner of the “Incident Details” tab, click . The incident will be returned to “Mail Log Review”.

Initiate and Close CFA/FOA Investigation

(A6-2) CFA/FOA/OSA – Conducts and Completes Investigation

In accordance with *Employee Discipline* policies PD 02.03.100 and OP 02.03.100A, *Internal Affairs* policy PD 01.01.140, and *Discriminatory Harassment* policy PD 02.03.109, if applicable.

Note: As information is received during an investigation, all tabs in the Main Menu: Allegations and Investigations – Incident Details needs to be updated.

Allegations and Investigations – Investigation Assignment Details



Michigan Department of Corrections AIPAS Investigation Process

Incident Finder: Search by AIPAS Number or Last Name

| AIPAS Nbr | Location Nbr | IA Mail Log Nbr | Incident Date | Complaint Date | Incident Status | Incident Location |
|-----------|--------------|-----------------|---------------|----------------|-----------------|-------------------|
|-----------|--------------|-----------------|---------------|----------------|-----------------|-------------------|

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Investigation Assignment Details” Tab

| Date Assigned | Investigation Type | Due Date | Closing Date | Investigation Location |
|---------------|-----------------------------------|------------|--------------|--|
| 04/10/2012 | Internal Affairs Monitored Invest | 06/09/2012 | 00/00/0000 | AIPAS Training Correctional Facility 1 |

| Investigator | Investigator Type | Assign Date | Closing Date | Notes |
|--------------------|----------------------------------|-------------|--------------|-------|
| POLHEMUS, JENNIFER | Facility/FOA Office Investigator | 04/10/2012 | 00/00/0000 | |

Michigan Department of Corrections AIPAS Investigation Process

Middle Screen:


ASSIGN DATE – Enter date being assigned for investigation (defaults to IA Review Decision date).

INVESTIGATION TYPE – Enter type of investigation (Facility/FOA Office Investigation, Internal Affairs Monitored Investigation, Internal Affairs Investigation)

DUE DATE – Defaults to 60 days from the ASSIGN DATE.


EXTENDED DUE DATE – Entered at a later date if an extension is needed/granted.

Bottom Screen:



INVESTIGATOR – Click  and search for the assigned investigator by last name.

INVESTIGATOR TYPE – Enter type of investigator (IA Investigator, Facility/FOA Office Investigator).

ASSIGN DATE – Enter date being assigned to the investigator (defaults to current date).

NOTES – Click  and enter notes, if applicable. May be entered by investigator throughout the investigation as needed.

Click 

Note: If at any time the investigation is re-assigned to a different investigator, enter the CLOSING DATE for the current investigator. Click  in the bottom left corner of the “Investigation Assignment Details” tab to add the new investigator information. To delete an entry, highlight the investigator name and click  in the bottom left corner of the “Investigation Assignment Details” tab.

Michigan Department of Corrections AIPAS Investigation Process

“Law Enforcement” Tab

The screenshot shows the 'Litigation Tracking System - TEST' window. The 'Investigation Assignment Details' section contains the following information:

- AIPAS Ibr: 753
- Incident Location: ALGER CORRECTIONAL FACILITY
- Incident Status: Pending Investigation
- Location Ibr: [Empty]

The 'Suspect Name' section displays:

| Suspect Name | HRMI MDOC Ibr | Suspect Type |
|--------------------|---------------|--------------|
| POLHEMUS, JENNIFER | | Employee |

The 'Law Enforcement' section includes the following fields:

- Law Enforcement #: [Empty]
- Referral Date: 00/00/0000
- Status: (None)
- County: (None)
- Referral Direction: (None)
- Agency: [Empty]
- Sentence Date: 00/00/0000 00:00
- Prosecutor's Decision: [Empty]
- Notes: [Empty]

The 'Charges' section includes the following fields:

| Offense | Disposition Type | Disposition Date | Docket Number |
|---------|------------------|------------------|---------------|
| [Empty] | (None) | 00/00/0000 | [Empty] |

REFERRAL DATE – Enter date incident being referred to/from law enforcement.

STATUS – Enter status of referral (Open, TOT Prosecutor, Victim Declined, Unfounded, Prosecutor Declined, Law Enforcement Declined).

COUNTY – Enter the county where the incident was referred to/from.


REFERRAL DIRECTION – Enter referral direction (Referred To Law Enforcement, Referral From Law Enforcement)

AGENCY – Select from the drop down list or click  to search for the agency being referred to/from.

The 'Law Enforcement Agency' dialog box contains the following elements:

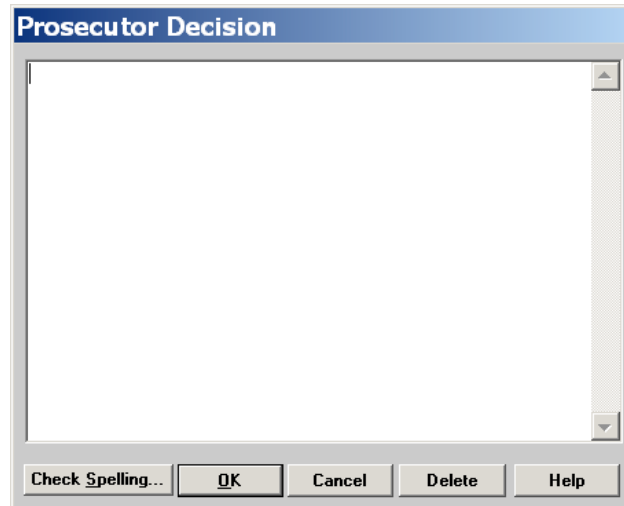
- Law Enforcement Agency Description:** [Text input field]
- Description:** [Text input field]
- Buttons:** Search, OK, Cancel, Help

Michigan Department of Corrections AIPAS Investigation Process


NOTES – Click  and enter notes, if applicable.

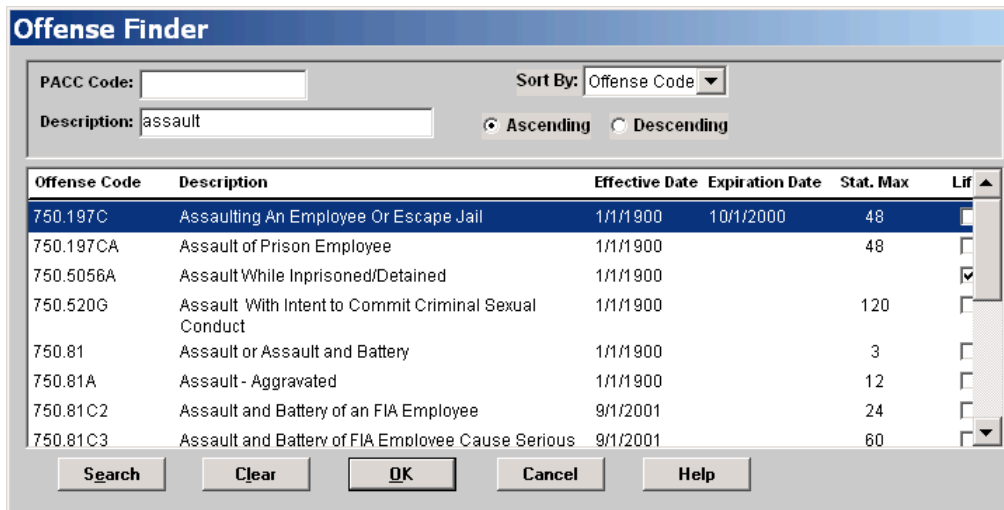
As information is received from law enforcement on an incident, enter:
SENTENCE DATE

PROSECUTOR’S DECISION



A dialog box titled "Prosecutor Decision" with a large empty text area for input. At the bottom, there are five buttons: "Check Spelling...", "OK", "Cancel", "Delete", and "Help".

OFFENSE – Click 





A dialog box titled "Offense Finder" with search and sorting options. It contains a table of offenses with columns for Offense Code, Description, Effective Date, Expiration Date, Stat. Max, and Lif. At the bottom are buttons for "Search", "Clear", "OK", "Cancel", and "Help".

| Offense Code | Description | Effective Date | Expiration Date | Stat. Max | Lif |
|--------------|---|----------------|-----------------|-----------|-------------------------------------|
| 750.197C | Assaulting An Employee Or Escape Jail | 1/1/1900 | 10/1/2000 | 48 | <input type="checkbox"/> |
| 750.197CA | Assault of Prison Employee | 1/1/1900 | | 48 | <input type="checkbox"/> |
| 750.5056A | Assault While Inprisoned/Detained | 1/1/1900 | | | <input checked="" type="checkbox"/> |
| 750.520G | Assault With Intent to Commit Criminal Sexual Conduct | 1/1/1900 | | 120 | <input type="checkbox"/> |
| 750.81 | Assault or Assault and Battery | 1/1/1900 | | 3 | <input type="checkbox"/> |
| 750.81A | Assault - Aggravated | 1/1/1900 | | 12 | <input type="checkbox"/> |
| 750.81C2 | Assault and Battery of an FIA Employee | 9/1/2001 | | 24 | <input type="checkbox"/> |
| 750.81C3 | Assault and Battery of FIA Employee Cause Serious | 9/1/2001 | | 60 | <input type="checkbox"/> |


DISPOSITION TYPE

DISPOSITION DATE

DOCKET #

Note: If more than one charge/offense, click  in the bottom left corner of the “Law Enforcement” tab to add additional information. To delete a charge/offense, highlight the charge/offense in the “Charges” box and click  in the bottom left corner of the screen.

Michigan Department of Corrections AIPAS Investigation Process

Note: If the incident has been closed and additional information needs to be added, click  at the bottom left corner of the “Law Enforcement” tab (re-opens this tab only). The tab will automatically close when exiting the incident.

Allegations and Investigations Reports – Investigation Reports (Completed by Investigator)

Incident Finder: Search by AIPAS Number or Last Name

Currently under construction. Will be released in Phase II.

Note: If new allegations arise during the investigation resulting in additional work rule violations, go to Main Menu: Allegations and Investigations – Incident Details. Search by AIPAS number. In the “Incident Details” tab, go to INCIDENT ALLEGATIONS and add the additional work rules. CREATE REASON will be Post Investigation Allegation.

Initiate and Close CFA/FOA Investigation

(A6-3) CFA/FOA/OSA – Updates AIPAS Incident. Closes Investigation in AIPAS. Investigator and Warden’s Findings Entered.

Allegations and Investigations – Incident Details

Ensures all tabs are updated (Incident Details, Complainant/Witness, Suspect, and Victim)

Allegations and Investigations – Investigation Assignment Details



Michigan Department of Corrections AIPAS Investigation Process

Incident Finder: Search by AIPAS Number or Last Name

| AIPAS Nbr | Location Nbr | IA Mail Log Nbr | Incident Date | Complaint Date | Incident Status | Incident Location |
|-----------|--------------|-----------------|---------------|----------------|-----------------|-------------------|
|-----------|--------------|-----------------|---------------|----------------|-----------------|-------------------|

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Investigation Assignment Details” Tab

| Date Assigned | Investigation Type | Due Date | Closing Date | Investigation Location |
|---------------|-----------------------------------|------------|--------------|--|
| 04/10/2012 | Internal Affairs Monitored Invest | 06/09/2012 | 00/00/0000 | AIPAS Training Correctional Facility 1 |


| Investigator | Investigator Type | Assign Date | Closing Date | Notes |
|--------------------|----------------------------------|-------------|--------------|-------|
| POLHEMUS, JENNIFER | Facility/FOA Office Investigator | 04/10/2012 | 00/00/0000 | |

Michigan Department of Corrections AIPAS Investigation Process

Middle Screen:


CLOSING DATE – Enter date the investigator submitted the investigative report to the Warden or designee.

CLOSING REASON – Select the closing reason (i.e. Investigation Complete, Investigation Reassigned, Investigation Turned Over to Internal Affairs) from the dropdown list.



NOTES – Click  and enter notes, if applicable.

Bottom Screen:

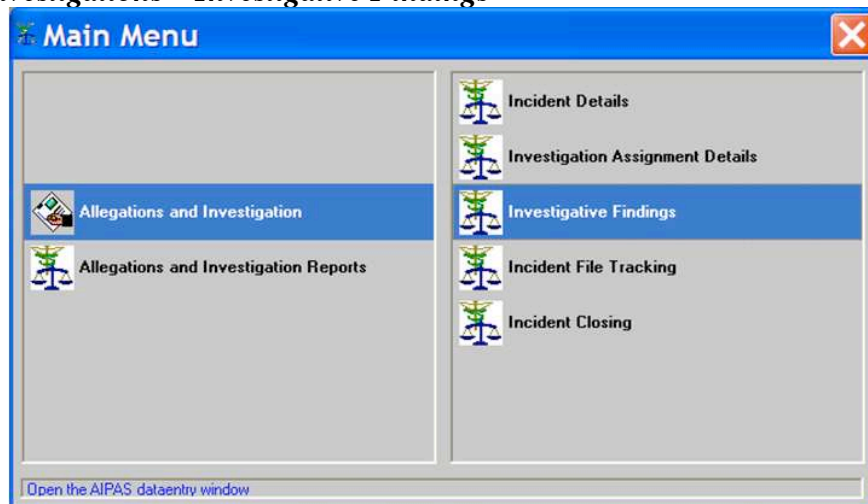
CLOSING DATE – Enter date the investigator submitted the investigative report to the Warden or designee (or date the investigator is no longer assigned).

NOTES – Click  and enter notes, if applicable.

Click 

Note: If at any time the investigation is re-assigned to a different investigator, enter the CLOSING DATE for the current investigator. Click  in the bottom left corner of the “Investigation Assignment Details” tab to add the new investigator information. To delete an entry, highlight the investigator name and click  in the bottom left corner of the “Investigation Assignment Details” tab.

Allegations and Investigations – Investigative Findings



Michigan Department of Corrections AIPAS Investigation Process

Incident Finder: Search by AIPAS Number or Last Name

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Investigative Findings” Tab


Michigan Department of Corrections AIPAS Investigation Process

Enter **Investigator Findings** for every suspect and suspect allegation.

FINDING DATE – Date the finding was made (defaults to current date).

FINDING – Sufficient Evidence, Insufficient Evidence, No Evidence

Note: No Finding shall only be used by the Warden/FOA Administrator for CFA/FOA Investigations or by the IA Administrator for IA Monitored Investigations and IA Investigations.

EMPLOYEE – Employee making the finding. Click  to search by last name.

TYPE – Deputy Director, Director, Director’s Designee, Internal Affairs Administrator, Internal Affairs Investigator, Internal Affairs Manager, Location Investigator, Regional Administrator FOA, Regional Prison Administrator, Sexual Misconduct Review Committee, Warden


FINAL REVIEWER – Check the box if the entry is being made by the final reviewer in the process.

Note: For CFA/FOA Investigations – the final reviewer is the Warden/FOA Administrator.

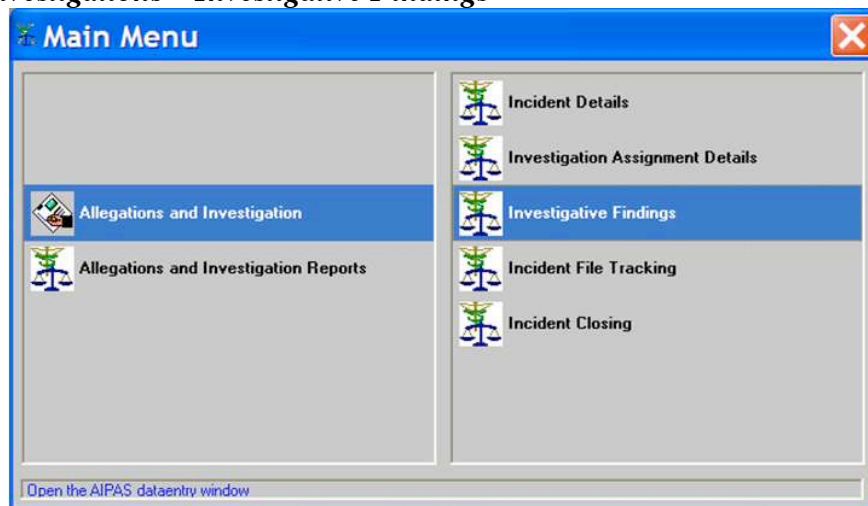
For IA Monitored and IA Investigations that are Sufficient Evidence – the final reviewer is the Deputy Director (*Exception:* when the IA Administrator makes a determination of No Finding on a work rule, the final reviewer is the IA Administrator for that specific work rule).

