

Internal Affairs Administrative Investigation
and Officer Discipline

Course Overview

This course provides a comprehensive foundation in Internal Affairs (IA) investigations and officer discipline.

It is designed for:

- IA investigators (sworn and civilian)
- Correctional supervisors
- First-line supervisors managing professional standards or conducting personnel complaint investigations

The program emphasizes national best practices and practical strategies for handling both citizen-initiated and department-initiated complaints. It covers the legal framework, employee rights, and public trust factors, ensuring investigations are timely, thorough, transparent, and defensible.

Course Objectives

- **Professional Standards Investigative Model** – Apply best practices to product impartial, fact-based, and professional reports
- **Agency-Wide Culture of Professional Standards** – Build consistent practices across the organization to manage complaints and discipline effectively
- **Identifying At-Risk Behavior** – Recognize early warning signs of officer misconduct or problematic behavior before escalation
- **Complaint Intake & Case Management** – Master the intake, classification, and assignment process for both internal and external complaints
- **Evidence Gathering & Preliminary Investigation** – Conduct proper evidence collection and evaluation to ensure credibility
- **Bifurcated Investigations** – Distinguish between criminal investigations and administrative reviews
- **Interviewing Accused Employees** – Develop fair, legally sound methods for officer interviews
- **Report Writing & Case Presentation** – Prepare investigative reports that meet legal and professional standards
- **Legal Aspects & Employee Rights** – Understand the laws and due process protections that govern IA investigations
- **Community Impact** – See how transparent IA processes enhance community trust and agency legitimacy

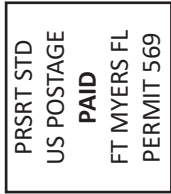
Instructor Bio

Jerry Rodriguez spent 26 years with the Los Angeles Police Department, retiring in 2013 at the rank of Captain. His leadership assignments included assignments such as Patrol Commanding Officer, Adjutant to the Office of Operations, Watch Commander, Sergeant, and Field Training Officer. In addition to this, Jerry has experience in the Baltimore Police Department, as the Deputy Police Commissioner in Charge of the Professional Standard’s Bureau, as well as Chief of Investigations for the San Francisco District Attorney’s Office.

For years Jerry consulted and guided municipalities on high profile police-involved incidents as a member of the agency. However, in retiring as a Law Enforcement Expert in 2021, he has been recruited to work on high-profile and sensitive cases.

Jerry is a graduate of the FBI National Academy Class 234 and holds a master’s degree in Leadership from St. MaryCollege of California, as well as, a bachelor’s degree in Business Management.

He also has policing experience with the West Coast and East Coast Law Enforcement Agencies and has participated in many investigations throughout his professional career.



Legal and Liability
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March 23, 24 & 25, 2027 • Avon, Indiana

TRAINING SEMINAR

Internal Affairs Administrative
Investigation and Officer Discipline

March 23, 24 & 25, 2027
Avon, Indiana

Indiana Law Enforcement Academy
Provider Number 81-0692135

★ LLRMI Experienced Instructors ★
Make the Difference

Instructor

Jerry Rodriguez
Los Angeles Police Department (Retired)
Los Angeles, California

Register On-Line at: www.llrmi.com



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Seminar Agenda

Tuesday, March 23, 2027

8:00 – 8:30 am	• Registration
8:30 – 9:30 am	• The Importance of building lasting trust between law enforcement and the communities we serve. • What is “Professional Standards” in a law enforcement agency and why is it so Important to have.
9:30 – 10:00 am	• Current climate with the citizens and public safety agencies. • What public agencies liabilities are?
10:00 – 11:00 am	• Need for sound relevant policies. • How training is part of professional standards.
11:00 am – 12:00 pm	• Why professional standards is essential in attaining and maintaining agency legitimacy? • Identify the common misconduct areas for employees.
12:00 – 1:00 pm	Lunch (On Your Own)
1:00 – 2:00 pm	• Review the different types of internal investigations. • Who should/can be assigned to conduct internal investigations?
2:00 – 3:00 pm	• Discussion on the importance of the different types of investigations, in addition to citizen complaints. • Identify the investigative complaint flow process, from intake to adjudication.
3:00 – 4:30 pm	• Intake process for the acceptance of complaints. • Role of mediation in the complaint process.

Wednesday, March 24, 2027

8:00 – 9:00 am	• Impact of False Complaints on employee’s and morale. • Different types of investigations, criminal, administrative and combined, and the handling of each.
9:00 – 10:00 am	• Identify who should be interviewed and in what order, and what should be covered during the interviews • Identify what information should be included when notifying the accused employee of the complaint against them.

10:00 – 11:00 am	• Identify and discuss the importance of comprehensive officer involved use of force investigations and why they are so different from personnel complaint investigations. • Identify what questions you can ask an officer following a use of force incident under the “Public Safety Statement” rule and when you can ask them.
11:00 am – 12:00 pm	• Discuss the need for expert witness analysis on things such as bullet trajectory, wound analysis, movement, and physiology and others? • Discuss HIPPA and how it impacts investigations.
12:00 – 1:00 pm	Lunch (On Your Own)
1:00 – 2:00 pm	• Brady case and its impact on law enforcement officers and their careers. • Garrity case and its impact on how we investigate personnel complaints.
2:00 – 3:00 pm	• Loudermill case law as it relates to pre-disciplinary hearings. • Preservation of completed investigations. • Proper tracking of complaints.
3:00 – 4:30 pm	• Should Investigators also proffer a finding with their competed investigation? Discuss pros and cons. • How should we address the public’s concern regarding the police investigating themselves? Should we investigate ourselves?

Thursday, March 25, 2027

8:00 – 11:30 am	• Conduct Mock IA case studies review and adjudication of real-world cases.
11:30 am – 12:00 pm	Conclusion and summation.
12:00 pm	Certificate Presentation

3 Ways to Register

Register Online at www.llrmi.com	
Fax Form to:	317-386-8228
Mail Form to:	Legal and Liability Risk Management 700 N. Carr Rd., #595 Plainfield, Indiana 46168 Federal ID: 81-0692135
VISA AMERICAN EXPRESS MasterCard	

If you have any questions please call: 317-386-8325

❖PREPAYMENT IS NOT REQUIRED TO REGISTER❖

Upon receiving your registration we will send an Invoice to your department or agency. Checks, claim forms, purchase orders should be made payable to LLRMI.

Seminar Title:	Internal Affairs Administrative Investigation and Officer Discipline
Seminar ID:	#17508
Dates:	March 23, 24 & 25, 2027
Registration Time:	March 23, 2027, 8 am
Instructors:	Jerry Rodriguez
Seminar Location:	Legal and Liability Risk Management Institute Training Center 5250 E. US Highway 36, Suite 1101 Avon, Indiana 46123
Hotel Reservations:	Hampton Inn & Suites Avon 193 Angelina Way Avon, Indiana 46123 1-317-224-2900 State Gov’t Rate (plus tax)
Group Code:	State Gov’t Rate - Must show State Gov’t ID at check in to receive rate
Registration Fee:	\$325.00 Includes Internal Affairs Administrative and Officer Discipline Training, Printed Training Manual and Certificate of Completion



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Registration Form – Internal Affairs Administrative Investigation and Officer Discipline #17508			
Names of Attendees			
1. _____	3. _____		
2. _____	4. _____		
Agency _____			
Invoice To Attention of: (Must be completed.) _____			
Address _____			
City _____	State _____	Zip _____	
Email _____	Phone _____	Fax _____	