

# Watertown Police Department

## IA Case File Order

A directive from the Chief will provide the assigned investigator with the IA case number and file folder, which will include the following:

- Authorization of IA
- Relative Attachments
- Summary of Action Form
- Labeled Blank Diskette

IA investigator will organize the case file utilizing the following order:

- IA investigative report
- Authorization of IA
- Attachments
- Notice of Internal Investigation
- Internal Investigative Warnings
- Biographical/Witness Form
- Diskette

The Chief or designee is responsible for facilitating process of the concluded IA and will organize the case file utilizing the following order:

- Name Clearing (if applicable)
- Notice of Final Action
- Notice of Pre-deprivation
- Statement of Charges
- Command Staff Recommendations
- Request for Command Staff review of IA