For IA Monitored and IA Investigations that are Insufficient/No Evidence – the final reviewer is the IA Administrator.

Click 

Note: To delete a finding, highlight the finding and click  in the bottom left corner of the “Investigative Findings” tab.

Allegations and Investigations – Investigative Findings



Michigan Department of Corrections AIPAS Investigation Process


Incident Finder: Search by AIPAS Number or Last Name

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Investigative Findings” Tab

Enter **Warden’s Review Findings** for every suspect and suspect allegation.


Michigan Department of Corrections AIPAS Investigation Process

Click  in the bottom left corner of the screen to add Warden’s Review Finding.

FINDING DATE – Date the finding was made (defaults to current date).

FINDING – Sufficient Evidence, Insufficient Evidence, No Evidence

Note: No Finding shall only be used by the Warden/FOA Administrator for CFA/FOA Investigations or by the IA Administrator for IA Monitored Investigations and IA Investigations.

EMPLOYEE – Employee making the finding. Click  to search by last name.

TYPE – Deputy Director, Director, Director’s Designee, Internal Affairs Administrator, Internal Affairs Investigator, Internal Affairs Manager, Location Investigator, Regional Administrator FOA, Regional Prison Administrator, Sexual Misconduct Review Committee, Warden


FINAL REVIEWER – Check the box if the entry is being made by the final reviewer in the process.

Note: For CFA/FOA Investigations – the final reviewer is the Warden/FOA Administrator.

For IA Monitored and IA Investigations that are Sufficient Evidence – the final reviewer is the Deputy Director (*Exception:* when the IA Administrator makes a determination of No Finding on a work rule, the final reviewer is the IA Administrator for that specific work rule).

For IA Monitored and IA Investigations that are Insufficient/No Evidence – the final reviewer is the IA Administrator.

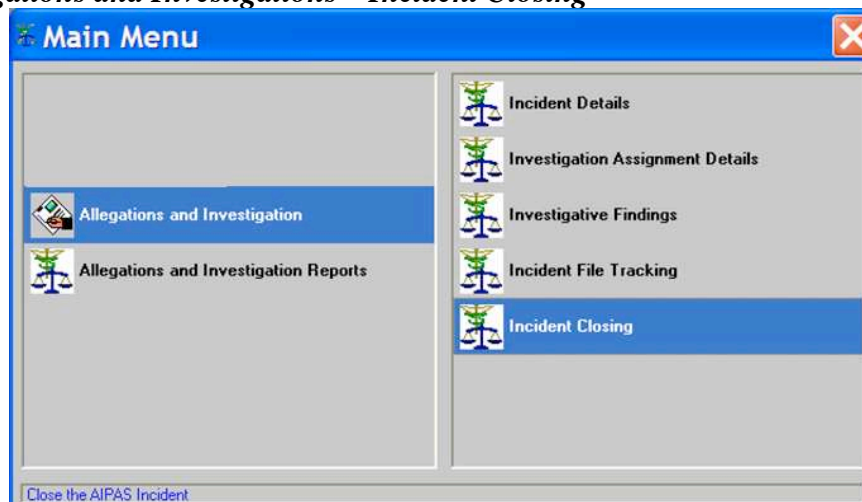
Click 

Note: To delete a finding, highlight the finding and click  in the bottom left corner of the “Investigative Findings” tab.

Initiate and Close CFA/FOA Investigation

(A6-4) CFA/FOA/OSA – Closes Incident in AIPAS

Main Menu: Allegations and Investigations – Incident Closing



Michigan Department of Corrections AIPAS Investigation Process

Incident Finder: Search by AIPAS Number or Last Name

| AIPAS Nbr | Location Nbr | IA Mail Log Nbr | Incident Date | Complaint Date | Incident Status | Incident Location |
|-----------|--------------|-----------------|---------------|----------------|-----------------|-------------------|
|-----------|--------------|-----------------|---------------|----------------|-----------------|-------------------|

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Incident Closing” Tab

Incident Closing


AIPAS Nbr: 753 Incident Location: ALGER CORRECTIONAL FACILITY Location Nbr:
Incident Status: Pending Investigation

Closing Date: 00/00/0000
Closing Employee:
Closing Notes:
Last Updated by col070 on 12/19/2010 at 15:59:37 from 10.10.2.86

Ready User ID: col070 Case Load: Central Office Case Load Location: Ingham/Lansing/Central Office


Michigan Department of Corrections AIPAS Investigation Process

CLOSING DATE – Enter the date the incident is being closed.

CLOSING EMPLOYEE – Click  and search by last name of the employee closing the incident.

CLOSING NOTES – Enter closing notes, if applicable.

Click 

Note: To re-open an incident that has been closed, go to Main Menu: Allegations and Investigations – Incident Details. Search by AIPAS number. In the “Incident Details” tab, click  toward the bottom left side of the screen.

Michigan Department of Corrections AIPAS Investigation Process

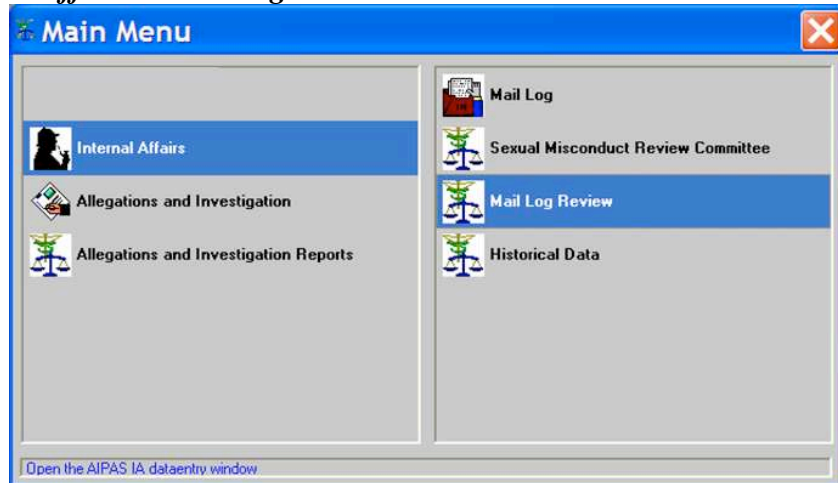
(A7) (B7) INTERNAL AFFAIRS – IA Monitored Investigation

After IA review, complaint monitored by IA but investigated by investigator assigned by CFA/FOA.

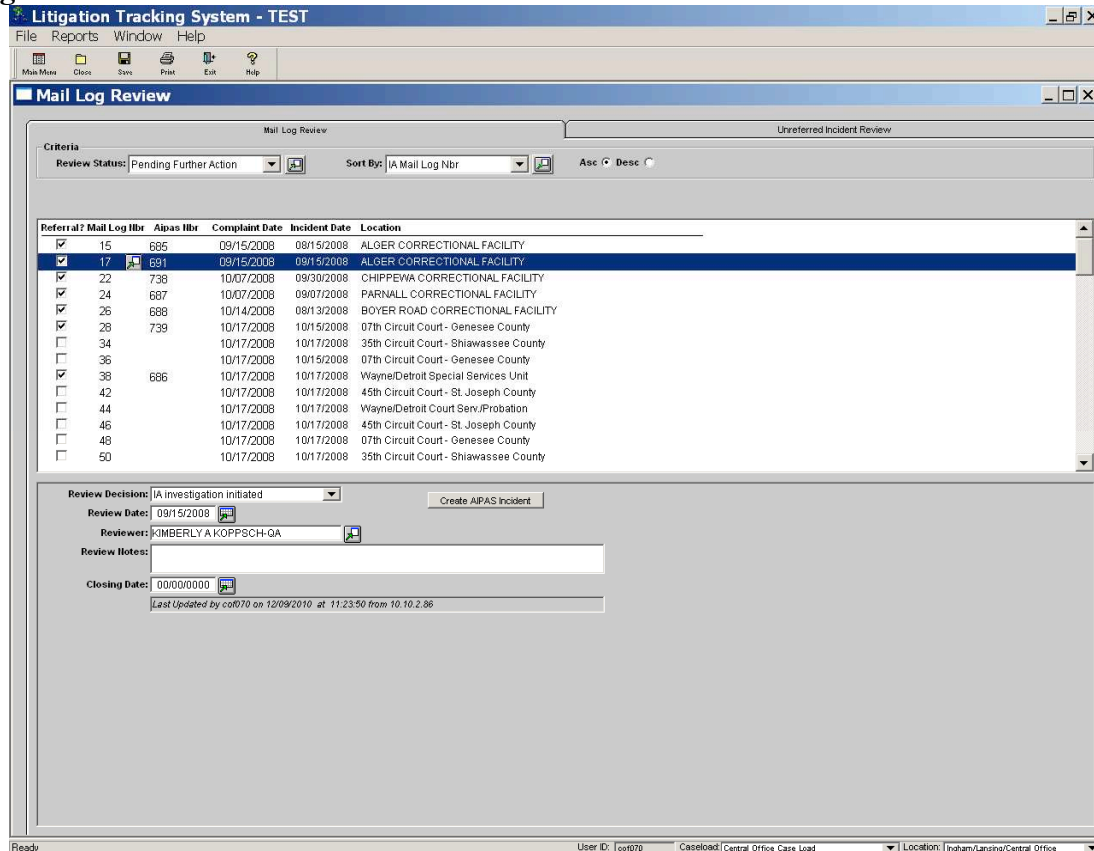
IA Monitored Investigation

(A7-1) (B7-1) INTERNAL AFFAIRS – Closes IA Review in AIPAS


Main Menu: Internal Affairs – Mail Log Review




“Mail Log Review” Tab



Michigan Department of Corrections AIPAS Investigation Process

REVIEW STATUS – Select “Pending Further Action” and click  to display reviewed incidents and IA review decisions.


Click on the AIPAS Number being reviewed (the line should highlight).

Click  in the highlighted row to view/print the summary report.

In the bottom half of the screen, enter the CLOSING DATE to close the IA review.

CLOSING DATE – Enter the date the review is being closed.

Click “Save” at the top of the screen.

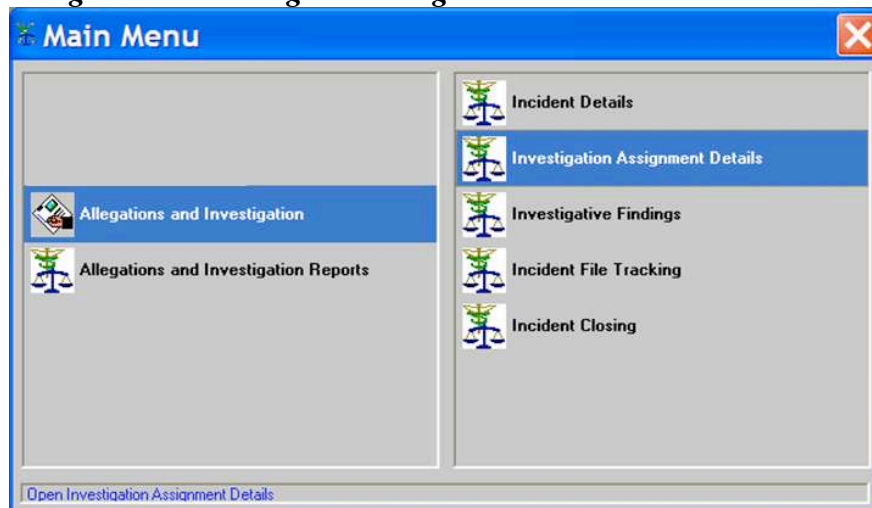
Note: Clicking “Save” removes the incident from the “Mail Log Review”. To re-open go to Main Menu: Internal Affairs – Mail Log. Search by Mail Log number. In the bottom left corner of the “Incident Details” tab, click . The incident will be returned to “Mail Log Review”.

IA Monitored Investigation

(A7-2) (B7-2) CFA/FOA/OSA – Conducts and Completes Investigation

In accordance with *Employee Discipline* policies PD 02.03.100 and OP 02.03.100A, *Internal Affairs* policy PD 01.01.140, and *Discriminatory Harassment* policy PD 02.03.109, if applicable.

Allegations and Investigations – Investigation Assignment Details



Michigan Department of Corrections AIPAS Investigation Process

Incident Finder: Search by AIPAS Number or Last Name

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Investigation Assignment Details” Tab

Michigan Department of Corrections AIPAS Investigation Process

Middle Screen:


ASSIGN DATE – Enter date being assigned for investigation (defaults to IA Review Decision date).

INVESTIGATION TYPE – Enter type of investigation (Facility/FOA Office Investigation, Internal Affairs Monitored Investigation, Internal Affairs Investigation)

DUE DATE – Defaults to 60 days from the ASSIGN DATE.


EXTENDED DUE DATE – Entered at a later date if an extension is needed/granted.

Bottom Screen:



INVESTIGATOR – Click  and search for the assigned investigator by last name.

INVESTIGATOR TYPE – Enter type of investigator (IA Investigator, Facility/FOA Office Investigator).

ASSIGN DATE – Enter date being assigned to the investigator (defaults to current date).

NOTES – Click  and enter notes, if applicable. May be entered by investigator throughout the investigation as needed.

Click 

Note: If at any time the investigation is re-assigned to a different investigator, enter the CLOSING DATE for the current investigator. Click  in the bottom left corner of the “Investigation Assignment Details” tab to add the new investigator information. To delete an entry, highlight the investigator name and click  in the bottom left corner of the “Investigation Assignment Details” tab.

Michigan Department of Corrections AIPAS Investigation Process

“Law Enforcement” Tab

The screenshot displays the 'Litigation Tracking System - TEST' window. The 'Investigation Assignment Details' section shows AIPAS Ibr: 753, Incident Location: ALGER CORRECTIONAL FACILITY, and Incident Status: Pending Investigation. The 'Suspect Name' is POLHEMUS, JENNIFER, with HRMI/MDOC Ibr and Suspect Type (Employee). The 'Law Enforcement' section includes Referral Date: 00/00/0000, Status: (None), and County: (None). Below this are fields for Referral Direction, Agency, Sentence Date, Prosecutor's Decision, and Notes. At the bottom, a 'Charges' table is visible with columns for Offense, Disposition Type, Disposition Date, and Docket Number.

REFERRAL DATE – Enter date incident being referred to/from law enforcement.

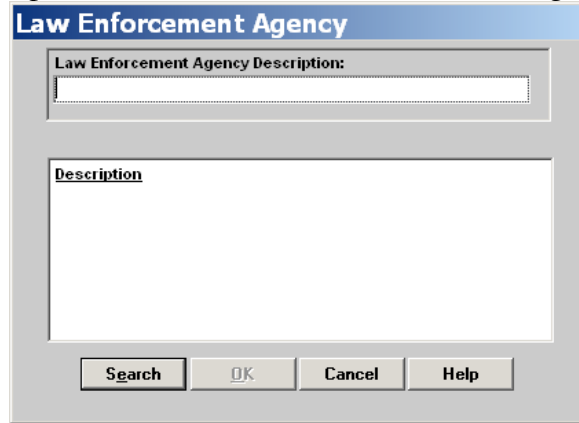
STATUS – Enter status of referral (Open, TOT Prosecutor, Victim Declined, Unfounded, Prosecutor Declined, Law Enforcement Declined).

COUNTY – Enter the county where the incident was referred to/from.

REFERRAL DIRECTION – Enter referral direction (Referred To Law Enforcement, Referral From Law Enforcement)

Michigan Department of Corrections AIPAS Investigation Process

AGENCY – Select from the drop down list or click  to search for the agency being referred to/from.




