



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

Notification to the Sheriff

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 38.3 STANDARD NUMBER: 52.1.3	REVIEW DATE: 03/01/05 REVISION DATE: 03/01/05 APPROVED: <u> ** On File </u> Sheriff Signature
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38.3.1 Purpose

To specify the nature of those complaints that should be brought immediately to the attention of the Sheriff.

38.3.2 Rationale

Some types of complaints, due to the nature, sensitivity or relevance, must be made known immediately to the Sheriff. Other, less serious, complaints may not need to be brought to the Sheriff's attention until after the investigation is concluded and remedies and corrective actions have been proposed thus expediting the solutions.

38.3.3 Policy

- A. To keep the Sheriff informed regarding complaints made against this office and its members and, in particular,
- B. advise the Sheriff as soon as possible regarding Category I complaints.

38.3.4 Procedure

- A. The Sheriff will be notified of all complaints against the Weber County Sheriff's office and/or its members by formal briefing, memorandum or inter-office e-mail.
- B. Category I complaints shall be taken to the Sheriff as soon as possible by the Chief Deputy or his/her designee, or the Professional Standards Bureau Commander, if appropriate.
- C. Category II complaints, shall be taken to the Sheriff at the earliest convenience by the Chief Deputy or designee.

- D. An Internal Investigation control case number should be given all complaint cases upon approval for investigation.