



DRAFT REVISION ORDER

SUBJECT: REVISION TO ADMINISTRATIVE GUIDE 318-11, "INTERROGATION OF MEMBERS OF THE SERVICE"		
DATE ISSUED:	REFERENCE:	NUMBER:
01-01-25	A.G. 318-11	Draft

1. In order to ensure members of the service have a full understanding of the legal rights afforded to them and the obligations and nature of allegations under investigation during interrogations related to an official Department investigation, Administrative Guide 318-11, "Interrogation of Members of the Service" has been revised. In addition, Department form "**NOTIFICATION OF ALLEGATIONS AND EMPLOYEES RIGHTS (PD339-121)**" has been created to provide members of the service a written notification of their rights, obligations and nature of allegations under investigation.

2. Therefore, effective immediately, Administrative Guide 318-11, "Interrogation of Members of the Service" is amended as follows:

- a. **ADD** new step "**1**," opposite actor "INTERROGATING OFFICER," on page "**1**" to read:

INTERROGATING 1. OFFICER **Prior to questioning, provide member a completed NOTIFICATION OF ALLEGATIONS AND EMPLOYEES RIGHTS (PD339-121) for review and endorsement.**

- a. **Allow member reasonable amount of time for review prior to endorsement.**

- b. **RENUMBER** current steps "**1**" through "**16**" to read:
"**2**" through "**17**"

- c. **REVISE** "first" paragraph of "NOTE" on page "**1**" to read:

NOTE **All members of the service who are the subject of an official investigation or are a witness in an official investigation, shall be given a reasonable period of time to obtain and confer with counsel prior to questioning. The member will be permitted to view their own Body-Worn Camera recording related to the incident(s) under investigation prior to questioning at a time and place deemed appropriate by the supervisor in charge of the investigation. Interrogations of members in routine, non-critical matters should be scheduled during business hours on a day when the member is scheduled to work.**

3. Upon publication, this Revision Order has been incorporated into the On-Line Administrative Guide.

4. Department form entitled, “**NOTIFICATION OF ALLEGATIONS AND EMPLOYEES RIGHTS (PD339-121)**” is available as a form fillable PDF in the “Department Forms” section of the Department Intranet.

5. Any provisions of the Department Manual or other Department directives in conflict with the contents of this Order are suspended.

BY DIRECTION OF THE POLICE COMMISSIONER

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