Law Enforcement Agency

Law Enforcement Agency Description:

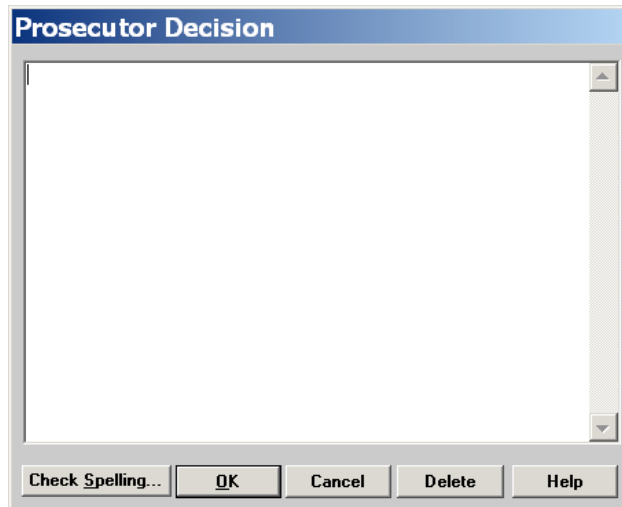
Description

Search OK Cancel Help

NOTES – Click  and enter notes, if applicable.

As information is received from law enforcement on an incident, enter:
SENTENCE DATE


PROSECUTOR'S DECISION



Prosecutor Decision

Check Spelling... OK Cancel Delete Help

Michigan Department of Corrections AIPAS Investigation Process


OFFENSE – Click 

Offense Finder

PACC Code:

Description:



Sort By: Ascending Descending


| Offense Code | Description | Effective Date | Expiration Date | Stat. Max | Lif  |
|--------------|---|----------------|-----------------|-----------|---|
| 750.197C | Assaulting An Employee Or Escape Jail | 1/1/1900 | 10/1/2000 | 48 | <input type="checkbox"/> |
| 750.197CA | Assault of Prison Employee | 1/1/1900 | | 48 | <input type="checkbox"/> |
| 750.5056A | Assault While Inprisoned/Detained | 1/1/1900 | | | <input checked="" type="checkbox"/> |
| 750.520G | Assault With Intent to Commit Criminal Sexual Conduct | 1/1/1900 | | 120 | <input type="checkbox"/> |
| 750.81 | Assault or Assault and Battery | 1/1/1900 | | 3 | <input type="checkbox"/> |
| 750.81A | Assault - Aggravated | 1/1/1900 | | 12 | <input type="checkbox"/> |
| 750.81C2 | Assault and Battery of an FIA Employee | 9/1/2001 | | 24 | <input type="checkbox"/> |
| 750.81C3 | Assault and Battery of FIA Employee Cause Serious | 9/1/2001 | | 60 | <input type="checkbox"/> |

DISPOSITION TYPE

DISPOSITION DATE

DOCKET #

Note: If more than one charge/offense, click  in the bottom left corner of the “Law Enforcement” tab to add additional information. To delete a charge/offense, highlight the charge/offense in the “Charges” box and click  in the bottom left corner of the screen.

Note: If the incident has been closed and additional information needs to be added, click  at the bottom left corner of the “Law Enforcement” tab (re-opens this tab only). The tab will automatically close when exiting the incident.

Allegations and Investigations Reports – Investigation Reports (Completed by Investigator)

Incident Finder: Search by AIPAS Number or Last Name

Currently under construction. Will be released in Phase II.

Note: If new allegations arise during the investigation resulting in additional work rule violations, go to Main Menu: Allegations and Investigations – Incident Details. Search by AIPAS number. In the “Incident Details” tab, go to INCIDENT ALLEGATIONS and add the additional work rules. CREATE REASON will be Post Investigation Allegation.

Michigan Department of Corrections AIPAS Investigation Process

IA Monitored Investigation

(A7-3) (B7-3) CFA/FOA/OSA – Updates AIPAS Incident. Closes Investigation in AIPAS. Investigator and Warden’s Findings Entered.

Allegations and Investigations – Incident Details

Ensures all tabs are updated (Incident Details, Complainant/Witness, Suspect, and Victim)

Allegations and Investigations – Investigation Assignment Details



Incident Finder: Search by AIPAS Number or Last Name

The screenshot shows a window titled "Incident Finder" with a blue header and a close button. The interface contains several search fields and controls. At the top, there are two input fields: "MDOC Nbr:" and "HRMN Nbr:". Below these are two more input fields: "Last Name:" and "First Name:". A "Reference Type:" dropdown menu is set to "AIPAS Nbr", and next to it is a "Number:" input field. Underneath is a "Sort Criteria" section with a dropdown menu set to "AIPAS Nbr" and two radio buttons for "Ascending" (selected) and "Descending". Below the sort criteria is a table with the following columns: "AIPAS Nbr", "Location Nbr", "IA Mail Log Nbr", "Incident Date", "Complaint Date", "Incident Status", and "Incident Location". The table is currently empty. At the bottom of the table, there is a status bar that reads "0 Rows Retrieved". Below the status bar are several buttons: "Search", "Clear", "OK", "New", "Cancel", "Help", and "More".

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

Michigan Department of Corrections AIPAS Investigation Process

“Investigation Assignment Details” Tab


| Date Assigned | Investigation Type | Due Date | Closing Date | Investigation Location |
|---------------|-----------------------------------|------------|--------------|--|
| 04/10/2012 | Internal Affairs Monitored Invest | 06/09/2012 | 00/00/0000 | AIPAS Training Correctional Facility 1 |

| Investigator | Investigator Type | Assign Date | Closing Date | Notes |
|--------------------|----------------------------------|-------------|--------------|-------|
| POLHEMUS, JENNIFER | Facility/FOA Office Investigator | 04/10/2012 | 00/00/0000 | |

Middle Screen:


CLOSING DATE – Enter the closing date the investigator submitted the investigative report to the Warden or designee.

CLOSING REASON – Enter the closing reason (i.e. Investigation Complete, Investigation Reassigned, Investigation Turned Over to Internal Affairs)



NOTES – Click  and enter notes, if applicable.

Bottom Screen:

CLOSING DATE – Enter date the investigator submitted the investigative report to the Warden or designee (or date the investigator is no longer assigned).

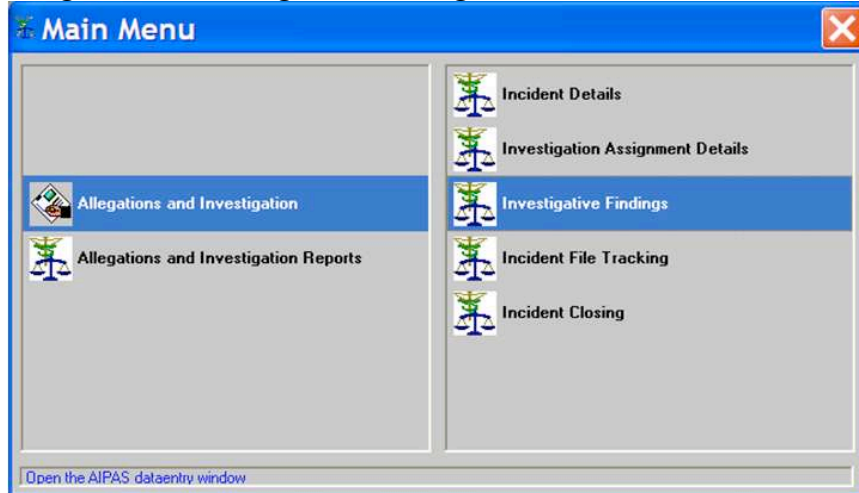
NOTES – Click  and enter notes, if applicable.

Click 

Note: If at any time the investigation is re-assigned to a different investigator, enter the **CLOSING DATE** for the current investigator. Click  in the bottom left corner of the “Investigation Assignment Details” tab to add the new investigator information. To delete an entry, highlight the investigator name and click  in the bottom left corner of the “Investigation Assignment Details” tab.

Michigan Department of Corrections AIPAS Investigation Process

Allegations and Investigations – Investigative Findings



Incident Finder: Search by AIPAS Number or Last Name

The screenshot shows a window titled "Incident Finder" with a blue header and a close button (X) in the top right corner. The window contains several search fields: "MDOC Nbr:", "HRMN Nbr:", "Last Name:", "First Name:", "Reference Type:" (a dropdown menu currently set to "AIPAS Nbr"), and "Number:". Below these fields is a "Sort Criteria" section with a dropdown menu set to "AIPAS Nbr" and radio buttons for "Ascending" (selected) and "Descending". Below the sort criteria is a table with the following columns: "AIPAS Nbr", "Location Nbr", "IA Mail Log Nbr", "Incident Date", "Complaint Date", "Incident Status", and "Incident Location". The table is currently empty. At the bottom of the window, there is a status bar that says "0 Rows Retrieved" and a row of buttons: "Search", "Clear", "OK", "New", "Cancel", "Help", and "More".

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

Michigan Department of Corrections AIPAS Investigation Process

“Investigative Findings” Tab


The screenshot shows the 'Investigative Findings' window. At the top, there are input fields for 'AIPAS Nbr: 3433', 'Incident Location: AIPAS Training Correctional Facility 1', and 'Incident Status: Pending Review'. Below this is a table titled 'Investigative Findings' with columns: 'Suspect Name', 'Finding Summary', and 'Overall Suspect Finding'. The first row shows 'HART, WENDY' with a magnifying glass icon in the 'Finding Summary' column and '(None)' in the 'Overall Suspect Finding' column. Below this is another table titled 'Allegations' with columns: 'Allegations' and 'Allegation Finding'. It lists three categories: 'Conduct Unbecoming a Department Employee/None', 'Enforcing Rules, Regulation, Polices, and Procedures/Other', and 'Misdemeanor Arrest or Behavior/None', all with '(None)' in the 'Allegation Finding' column. At the bottom, there is a 'Findings' table with columns: 'Finding Date', 'Finding', 'Employee', 'Type', and 'Final Reviewer'. The first row shows '04/25/2012', 'Sufficient Evidence', 'POLHEMUS, JENNIFER', 'Unit Investigator', and a checked box for 'Final Reviewer'. A toolbar at the bottom left contains icons for search, save, and navigation.

Enter **Investigator Findings** for every suspect and every allegation.

FINDING DATE – Date the finding was made (defaults to current date).

FINDING – Sufficient Evidence, Insufficient Evidence, No Evidence

Note: No Finding shall only be used by the Warden/FOA Administrator for CFA/FOA Investigations or by the IA Administrator for IA Monitored Investigations and IA Investigations.

EMPLOYEE – Employee making the finding. Click  to search by last name.

TYPE – Deputy Director, Director, Director’s Designee, Internal Affairs Administrator, Internal Affairs Investigator, Internal Affairs Manager, Location Investigator, Regional Administrator FOA, Regional Prison Administrator, Sexual Misconduct Review Committee, Warden


FINAL REVIEWER – Check the box if the entry is being made by the final reviewer in the process.

Note: For CFA/FOA Investigations – the final reviewer is the Warden/FOA Administrator.

For IA Monitored and IA Investigations that are Sufficient Evidence – the final reviewer is the Deputy Director (*Exception:* when the IA Administrator makes a determination of No Finding on a work rule, the final reviewer is the IA Administrator for that specific work rule).

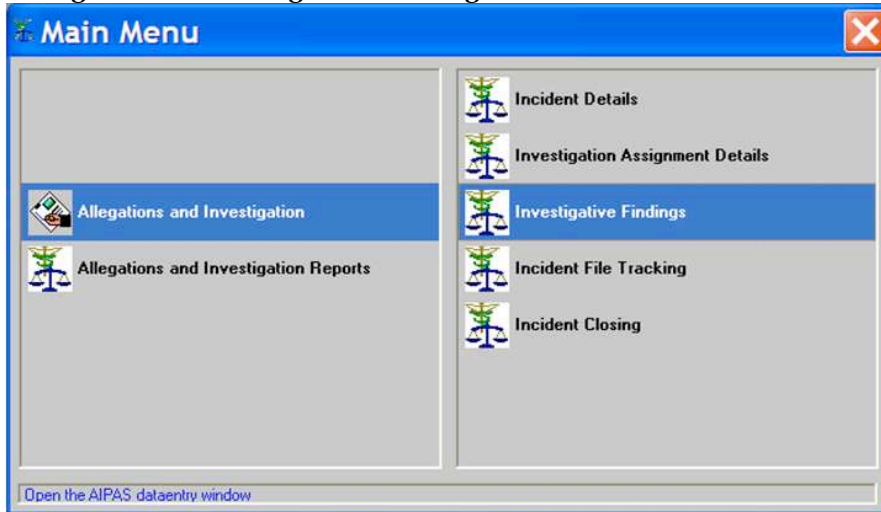
For IA Monitored and IA Investigations that are Insufficient/No Evidence – the final reviewer is the IA Administrator.

Click  Save

Note: To delete a finding, highlight the finding and click  in the bottom left corner of the “Investigative Findings” tab.

Michigan Department of Corrections AIPAS Investigation Process

Allegations and Investigations – Investigative Findings



Incident Finder: Search by AIPAS Number or Last Name

The screenshot shows a window titled "Incident Finder" with a blue header and a close button in the top right corner. The window contains several search and sorting options. At the top, there are two input fields: "MDOC Nbr:" and "HRMN Nbr:". Below these are two more input fields: "Last Name:" and "First Name:". There is a "Reference Type:" dropdown menu set to "AIPAS Nbr" and a "Number:" input field. Below the search fields is a "Sort Criteria" section with a dropdown menu set to "AIPAS Nbr" and two radio buttons for "Ascending" (selected) and "Descending". Below the sorting options is a table with the following columns: "AIPAS Nbr", "Location Nbr", "IA Mail Log Nbr", "Incident Date", "Complaint Date", "Incident Status", and "Incident Location". The table is currently empty. Below the table is a status bar that says "0 Rows Retrieved". At the bottom of the window are several buttons: "Search", "Clear", "OK", "New", "Cancel", "Help", and "More".


Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

Michigan Department of Corrections AIPAS Investigation Process

“Investigative Findings” Tab

| Finding Date | Finding | Employee | Type | Final Reviewer |
|--------------|---------------------|---------------------|-------------------|--------------------------|
| 04/25/2012 | Sufficient Evidence | WARREN, MILLICENT D | Warden | <input type="checkbox"/> |
| 04/25/2012 | Sufficient Evidence | POLHEMUS, JENNIFER | Unit Investigator | <input type="checkbox"/> |


Enter **Warden’s Review Findings** for every suspect and every allegation.

Click  in the bottom left corner of the screen to add Warden’s Review Finding.

FINDING DATE – Date the finding was made (defaults to current date).

FINDING – Sufficient Evidence, Insufficient Evidence, No Evidence

Note: No Finding shall only be used by the Warden/FOA Administrator for CFA/FOA Investigations or by the IA Administrator for IA Monitored Investigations and IA Investigations.

EMPLOYEE – Employee making the finding. Click  to search by last name.

TYPE – Deputy Director, Director, Director’s Designee, Internal Affairs Administrator, Internal Affairs Investigator, Internal Affairs Manager, Location Investigator, Regional Administrator FOA, Regional Prison Administrator, Sexual Misconduct Review Committee, Warden


FINAL REVIEWER – Check the box if the entry is being made by the final reviewer in the process.

Note: For CFA/FOA Investigations – the final reviewer is the Warden/FOA Administrator.

For IA Monitored and IA Investigations that are Sufficient Evidence – the final reviewer is the Deputy Director (*Exception:* when the IA Administrator makes a determination of No Finding on a work rule, the final reviewer is the IA Administrator for that specific work rule).

For IA Monitored and IA Investigations that are Insufficient/No Evidence – the final reviewer is the IA Administrator.

Click  Save

Note: To delete a finding, highlight the finding and click  in the bottom left corner of the “Investigative Findings” tab.

Michigan Department of Corrections AIPAS Investigation Process

IA Monitored Investigation

(A7-4) (B7-4) CFA/FOA/OSA – Forwards Completed Investigation to IA

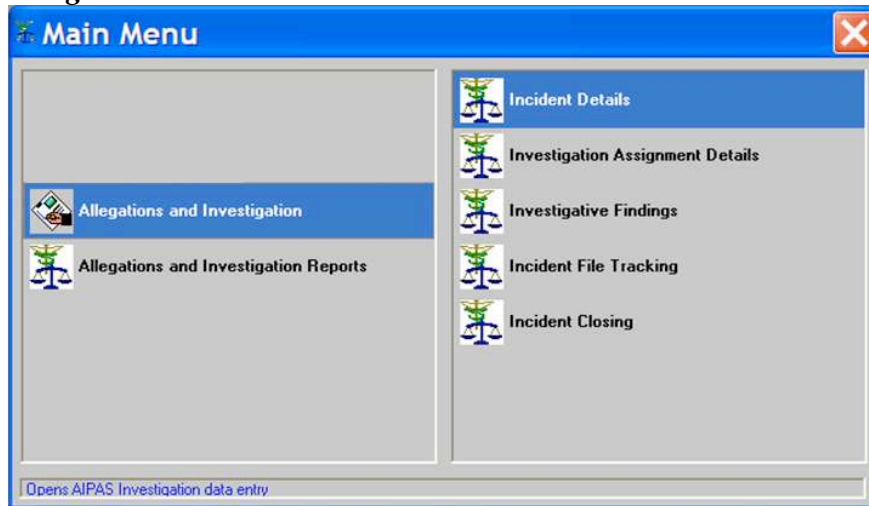
In accordance with *Internal Affairs* policy PD 01.01.140.

IA Monitored Investigation

(A7-5) (B7-5) INTERNAL AFFAIRS – Schedules Sexual Misconduct Review Committee (SMRC), if applicable

In accordance with *Internal Affairs* policy PD 01.01.140.

Allegations and Investigations – Incident Details



Incident Finder: Search by AIPAS Number or Last Name

The screenshot shows a software window titled "Incident Finder" with a blue header and a close button in the top right. The window contains several input fields and controls:

- MDQC Nbr: [text box]
- HRMN Nbr: [text box]
- Last Name: [text box]
- First Name: [text box]
- Reference Type: [dropdown menu, currently showing "AIPAS Nbr"]
- Number: [text box]
- Sort Criteria: [dropdown menu, currently showing "AIPAS Nbr"]
- Sort Order: [radio buttons for "Ascending" (selected) and "Descending"]

Below these controls is a table with the following columns: AIPAS Nbr, Location Nbr, IA Mail Log Nbr, Incident Date, Complaint Date, Incident Status, and Incident Location. The table is currently empty. At the bottom of the window, there is a status bar that says "0 Rows Retrieved" and a row of buttons: Search, Clear, OK, New, Cancel, Help, and More.

Michigan Department of Corrections AIPAS Investigation Process

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Incident Details” Tab

The screenshot displays the "Litigation Tracking System - TEST" interface. The main window is titled "AIPAS Entry (New)". At the top, there are fields for "AIPAS Ibr:" (778), "Incident Location:" (Ingham/Lansing/Central Office), and "Location Ibr:". Below this, the "Incident Status:" is set to "Pending Investigation".

The "Incident Details" tab is selected, showing a form with the following fields and values:

- AIPAS Ibr:** 778
- IA Ibr:** (empty)
- Incident Status:** Pending Investigation
- Create Date:** 01/18/2011
- Complaint Date:** 01/18/2011
- Protected Flag:** (empty)
- EEO Investigation:** (empty)
- Incident Overall Finding:** (None)
- PREA Overall Finding:** (None)
- SMRC Referral Date:** 00/00/0000
- Receiving Employee:** POLHEMUS, JENNIFER
- Incident Location:** Ingham/Lansing/Central Office
- Sexual Violence Type:** (None)
- Internal Affairs Details:** (empty)
- Incident Description:** (empty)

At the bottom of the form, there are two tabs: "Incident Allegations" and "Sexual Nature Type", both of which are currently empty.

SMRC REFERRAL DATE – Enter the date the incident is being referred to the Sexual Misconduct Review Committee (SMRC)

Michigan Department of Corrections AIPAS Investigation Process

Internal Affairs – Sexual Misconduct Review Committee



Incident Finder: Search by AIPAS Number or Last Name

The screenshot shows a software window titled "Incident Finder" with a blue header and a close button in the top right corner. The window contains several input fields and controls:

- MDQC Nbr: [text box]
- HRMN Nbr: [text box]
- Last Name: [text box]
- First Name: [text box]
- Reference Type: [dropdown menu, currently set to "AIPAS Nbr"]
- Number: [text box]
- Sort Criteria: [dropdown menu, currently set to "AIPAS Nbr"]
- Sort Order: [radio buttons for "Ascending" (selected) and "Descending"]
- Table with columns: AIPAS Nbr, IA Mail Location Nbr, Incident Log Nbr, Incident Date, Complaint Date, Incident Status, Incident Location
- Table content: 0 Rows Retrieved
- Buttons: Search, Clear, OK, New, Cancel, Help, More

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

Michigan Department of Corrections AIPAS Investigation Process

“SMRC” Tab

Litigation Tracking System - TEST

File Edit Window Help

Main Menu Open Close Save Print Help Exit

Sexual Misconduct Review Committee

AIPAS Ibr: 751 Incident Location: Ingham/Lansing/Central Office Location Ibr: Incident Status: Pending Review

Suspect Name: HART-OA, WENDY J

Scheduled Date: 01/27/2011 Review Date: 0000/0000

Summary:

SMRC Category Allegations

Sexual Misconduct/None
Overfamiliarity/None

Recommendation: Insufficient Evidence
Notes:
Last Updated by co070 on 01/19/2011 at 14:50:52 from 10.10.2.86

Recommendation: Sufficient Evidence
Notes:
Last Updated by co070 on 01/19/2011 at 14:50:52 from 10.10.2.86

Ready User ID: co070 CaseLoad: Central Office Case Load Location: Ingham/Lansing/Central Office

SCHEDULED DATE – Enter the date of the scheduled SMRC

~Hold SMRC meeting~

Internal Affairs – Sexual Misconduct Review Committee

Main Menu

Internal Affairs

Allegations and Investigation

Allegations and Investigation Reports

Mail Log

Sexual Misconduct Review Committee

Mail Log Review

Historical Data

Open the AIPAS dataentry window

Michigan Department of Corrections AIPAS Investigation Process

Incident Finder: Search by AIPAS Number or Last Name

| AIPAS Nbr | Location Nbr | IA Mail Log Nbr | Incident Date | Complaint Date | Incident Status | Incident Location |
|-----------|--------------|-----------------|---------------|----------------|-----------------|-------------------|
|-----------|--------------|-----------------|---------------|----------------|-----------------|-------------------|

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“SMRC” Tab

SMRC

Suspect Name: HART-GA, WENDY J

Scheduled Date: 01/27/2011 Review Date: 00/00/0000

Summary:

SMRC Category Allegations

Sexual Misconduct/None

Overfamiliarity/None

Recommendation: Insufficient Evidence

Notes:


Last Updated by ccf070 on 01/19/2011 at 14:50:52 from 10.10.2.86

Recommendation: Sufficient Evidence

Notes:

Last Updated by ccf070 on 01/19/2011 at 14:50:52 from 10.10.2.86

Michigan Department of Corrections AIPAS Investigation Process

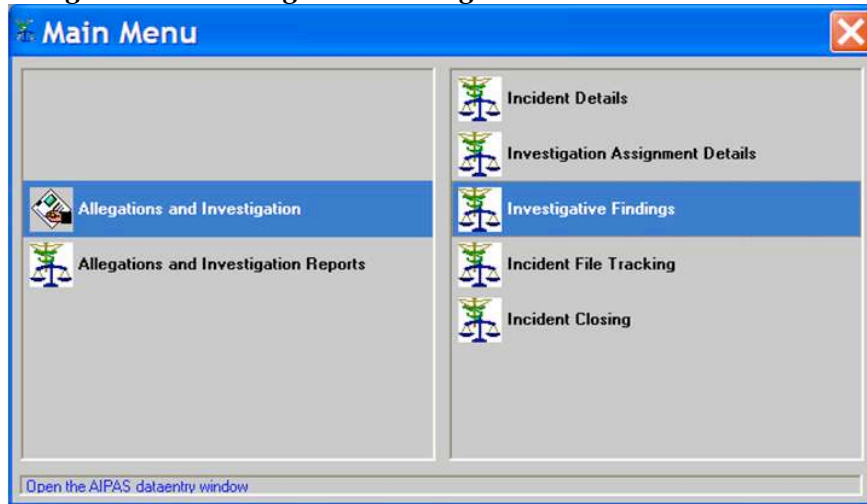
REVIEW DATE – Enter the date the SMRC meeting was held.
SUMMARY – Click . Enter the summary of the SMRC meeting.

IA Monitored Investigation

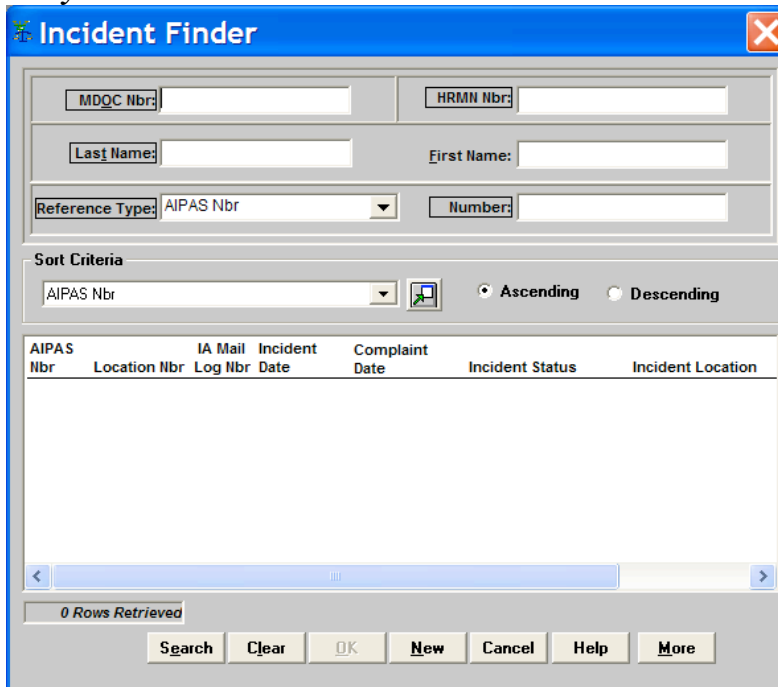
(A7-6) (B7-6) INTERNAL AFFAIRS – IA Administrator Findings Entered. If Insufficient/No Evidence, Closes Incident in AIPAS. If Sufficient Evidence, Forwards to Deputy Director’s Office for Review.

In accordance with *Internal Affairs* policy PD 01.01.140.

Allegations and Investigations – Investigative Findings




Incident Finder: Search by AIPAS Number or Last Name



The screenshot shows the 'Incident Finder' window. It has a blue title bar with the text 'Incident Finder' and a close button. The window contains several search fields: 'MDOC Nbr:', 'HRMN Nbr:', 'Last Name:', 'First Name:', 'Reference Type:' (a dropdown menu currently set to 'AIPAS Nbr'), and 'Number:'. Below these is a 'Sort Criteria' section with a dropdown menu set to 'AIPAS Nbr' and radio buttons for 'Ascending' (selected) and 'Descending'. A table with the following headers is visible: 'AIPAS Nbr', 'Location Nbr', 'IA Mail Log Nbr', 'Incident Date', 'Complaint Date', 'Incident Status', and 'Incident Location'. The table is currently empty. At the bottom, there is a status bar that says '0 Rows Retrieved' and a set of buttons: 'Search', 'Clear', 'OK', 'New', 'Cancel', 'Help', and 'More'.

Michigan Department of Corrections AIPAS Investigation Process

Note: If searching by last name and multiple incidents are generated, the user can click  to view the Incident Summary.

“Investigative Findings” Tab

| Finding Date | Finding | Employee | Type | Final Reviewer |
|--------------|---------------------|---------------------|-------------------------------|--------------------------|
| 04/25/2012 | Sufficient Evidence | MARSCHKE, STEPHEN H | Internal Affairs Administratc | <input type="checkbox"/> |
| 04/25/2012 | Sufficient Evidence | WARREN, MILLICENT D | Warden | <input type="checkbox"/> |
| 04/25/2012 | Sufficient Evidence | POLHEMUS, JENNIFER | Unit Investigator | <input type="checkbox"/> |


Enter **IA Administrator’s Review Findings** for every suspect and every allegation.

Click  in the bottom left corner of the screen to add IA Administrator Review Finding.

FINDING DATE – Date the finding was made (defaults to current date).

FINDING – Sufficient Evidence, Insufficient Evidence, No Evidence

Note: No Finding shall only be used by the Warden/FOA Administrator for CFA/FOA Investigations or by the IA Administrator for IA Monitored Investigations and IA Investigations.

EMPLOYEE – Employee making the finding. Click  to search by last name.

TYPE – Deputy Director, Director, Director’s Designee, Internal Affairs Administrator, Internal Affairs Investigator, Internal Affairs Manager, Location Investigator, Regional Administrator FOA, Regional Prison Administrator, Sexual Misconduct Review Committee, Warden

FINAL REVIEWER – Check the box if the entry is being made by the final reviewer in the process.


Note: For CFA/FOA Investigations – the final reviewer is the Warden/FOA Administrator.

For IA Monitored and IA Investigations that are Sufficient Evidence – the final reviewer is the Deputy Director (*Exception:* when the IA Administrator makes a determination of No Finding on a work rule, the final reviewer is the IA Administrator for that specific work rule).

For IA Monitored and IA Investigations that are Insufficient/No Evidence – the final reviewer is the IA Administrator.

Michigan Department of Corrections AIPAS Investigation Process

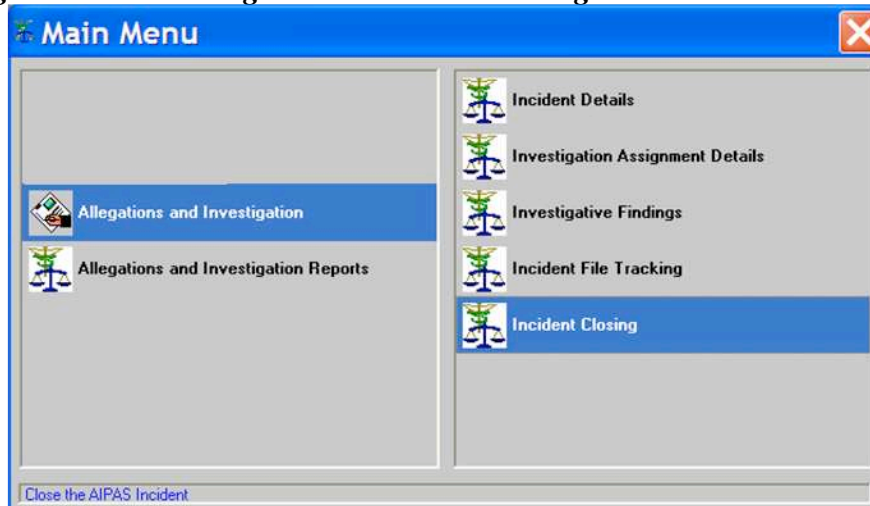
Click 

Note: To delete a finding, highlight the finding and click  in the bottom left corner of the “Investigative Findings” tab.

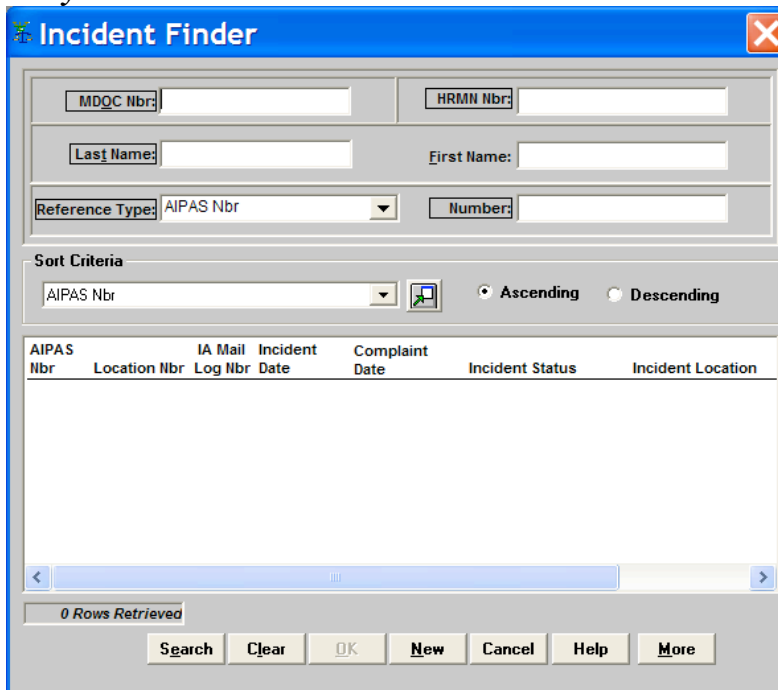
If Sufficient Evidence – go to (A7-7) (B7-7).

If Insufficient or No Evidence – close incident in AIPAS:

Main Menu: Allegations and Investigations – Incident Closing




Incident Finder: Search by AIPAS Number or Last Name

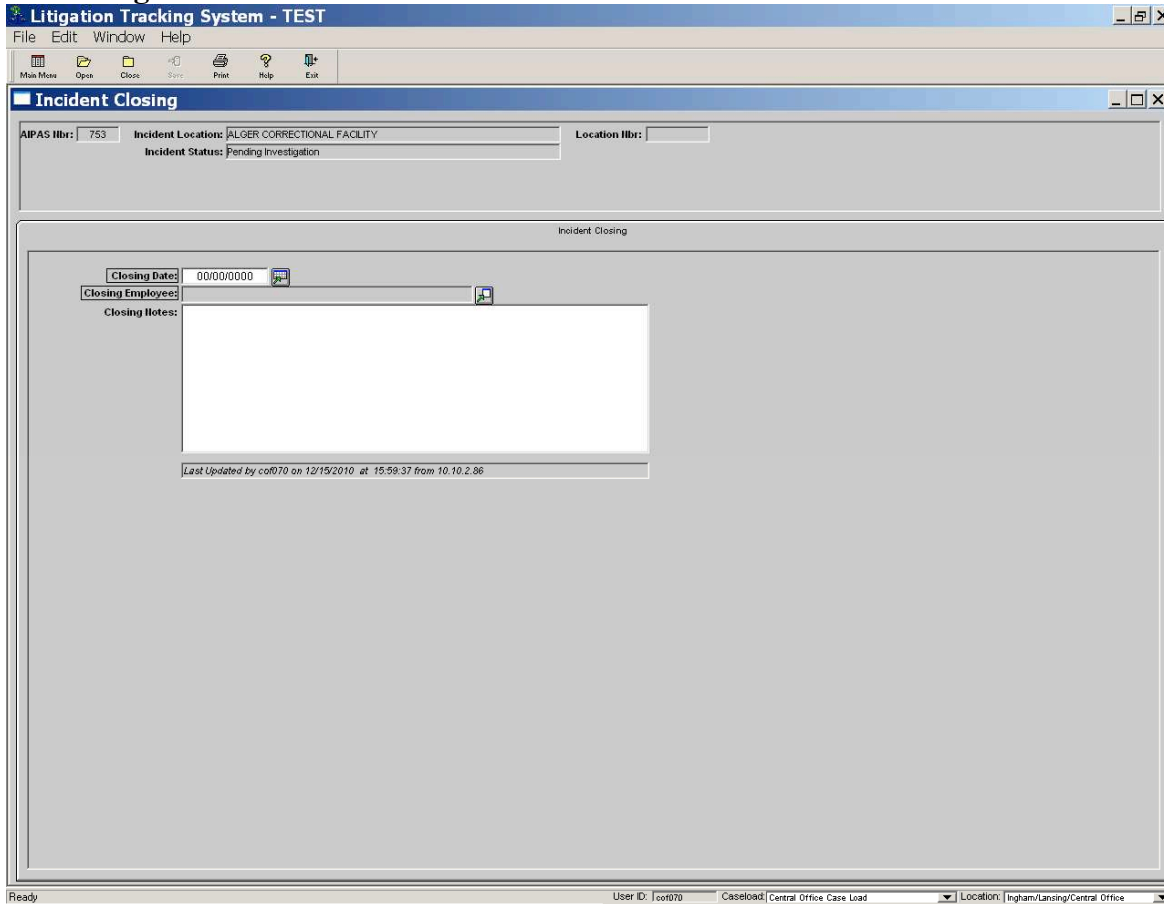


| AIPAS Nbr | Location Nbr | IA Mail Log Nbr | Incident Date | Complaint Date | Incident Status | Incident Location |
|------------------|--------------|-----------------|---------------|----------------|-----------------|-------------------|
| 0 Rows Retrieved | | | | | | |

Michigan Department of Corrections AIPAS Investigation Process

Note: If searching by last name and multiple incidents are generated, the user can click  to view the Incident Summary.

“Incident Closing” Tab




CLOSING DATE – Enter the date the incident is being closed.

CLOSING EMPLOYEE – Click  and search by last name of the employee closing the incident.

CLOSING NOTES – Enter closing notes, if applicable.

Click 

Note: To re-open an incident that has been closed, go to Main Menu: Allegations and Investigations – Incident Details. Search by AIPAS number. In the “Incident Details” tab, click  toward the bottom left side of the screen.

Michigan Department of Corrections AIPAS Investigation Process

IA Monitored Investigation

(A7-7) (B7-7) DEPUTY DIRECTOR'S OFFICE – Deputy Director Reviews Investigative Report.
Deputy Director Findings Entered.

In accordance with *Internal Affairs* policy PD 01.01.140.

Allegations and Investigations – Investigative Findings



Incident Finder: Search by AIPAS Number or Last Name

The screenshot shows a software window titled "Incident Finder" with a blue header and a close button (X) in the top right corner. The window contains several search and sorting fields. At the top, there are two input fields: "MDOC Nbr:" and "HRMN Nbr:". Below these are two more input fields: "Last Name:" and "First Name:". There is a "Reference Type:" dropdown menu currently set to "AIPAS Nbr" and a "Number:" input field. Underneath is a "Sort Criteria" section with a dropdown menu set to "AIPAS Nbr" and two radio buttons for "Ascending" (selected) and "Descending". Below the sorting options is a table with the following columns: "AIPAS Nbr", "Location Nbr", "IA Mail Log Nbr", "Incident Date", "Complaint Date", "Incident Status", and "Incident Location". The table is currently empty. At the bottom of the window, there is a status bar that says "0 Rows Retrieved" and a set of buttons: "Search", "Clear", "OK", "New", "Cancel", "Help", and "More".

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

Michigan Department of Corrections AIPAS Investigation Process

“Investigative Findings” Tab

The screenshot shows the 'Investigative Findings' window with the following data:

| Finding Date | Finding | Employee | Type | Final Reviewer |
|--------------|---------------------|---------------------|------------------------------|-------------------------------------|
| 04/25/2012 | Sufficient Evidence | TREACHER, RANDALL | Deputy Director | <input checked="" type="checkbox"/> |
| 04/25/2012 | Sufficient Evidence | MARSCHKE, STEPHEN H | Internal Affairs Administrat | <input type="checkbox"/> |
| 04/25/2012 | Sufficient Evidence | WARREN, MILLICENT D | Warden | <input type="checkbox"/> |
| 04/25/2012 | Sufficient Evidence | POLHEMUS, JENNIFER | Unit Investigator | <input type="checkbox"/> |


Enter **Deputy Director’s Review Findings** for every suspect and every allegation.

Click  in the bottom left corner of the screen to add Deputy Director’s Review Finding.

FINDING DATE – Date the finding was made (defaults to current date).

FINDING – Sufficient Evidence, Insufficient Evidence, No Evidence

Note: No Finding shall only be used by the Warden/FOA Administrator for CFA/FOA Investigations or by the IA Administrator for IA Monitored Investigations and IA Investigations.

EMPLOYEE – Employee making the finding. Click  to search by last name.

TYPE – Deputy Director, Director, Director’s Designee, Internal Affairs Administrator, Internal Affairs Investigator, Internal Affairs Manager, Location Investigator, Regional Administrator FOA, Regional Prison Administrator, Sexual Misconduct Review Committee, Warden


FINAL REVIEWER – Check the box if the entry is being made by the final reviewer in the process.

Note: For CFA/FOA Investigations – the final reviewer is the Warden/FOA Administrator.

For IA Monitored and IA Investigations that are Sufficient Evidence – the final reviewer is the Deputy Director (*Exception:* when the IA Administrator makes a determination of No Finding on a work rule, the final reviewer is the IA Administrator for that specific work rule).

For IA Monitored and IA Investigations that are Insufficient/No Evidence – the final reviewer is the IA Administrator.

Click 

Note: To delete a finding, highlight the finding and click  in the bottom left corner of the “Investigative Findings” tab.

Michigan Department of Corrections AIPAS Investigation Process

IA Monitored Investigation

(A7-8) (B7-8) DEPUTY DIRECTOR'S OFFICE – Deputy Director Designee Closes and Forwards Incident to IA

Main Menu: Allegations and Investigations – Incident Closing



Incident Finder: Search by AIPAS Number or Last Name

The screenshot shows a software window titled "Incident Finder" with a blue header and a close button (X) in the top right corner. The window contains several input fields and a table. At the top, there are two text boxes labeled "MDOC Nbr:" and "HRMN Nbr:". Below these are two text boxes labeled "Last Name:" and "First Name:". There is a dropdown menu labeled "Reference Type:" with "AIPAS Nbr" selected, and a text box labeled "Number:". Below these is a "Sort Criteria" section with a dropdown menu showing "AIPAS Nbr" and a small icon, and two radio buttons labeled "Ascending" (selected) and "Descending". Below the sort criteria is a table with the following columns: "AIPAS Nbr", "Location Nbr", "IA Mail Log Nbr", "Incident Date", "Complaint Date", "Incident Status", and "Incident Location". The table is currently empty. At the bottom of the table, there is a status bar that reads "0 Rows Retrieved". Below the status bar are several buttons: "Search", "Clear", "OK", "New", "Cancel", "Help", and "More".


Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

Michigan Department of Corrections AIPAS Investigation Process

“Incident Closing” Tab


The screenshot shows the 'Incident Closing' tab in the Litigation Tracking System. The window title is 'Litigation Tracking System - TEST'. The menu bar includes File, Edit, Window, and Help. The toolbar contains icons for Min, Max, Open, Close, Print, Help, and Exit. The main content area is titled 'Incident Closing' and contains the following fields: AIPAS Ibr#: 753, Incident Location: ALGER CORRECTIONAL FACILITY, Location Ibr#: (empty), and Incident Status: Pending Investigation. Below these are three input fields: Closing Date: 00/00/0000, Closing Employee: (empty), and Closing Notes: (empty text area). A status bar at the bottom indicates 'Last Updated by co070 on 12/15/2010 at 15:59:37 from 10.10.2.86'. The system tray shows 'Ready', 'User ID: [co070]', 'Caseload: [Central Office Case Load]', and 'Location: [Ingham/Lansing/Central Office]'.

CLOSING DATE – Enter the date the incident is being closed.

CLOSING EMPLOYEE – Click  and search by last name of the employee closing the incident.

CLOSING NOTES – Enter closing notes, if applicable.

Click 

Note: To re-open an incident that has been closed, go to Main Menu: Allegations and Investigations – Incident Details. Search by AIPAS number. In the “Incident Details” tab, click  toward the bottom left side of the screen.

Returns incident to Internal Affairs with signed CAJ-554, “Internal Affairs Division – Case Review Form” in accordance with *Internal Affairs* policy PD 01.01.140.

IA Monitored Investigation

(A7-9) (B7-9) INTERNAL AFFAIRS – Copies Incident and Forwards to CFA/FOA and/or EEO

Copies CAJ-554, *Internal Affairs Division – Case Review Form*, and investigative packet and forwards to CFA/FOA.

Note: For incidents that involve Work Rule #3, *Discriminatory Harassment*, and/or were believed after initial review to meet the purview of EEO, forwards a copy of CAJ-554, *Internal Affairs Division – Case Review Form*, and the investigative packet to EEO.

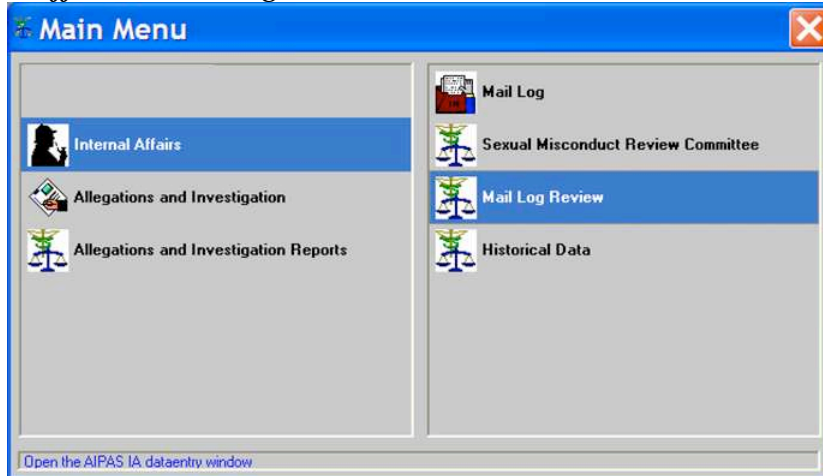
(A8) (B8) INTERNAL AFFAIRS – IA Investigation

After IA review, complaint handled completely by Internal Affairs.

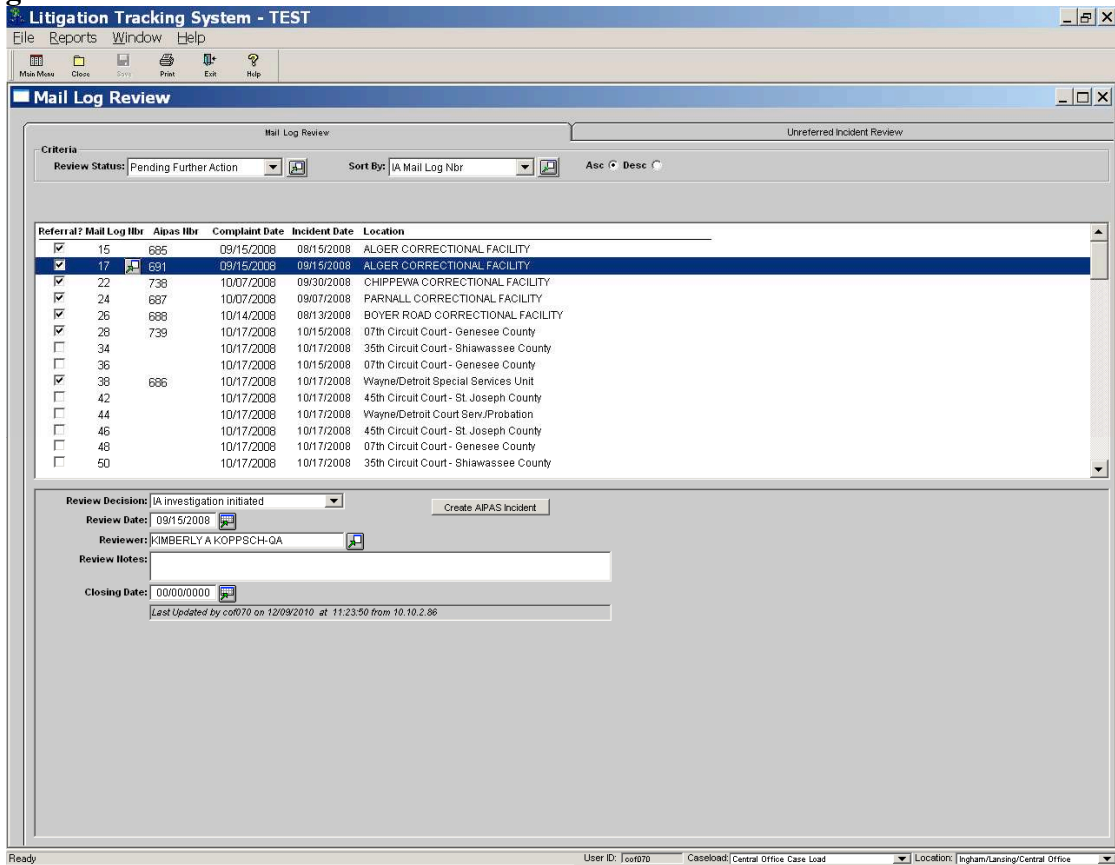
IA Investigation


(A8-1) (B8-1) INTERNAL AFFAIRS – Closes IA Review in AIPAS

Main Menu: Internal Affairs – Mail Log Review




“Mail Log Review” Tab



REVIEW STATUS – Select “Pending Further Action” and click  to display reviewed incidents and IA review decisions.


Click on the Mail Log Number/AIPAS Number being reviewed (the line should highlight).

Click  in the highlighted row to view/print the summary report.

In the bottom half of the screen, enter the CLOSING DATE to close the IA review.

CLOSING DATE – Enter the date the review is being closed.

Click “Save” at the top of the screen.

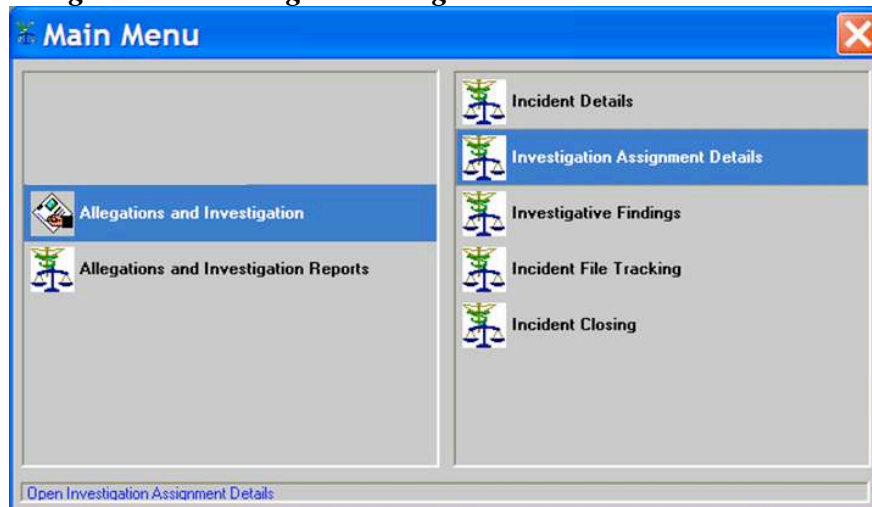
Note: Clicking “Save” removes the incident from the “Mail Log Review”. To re-open go to Main Menu: Internal Affairs – Mail Log. Search by Mail Log number. In the bottom left corner of the “Incident Details” tab, click . The incident will be returned to “Mail Log Review”.

IA Investigation

(A8-2) (B8-2) INTERNAL AFFAIRS – Conducts and Completes Investigation

In accordance with *Employee Discipline* policies PD 02.03.100 and OP 02.03.100A, *Internal Affairs* policy PD 01.01.140, and *Discriminatory Harassment* policy PD 02.03.109, if applicable.

Allegations and Investigations – Investigation Assignment Details



Incident Finder: Search by AIPAS Number or Last Name

The Incident Finder window contains the following fields and controls:

- MDQC Nbr: []
- HRMN Nbr: []
- Last Name: []
- First Name: []
- Reference Type: AIPAS Nbr (dropdown)
- Number: []
- Sort Criteria: AIPAS Nbr (dropdown), Ascending (selected), Descending (radio)
- Table with columns: AIPAS Nbr, Location Nbr, IA Mail Log Nbr, Incident Date, Complaint Date, Incident Status, Incident Location
- 0 Rows Retrieved
- Buttons: Search, Clear, OK, New, Cancel, Help, More

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Investigation Assignment Details” Tab

The Investigation Assignment Details window displays the following information:

- AIPAS Nbr: 3433
- Incident Location: AIPAS Training Correctional Facility 1
- Location Nbr: []
- Incident Status: Pending Investigation
- Investigation Assignment Details tab selected
- Table with columns: Date Assigned, Investigation Type, Due Date, Closing Date, Investigation Location
- Table Row: 04/10/2012, Internal Affairs Monitored Invest, 06/09/2012, 00/00/0000, AIPAS Training Correctional Facility 1
- Assign Date: 04/10/2012
- Investigation Status: Open
- Investigation Type: Internal Affairs Monitored Invest (dropdown)
- Due Date: 06/09/2012
- Extended Due Date: 00/00/0000
- Investigation Location: AIPAS Training Correctional Facility (dropdown)
- Closing Date: 00/00/0000
- Closing Reason: (None)
- Notes: []
- Last Updated by: lca070 on 04/10/2012 at 05:00:48 from 10.202.35.217
- Investigator: POLHEMUS, JENNIFER
- Investigator Type: Facility/FOA Office Investigator (dropdown)
- Assign Date: 04/10/2012
- Closing Date: 00/00/0000
- Notes: []
- Last Updated by: cof070 on 04/10/2012 at 08:00:48 from 10.202.35.217

Middle Screen:


ASSIGN DATE – Enter date being assigned for investigation (defaults to IA Review Decision date).

INVESTIGATION TYPE – Enter type of investigation (Facility/FOA Office Investigation, Internal Affairs Monitored Investigation, Internal Affairs Investigation)

DUE DATE – Defaults to 60 days from the ASSIGN DATE.


EXTENDED DUE DATE – Entered at a later date if an extension is needed/granted.

Bottom Screen:



INVESTIGATOR – Click  and search for the assigned investigator by last name.

INVESTIGATOR TYPE – Enter type of investigator (IA Investigator, Facility/FOA Office Investigator).

ASSIGN DATE – Enter date being assigned to the investigator (defaults to current date).

NOTES – Click  and enter notes, if applicable. May be entered by investigator throughout the investigation as needed.

Click 

Note: If at any time the investigation is re-assigned to a different investigator, enter the CLOSING DATE for the current investigator. Click  in the bottom left corner of the “Investigation Assignment Details” tab to add the new investigator information. To delete an entry, highlight the investigator name and click  in the bottom left corner of the “Investigation Assignment Details” tab.

“Law Enforcement” Tab

Litigation Tracking System - TEST

File Edit Window Help

Main Menu Open Close Print Help Exit

Investigation Assignment Details

AIPAS Ibr: 753 Incident Location: ALGER CORRECTIONAL FACILITY Location Ibr:
Incident Status: Pending Investigation

Investigation Assignment Details Law Enforcement

| Suspect Name | HRMIMDOC Ibr | Suspect Type |
|--------------------|--------------|--------------|
| POLHEMUS, JENNIFER | | Employee |

Law Enforcement: Referral Date: 00/00/0000 Status: (None) County: (None)
Referral Direction: (None) Agency: Sentence Date: 00/00/0000 00:00
Prosecutor's Decision: Notes:

Charges

| Offense | Disposition Type | Disposition Date | Docket Number |
|----------------------|------------------|------------------|----------------------|
| <input type="text"/> | (None) | 00/00/0000 | <input type="text"/> |


Ready User ID: loc070 CaseLoad: Central Office Case Lead Location: Ingham/Lansing/Central Office

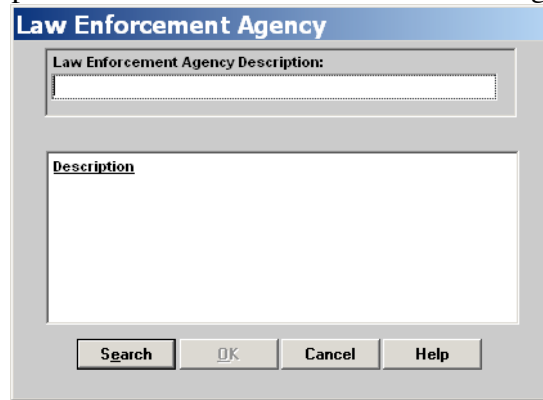
REFERRAL DATE – Enter date incident being referred to/from law enforcement.

STATUS – Enter status of referral (Open, TOT Prosecutor, Victim Declined, Unfounded, Prosecutor Declined, Law Enforcement Declined).

COUNTY – Enter the county where the incident was referred to/from.

REFERRAL DIRECTION – Enter referral direction (Referred To Law Enforcement, Referral From Law Enforcement)

AGENCY – Select from the drop down list or click  to search for the agency being referred to/from.




Law Enforcement Agency

Law Enforcement Agency Description:

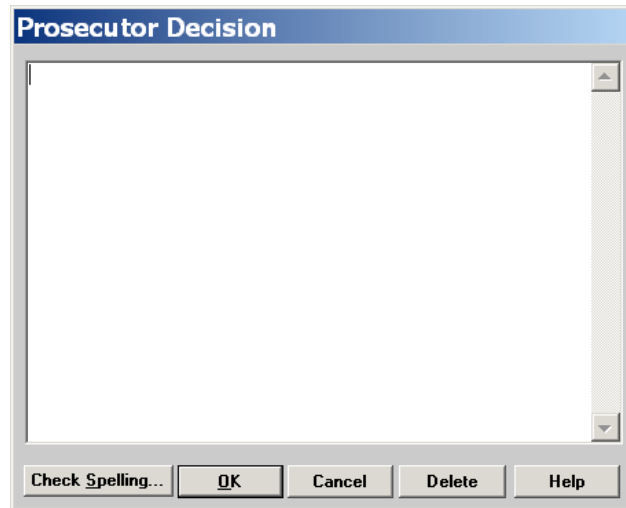
Description

Search OK Cancel Help

NOTES – Click  and enter notes, if applicable.


As information is received from law enforcement on an incident, enter:
SENTENCE DATE

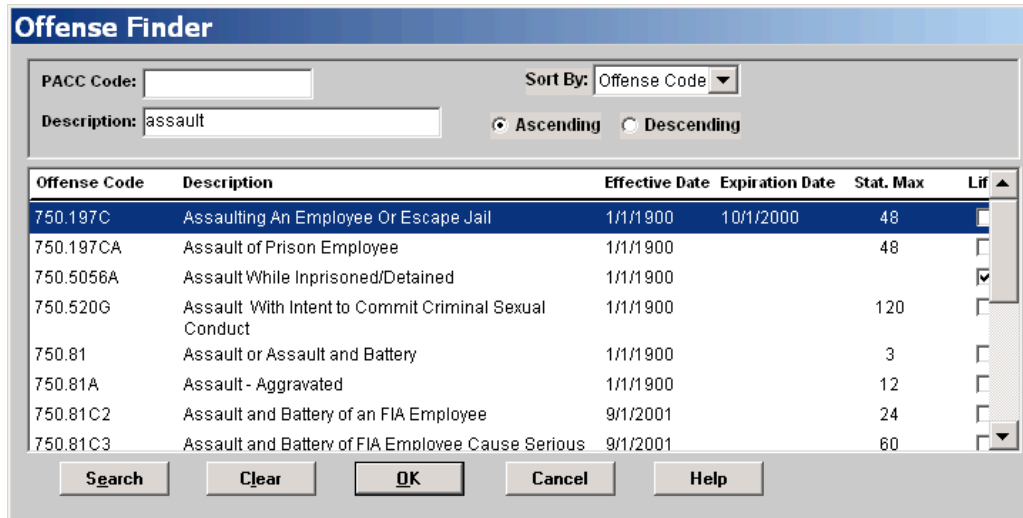
PROSECUTOR'S DECISION



Prosecutor Decision

Check Spelling... OK Cancel Delete Help

OFFENSE – Click 






| Offense Code | Description | Effective Date | Expiration Date | Stat. Max | Lif |
|--------------|---|----------------|-----------------|-----------|-------------------------------------|
| 750.197C | Assaulting An Employee Or Escape Jail | 1/1/1900 | 10/1/2000 | 48 | <input type="checkbox"/> |
| 750.197CA | Assault of Prison Employee | 1/1/1900 | | 48 | <input type="checkbox"/> |
| 750.5056A | Assault While Inprisoned/Detained | 1/1/1900 | | | <input checked="" type="checkbox"/> |
| 750.520G | Assault With Intent to Commit Criminal Sexual Conduct | 1/1/1900 | | 120 | <input type="checkbox"/> |
| 750.81 | Assault or Assault and Battery | 1/1/1900 | | 3 | <input type="checkbox"/> |
| 750.81A | Assault - Aggravated | 1/1/1900 | | 12 | <input type="checkbox"/> |
| 750.81C2 | Assault and Battery of an FIA Employee | 9/1/2001 | | 24 | <input type="checkbox"/> |
| 750.81C3 | Assault and Battery of FIA Employee Cause Serious | 9/1/2001 | | 60 | <input type="checkbox"/> |

DISPOSITION TYPE

DISPOSITION DATE

DOCKET #

Note: If more than one charge/offense, click  in the bottom left corner of the “Law Enforcement” tab to add additional information. To delete a charge/offense, highlight the charge/offense in the “Charges” box and click  in the bottom left corner of the screen.

Note: If the incident has been closed and additional information needs to be added, click  at the bottom left corner of the “Law Enforcement” tab (re-opens this tab only). The tab will automatically close when exiting the incident.

Allegations and Investigations Reports – Investigation Reports (Completed by Investigator)
Incident Finder: Search by AIPAS Number or Last Name
Currently under construction. Will be released in Phase II.

Note: If new allegations arise during the investigation resulting in additional work rule violations, go to Main Menu: Allegations and Investigations – Incident Details. Search by AIPAS number. In the “Incident Details” tab, go to INCIDENT ALLEGATIONS and add the additional work rules. CREATE REASON will be Post Investigation Allegation.

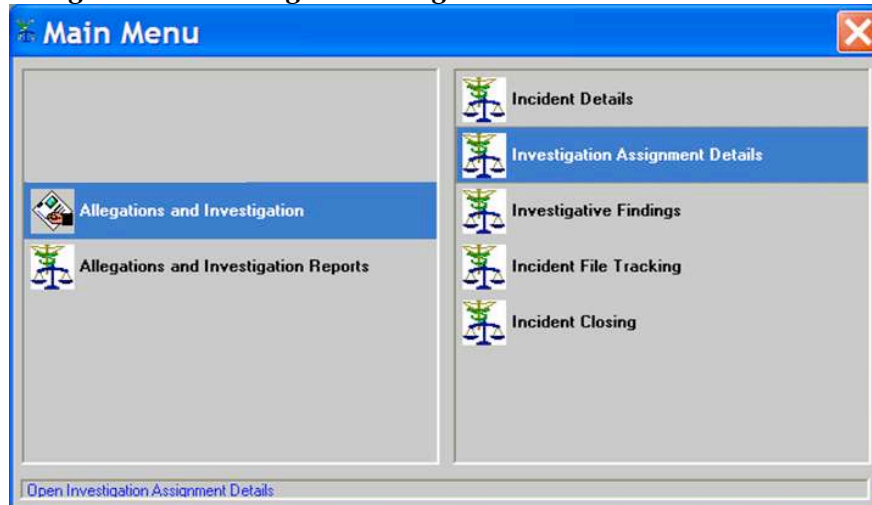
IA Investigation

(A8-3) (B8-3) INTERNAL AFFAIRS – Updates AIPAS Incident. Closes Investigation in AIPAS. Investigator Findings Entered.

Allegations and Investigations – Incident Details

Ensures all tabs are updated (Incident Details, Complainant/Witness, Suspect, and Victim)

Allegations and Investigations – Investigation Assignment Details



Incident Finder: Search by AIPAS Number or Last Name

The screenshot shows the 'Incident Finder' window with a blue title bar and a close button. It contains several search fields: 'MDOC Nbr:', 'HRMN Nbr:', 'Last Name:', 'First Name:', 'Reference Type:' (set to 'AIPAS Nbr'), and 'Number:'. Below these is a 'Sort Criteria' section with a dropdown set to 'AIPAS Nbr' and radio buttons for 'Ascending' (selected) and 'Descending'. A table with the following headers is visible: 'AIPAS Nbr', 'Location Nbr', 'IA Mail Log Nbr', 'Incident Date', 'Complaint Date', 'Incident Status', and 'Incident Location'. The table body is empty. At the bottom, there is a status bar that says '0 Rows Retrieved' and a row of buttons: 'Search', 'Clear', 'OK', 'New', 'Cancel', 'Help', and 'More'.

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Investigation Assignment Details” Tab

Investigation Assignment Details

AIPAS Nbr: 3433 Incident Location: AIPAS Training Correctional Facility 1 Location Nbr:

Incident Status: Pending Investigation

| Date Assigned | Investigation Type | Due Date | Closing Date | Investigation Location |
|---------------|-----------------------------------|------------|--------------|--|
| 04/10/2012 | Internal Affairs Monitored Invest | 06/09/2012 | 00/00/0000 | AIPAS Training Correctional Facility 1 |

Assign Date: 04/10/2012 Investigation Status: Open Investigation Type: Internal Affairs Monitored Investi
Due Date: 06/09/2012 Extended Due Date: 00/00/0000 Investigation Location: AIPAS Training Correctional Facilit
Closing Date: 00/00/0000 Closing Reason: (None)

Notes:

Last Updated by cof070 on 04/10/2012 at 08:00:48 from 10.202.35.217


| Investigator | Investigator Type | Assign Date | Closing Date | Notes |
|--------------------|---------------------------------|-------------|--------------|----------------------|
| POLHEMUS, JENNIFER | FacilityFOA Office Investigator | 04/10/2012 | 00/00/0000 | <input type="text"/> |

Last Updated by cof070 on 04/10/2012 at 08:00:48 from 10.202.35.217

Middle Screen:


CLOSING DATE – Enter date the investigator submitted the investigative report to the Warden or designee.

CLOSING REASON – Enter the closing reason (i.e. Investigation Complete, Investigation Reassigned, Investigation Turned Over to Internal Affairs)



NOTES – Click  and enter notes, if applicable.

Bottom Screen:

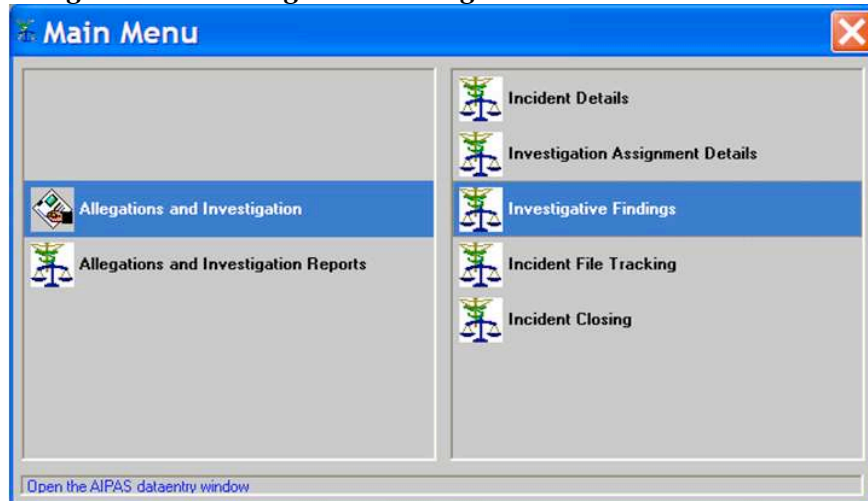
CLOSING DATE – Enter date the investigator submitted the investigative report to the Warden or designee (or date the investigator is no longer assigned).

NOTES – Click  and enter notes, if applicable.

Click  Save

Note: If at any time the investigation is re-assigned to a different investigator, enter the **CLOSING DATE** for the current investigator. Click  in the bottom left corner of the “Investigation Assignment Details” tab to add the new investigator information. To delete an entry, highlight the investigator name and click  in the bottom left corner of the “Investigation Assignment Details” tab.

Allegations and Investigations – Investigative Findings



Incident Finder: Search by AIPAS Number or Last Name

The screenshot shows the 'Incident Finder' window with a blue title bar and a close button. It contains several input fields: 'MDOC Nbr:', 'HRMN Nbr:', 'Last Name:', 'First Name:', 'Reference Type:' (a dropdown menu set to 'AIPAS Nbr'), and 'Number:'. Below these is a 'Sort Criteria' section with a dropdown menu set to 'AIPAS Nbr' and radio buttons for 'Ascending' (selected) and 'Descending'. A table is displayed below the sort criteria, with columns: 'AIPAS Nbr', 'Location Nbr', 'IA Mail Log Nbr', 'Incident Date', 'Complaint Date', 'Incident Status', and 'Incident Location'. The table is currently empty. At the bottom, there is a status bar that says '0 Rows Retrieved' and a row of buttons: 'Search', 'Clear', 'OK', 'New', 'Cancel', 'Help', and 'More'.

| AIPAS Nbr | Location Nbr | IA Mail Log Nbr | Incident Date | Complaint Date | Incident Status | Incident Location |
|-----------|--------------|-----------------|---------------|----------------|-----------------|-------------------|
|-----------|--------------|-----------------|---------------|----------------|-----------------|-------------------|

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Investigative Findings” Tab

Enter **Investigator findings** for every suspect and every allegation.

FINDING DATE – Date the finding was made (defaults to current date).

FINDING – Sufficient Evidence, Insufficient Evidence, No Evidence

Note: No Finding shall only be used by the Warden/FOA Administrator for CFA/FOA Investigations or by the IA Administrator for IA Monitored Investigations and IA Investigations.

EMPLOYEE – Employee making the finding. Click to search by last name.

TYPE – Deputy Director, Director, Director’s Designee, Internal Affairs Administrator, Internal Affairs Investigator, Internal Affairs Manager, Location Investigator, Regional Administrator FOA, Regional Prison Administrator, Sexual Misconduct Review Committee, Warden

FINAL REVIEWER – Check the box if the entry is being made by the final reviewer in the process.

Note: For CFA/FOA Investigations – the final reviewer is the Warden/FOA Administrator.

For IA Monitored and IA Investigations that are Sufficient Evidence – the final reviewer is the Deputy Director (*Exception:* when the IA Administrator makes a determination of No Finding on a work rule, the final reviewer is the IA Administrator for that specific work rule).

For IA Monitored and IA Investigations that are Insufficient/No Evidence – the final reviewer is the IA Administrator.

Click Save

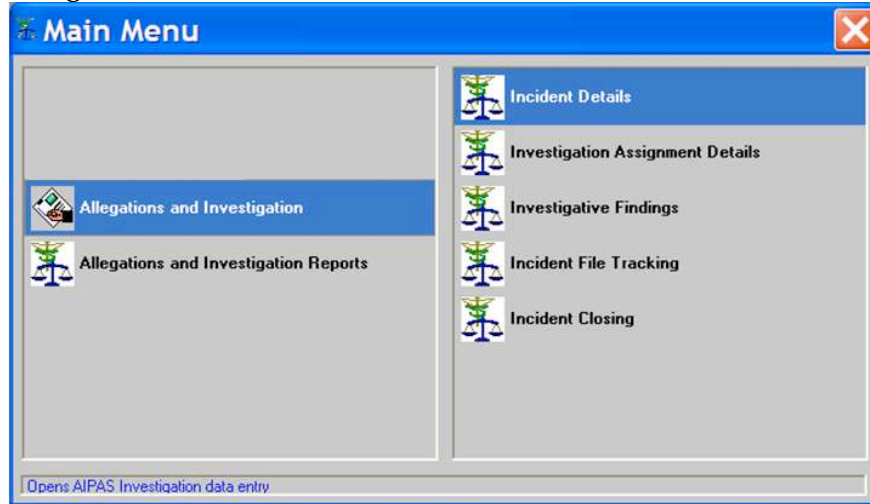
Note: To delete a finding, highlight the finding and click in the bottom left corner of the “Investigative Findings” tab.

IA Investigation

(A8-4) (B8-4) INTERNAL AFFAIRS – Schedules Sexual Misconduct Review Committee (SMRC), if applicable

In accordance with *Internal Affairs* policy PD 01.01.140.

Allegations and Investigations – Incident Details



Incident Finder: Search by AIPAS Number or Last Name

The screenshot shows the 'Incident Finder' window with a blue title bar and a close button. The window contains several search fields: 'MDOC Nbr:', 'HRMN Nbr:', 'Last Name:', 'First Name:', 'Reference Type:' (a dropdown menu currently set to 'AIPAS Nbr'), and 'Number:'. Below these fields is a 'Sort Criteria' section with a dropdown menu set to 'AIPAS Nbr', a search icon, and radio buttons for 'Ascending' (selected) and 'Descending'. The main area of the window is a table with the following headers: 'AIPAS Nbr', 'Location Nbr', 'IA Mail Log Nbr', 'Incident Date', 'Complaint Date', 'Incident Status', and 'Incident Location'. The table is currently empty. At the bottom of the table, there is a status bar that reads '0 Rows Retrieved'. Below the status bar are several buttons: 'Search', 'Clear', 'OK', 'New', 'Cancel', 'Help', and 'More'.

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Incident Details” Tab

Litigation Tracking System - TEST

File Edit Window Help

Maximize Open Close Print Help Exit

AIPAS Entry (New)

AIPAS Ibr#: 778 Incident Location: Ingham/Lansing/Central Office Location Ibr#:
Incident Status: Pending Investigation

Incident Details Complainant / Witness Suspect Victim Incident Notes Incident Summary

AIPAS Ibr#: 778 IA Ibr#: Incident Status: Pending Investigation
Create Date: 01/18/2011 Complaint Date: 01/18/2011 Protected Flag: EEO Investigation:
Location Ibr#: Incident Overall Finding: (None)
Incident Date: 01/18/2011 00:00:00 Mo., Yr., Year PPEA Overall Finding: (None)
Receiving Employee: FOLHEMUS, JENNIFER SMRC Referral Date: 00000000
Incident Location: Ingham/Lansing/Central Office Sexual Violence Type: (None)
Shift: First Site: Cell Internal Affairs Details:
Subsite: (None)
Incident Description:
Last Updated by cor070 on 01/19/2011 at 16:13:11 from 10.10.2.86

Incident Allegations Sexual Nature Type:

Ready User ID: cor070 Case Load: Central Office Case Lead Location: Ingham/Lansing/Central Office

SMRC REFERRAL DATE – Enter the date the incident is being referred to the Sexual Misconduct Review Committee (SMRC)

Internal Affairs – Sexual Misconduct Review Committee

Main Menu

Internal Affairs
Allegations and Investigation
Allegations and Investigation Reports
Mail Log
Sexual Misconduct Review Committee
Mail Log Review
Historical Data

Open the AIPAS dataentry window

Incident Finder: Search by AIPAS Number or Last Name

The Incident Finder application window contains the following fields and controls:

- MDQC Nbr: [Text Box]
- HRMN Nbr: [Text Box]
- Last Name: [Text Box]
- First Name: [Text Box]
- Reference Type: AIPAS Nbr [Dropdown]
- Number: [Text Box]
- Sort Criteria: AIPAS Nbr [Dropdown]
- Ascending [Radio]
- Descending [Radio]
- Table with columns: AIPAS Nbr, Location Nbr, IA Mail Log Nbr, Incident Date, Complaint Date, Incident Status, Incident Location
- 0 Rows Retrieved
- Buttons: Search, Clear, OK, New, Cancel, Help, More

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“SMRC” Tab

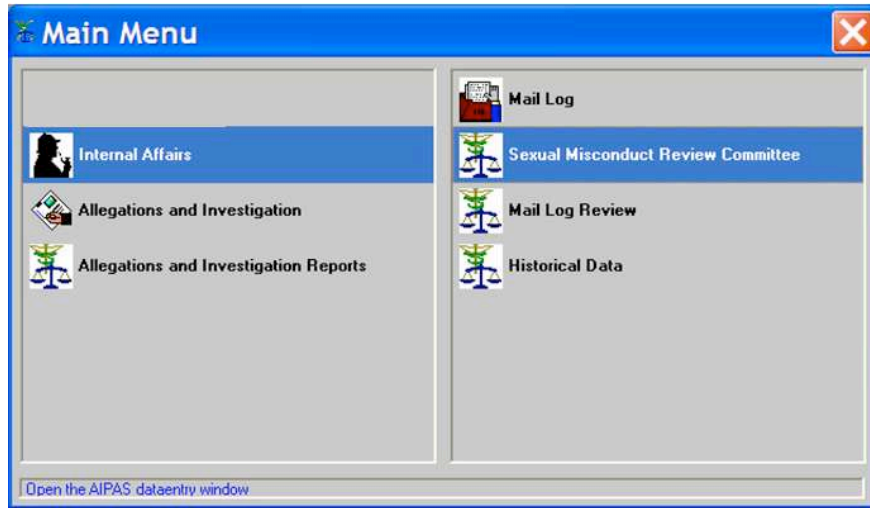
The SMRC tab displays the following information:

- AIPAS Nbr: 751
- Incident Location: Ingham/Lansing/Central Office
- Location Nbr: [Text Box]
- Incident Status: Pending Review
- Suspect Name: HART-OA, WENDY J
- Scheduled Date: 01/27/2011
- Review Date: 00/00/0000
- SMRC Category Allegations: Sexual Misconduct/None, Overfamiliarity/None
- Recommendation: Insufficient Evidence
- Notes: [Text Box]
- Recommendation: Sufficient Evidence
- Notes: [Text Box]

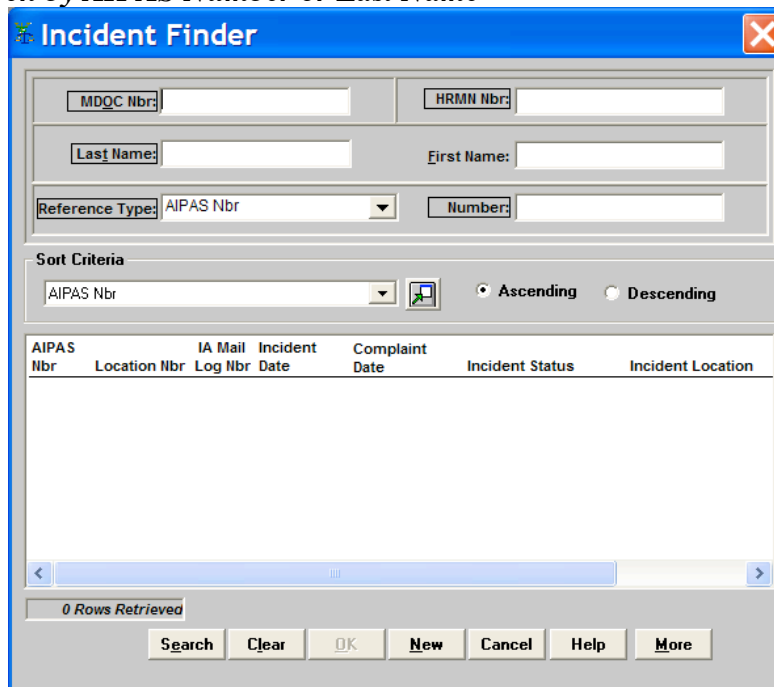
SCHEDULED DATE – Enter the date of the scheduled SMRC

~Hold SMRC meeting~

Internal Affairs – Sexual Misconduct Review Committee



Incident Finder: Search by AIPAS Number or Last Name



Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“SMRC” Tab


The screenshot shows a web application window titled "Litigation Tracking System - TEST". The main content area is titled "Sexual Misconduct Review Committee". At the top, there are fields for "AIPAS IIR#: 751", "Incident Location: Ingham/Lansing/Central Office", and "Location IIR:". Below this, the "Incident Status" is "Pending Review".

The main section is divided into several parts:

- Suspect Name:** A list with "HART-GA, WENDY J" selected.
- Scheduled Date:** A date field set to "01/27/2011".
- Review Date:** A date field set to "00/00/0000".
- Summary:** A text area with a small icon to its right.
- SMRC Category Allegations:** A list with "Sexual Misconduct/None" selected, and "Overfamiliarity/None" listed below it.
- Recommendation:** A dropdown menu set to "Insufficient Evidence".
- Notes:** A text area with a timestamp: "Last Updated by col070 on 01/19/2011 at 14:50:52 from 10.10.2.86".
- Recommendation:** A dropdown menu set to "Sufficient Evidence".
- Notes:** A text area with a timestamp: "Last Updated by col070 on 01/19/2011 at 14:50:52 from 10.10.2.86".

At the bottom of the window, there are navigation buttons (back, forward, refresh) and a status bar showing "Ready", "User ID: col070", "CaseLoad: Central Office Case Load", and "Location: Ingham/Lansing/Central Office".

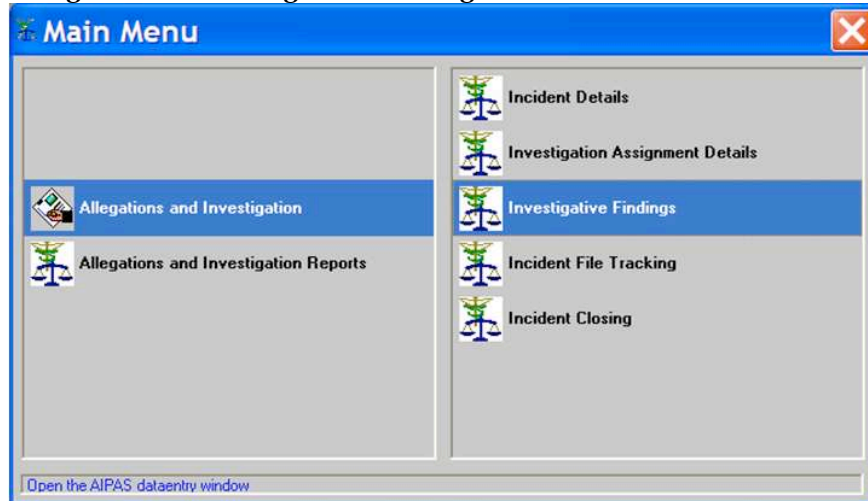
REVIEW DATE – Enter the date the SMRC meeting was held.

SUMMARY – Click . Enter the summary of the SMRC meeting.

IA Investigation

(A8-5) (B8-5) INTERNAL AFFAIRS – IA Administrator Findings Entered. If Insufficient/No Evidence, Closes Incident in AIPAS. If Sufficient Evidence, Forwards to Deputy Director’s Office for Review.

Allegations and Investigations – Investigative Findings



Incident Finder: Search by AIPAS Number or Last Name

| AIPAS Nbr | Location Nbr | IA Mail Log Nbr | Incident Date | Complaint Date | Incident Status | Incident Location |
|-----------|--------------|-----------------|---------------|----------------|-----------------|-------------------|
|-----------|--------------|-----------------|---------------|----------------|-----------------|-------------------|

0 Rows Retrieved

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Investigative Findings” Tab

| Investigative Findings | | | | | |
|---|---------------------|-------------------------|---------------------------------------|--------------------------|--|
| Incident Information | | Location Information | | | |
| AIPAS Nbr: | 3433 | Incident Location: | APAS Training Correctional Facility 1 | Location Nbr: | |
| Incident Status: Pending Review | | | | | |
| Investigative Findings | | | | | |
| Suspect Name | Finding Summary | Overall Suspect Finding | | | |
| HART, WENDY | | (None) | | | |
| Allegations | | | | | |
| Allegations | Allegation Finding | | | | |
| Conduct Unbecoming a Department Employee | (None) | | | | |
| Enforcing Rules, Regulation, Policies, and Procedures/Other | (None) | | | | |
| Misdemeanor Arrest or Behavior | (None) | | | | |
| Findings | | | | | |
| Finding Date | Finding | Employee | Type | Final Reviewer | |
| 04/25/2012 | Sufficient Evidence | MARSCHKE, STEPHEN H | Internal Affairs Administrator | <input type="checkbox"/> | |
| 04/25/2012 | Sufficient Evidence | POLHEMUS, JENNIFER | Internal Affairs Investigator | <input type="checkbox"/> | |


Enter **IA Administrator’s Review Findings** for every suspect and every allegation.

Click  in the bottom left corner of the screen to add IA Administrator’s Review Finding.

FINDING DATE – Date the finding was made (defaults to current date).

FINDING – Sufficient Evidence, Insufficient Evidence, No Evidence

Note: No Finding shall only be used by the Warden/FOA Administrator for CFA/FOA Investigations or by the IA Administrator for IA Monitored Investigations and IA Investigations.

EMPLOYEE – Employee making the finding. Click  to search by last name.

TYPE – Deputy Director, Director, Director’s Designee, Internal Affairs Administrator, Internal Affairs Investigator, Internal Affairs Manager, Location Investigator, Regional Administrator FOA, Regional Prison Administrator, Sexual Misconduct Review Committee, Warden


FINAL REVIEWER – Check the box if the entry is being made by the final reviewer in the process.

Note: For CFA/FOA Investigations – the final reviewer is the Warden/FOA Administrator.

For IA Monitored and IA Investigations that are Sufficient Evidence – the final reviewer is the Deputy Director (*Exception:* when the IA Administrator makes a determination of No Finding on a work rule, the final reviewer is the IA Administrator for that specific work rule).

For IA Monitored and IA Investigations that are Insufficient/No Evidence – the final reviewer is the IA Administrator.

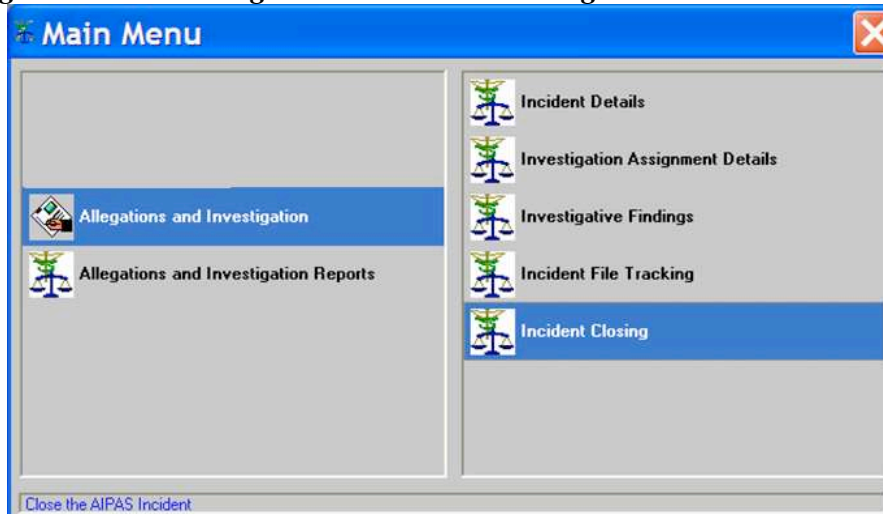
Click  Save

Note: To delete a finding, highlight the finding and click  in the bottom left corner of the “Investigative Findings” tab.

If Sufficient Evidence – go to (A8-6) (B8-6).

If Insufficient or No Evidence – close incident in AIPAS:

Main Menu: Allegations and Investigations – Incident Closing



Incident Finder: Search by AIPAS Number or Last Name

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Incident Closing” Tab


Ready User ID: lco070 Caseload: Central Office Case Load Location: Ingham/Lansing/Central Office

CLOSING DATE – Enter the date the incident is being closed.

CLOSING EMPLOYEE – Click  and search by last name of the employee closing the incident.

CLOSING NOTES – Enter closing notes, if applicable.

Click 

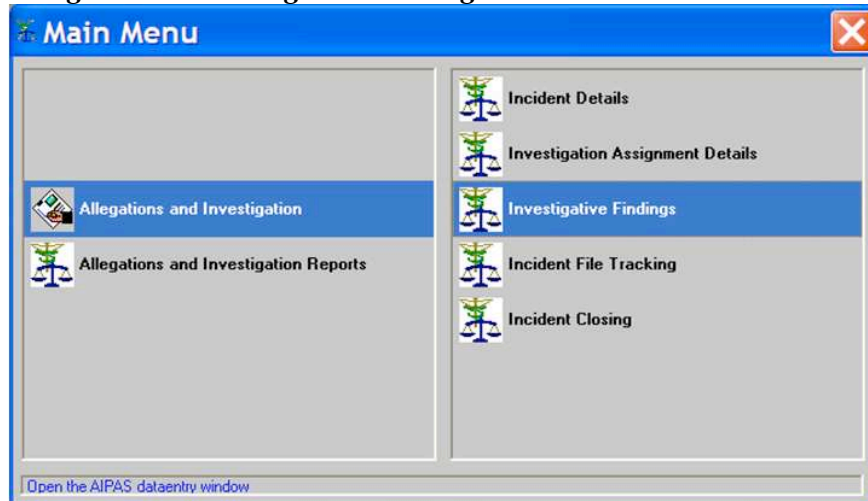
Note: To re-open an incident that has been closed, go to Main Menu: Allegations and Investigations – Incident Details. Search by AIPAS number. In the “Incident Details” tab, click  toward the bottom left side of the screen.

IA Investigation

(A8-6) (B8-6) DEPUTY DIRECTOR’S OFFICE – Deputy Director Reviews Investigative Report. Deputy Director Findings Entered.

In accordance with *Internal Affairs* policy PD 01.01.140.

Allegations and Investigations – Investigative Findings




Incident Finder: Search by AIPAS Number or Last Name

The screenshot shows a window titled "Incident Finder" with a blue header and a close button in the top right. The window contains several input fields and a table. The input fields are: "MDOC Nbr:", "HRMN Nbr:", "Last Name:", "First Name:", "Reference Type:" (set to "AIPAS Nbr"), and "Number:". Below these is a "Sort Criteria" section with a dropdown menu set to "AIPAS Nbr" and radio buttons for "Ascending" (selected) and "Descending". The table below has the following columns: "AIPAS Nbr", "Location Nbr", "IA Mail Log Nbr", "Incident Date", "Complaint Date", "Incident Status", and "Incident Location". The table is currently empty. At the bottom of the table, there is a status bar that says "0 Rows Retrieved". Below the table are several buttons: "Search", "Clear", "OK", "New", "Cancel", "Help", and "More".

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Investigative Findings” Tab


Enter **Deputy Director’s Review Findings** for every suspect and every allegation.

Click  in the bottom left corner of the screen to add Deputy Director’s Review Finding.

FINDING DATE – Date the finding was made (defaults to current date).

FINDING – Sufficient Evidence, Insufficient Evidence, No Evidence

Note: **No Finding** shall only be used by the Warden/FOA Administrator for CFA/FOA Investigations or by the IA Administrator for IA Monitored Investigations and IA Investigations.

EMPLOYEE – Employee making the finding. Click  to search by last name.

TYPE – Deputy Director, Director, Director’s Designee, Internal Affairs Administrator, Internal Affairs Investigator, Internal Affairs Manager, Location Investigator, Regional Administrator FOA, Regional Prison Administrator, Sexual Misconduct Review Committee, Warden


FINAL REVIEWER – Check the box if the entry is being made by the final reviewer in the process.

Note: For CFA/FOA Investigations – the final reviewer is the Warden/FOA Administrator.

For IA Monitored and IA Investigations that are Sufficient Evidence – the final reviewer is the Deputy Director (*Exception:* when the IA Administrator makes a determination of No Finding on a work rule, the final reviewer is the IA Administrator for that specific work rule).

For IA Monitored and IA Investigations that are Insufficient/No Evidence – the final reviewer is the IA Administrator.

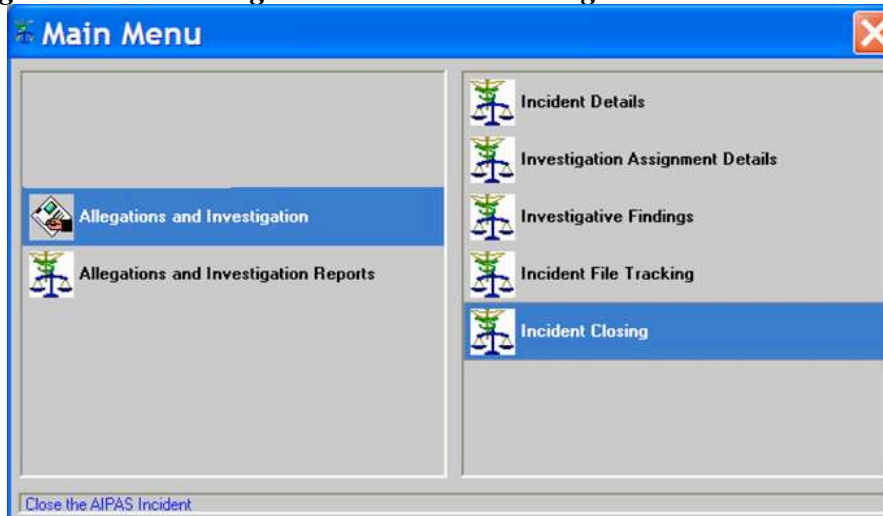
Click 

Note: To delete a finding, highlight the finding and click  in the bottom left corner of the “Investigative Findings” tab.

IA Investigation

(A8-7) (B8-7) DEPUTY DIRECTOR'S OFFICE – Deputy Director Designee Closes and Forwards Incident to IA

Main Menu: Allegations and Investigations – Incident Closing



Incident Finder: Search by AIPAS Number or Last Name

The screenshot shows the 'Incident Finder' application window. The title bar reads 'Incident Finder' with a close button. The window contains several search fields: 'MDQC Nbr:', 'HRMN Nbr:', 'Last Name:', 'First Name:', 'Reference Type:' (a dropdown menu set to 'AIPAS Nbr'), and 'Number:'. Below these fields is a 'Sort Criteria' section with a dropdown menu set to 'AIPAS Nbr' and radio buttons for 'Ascending' (selected) and 'Descending'. A table with the following columns is displayed: 'AIPAS Nbr', 'IA Mail Location Nbr', 'Incident Log Nbr', 'Incident Date', 'Complaint Date', 'Incident Status', and 'Incident Location'. The table is currently empty. At the bottom of the window, there is a status bar that reads '0 Rows Retrieved' and a row of buttons: 'Search', 'Clear', 'OK', 'New', 'Cancel', 'Help', and 'More'.

Note: If searching by last name and multiple incidents are generated, the user can click **More** to view the Incident Summary.

“Incident Closing” Tab


The screenshot shows the 'Incident Closing' tab in the Litigation Tracking System. The window title is 'Litigation Tracking System - TEST'. The menu bar includes File, Edit, Window, and Help. The toolbar contains icons for Main Menu, Open, Close, Print, Help, and Exit. The main form area is titled 'Incident Closing' and contains the following fields: AIPAS Ibr: 753, Incident Location: ALGER CORRECTIONAL FACILITY, Incident Status: Pending Investigation, and Location Ibr: (empty). Below these fields is a section titled 'Incident Closing' with three sub-sections: 'Closing Date:' with the value 00/00/0000 and a calendar icon; 'Closing Employee:' with a search icon; and 'Closing Notes:' with a large text area. At the bottom of the text area is a small status bar that reads 'Last Updated by co070 on 12/15/2010 at 15:59:37 from 10.10.2.86'. The system tray at the bottom shows 'Ready', 'User ID: | co070', 'Caseload: Central Office Case Lead', and 'Location: | Ingham/Lansing/Central Office'.

CLOSING DATE – Enter the date the incident is being closed.

CLOSING EMPLOYEE – Click  and search by last name of the employee closing the incident.

CLOSING NOTES – Enter closing notes, if applicable.

Click  Save

Note: To re-open an incident that has been closed, go to Main Menu: Allegations and Investigations – Incident Details. Search by AIPAS number. In the “Incident Details” tab, click  toward the bottom left side of the screen.

Returns incident to Internal Affairs with signed CAJ-554, “Internal Affairs Division – Case Review Form” in accordance with *Internal Affairs* policy PD 01.01.140.

IA Investigation

(A8-8) (B8-8) INTERNAL AFFAIRS – Copies Incident and Forwards to CFA/FOA and/or EEO

Copies CAJ-554, *Internal Affairs Division – Case Review Form*, and investigative packet and forwards to CFA/FOA.

Note: For incidents that involve Work Rule #3, *Discriminatory Harassment*, and/or were believed after initial review to meet the purview of EEO, forwards a copy of CAJ-554, *Internal Affairs Division – Case Review Form*, and the investigative packet to EEO.