

**Las Vegas Peace Officers Association
REPRESENTATION INFORMATION FORM**

PART A – TO BE COMPLETED BY MEMBER

| | | | |
|---|--|------------------|-----------|
| Member Name | | Shift/RDO's | |
| Home Phone# | | Pager/Cellular # | |
| | | | |
| Date Notified of Hearing/Meeting | | Notified By | |
| Have you conducted any scheduled meetings regarding this issue: | | Yes / No | Date/Time |
| Date/Time of Alleged Incident: | | Location | |
| I authorized LVPOA to review, access and receive copies of all materials concerning this matter | | | |
| (signature) _____ | | | |
| | | | |
| Are you covered under a legal defense fund (LDF)? | | Yes | No |
| If Yes, please provide the name of the agency and contact number below. | | | |
| Agency: | | Phone Number: | |
| Please file a claim to help defer costs from the LVPOA. Include claim # here: | | | |
| | | | |
| Signature: | | Date: | |
| Date received: | | Received By: | |
| Assigned LVPOA Representative: | | | |

City of Las Vegas Department of Public Safety

Request to Review and Copy Investigations File

Date:

I _____ request that I or my representative _____ be permitted
 (Name / P#) (Name / P#)

to review and or obtain a copy of investigation file # _____.

NRS 289.057

- a) If the investigation causes a law enforcement agency to impose punitive action against the peace officer who was the subject of the investigation and the peace officer has received notice of the imposition of the punitive action, the peace officer or a representative authorized by the peace officer may, except as otherwise prohibited by federal or state law, **review** any administrative or investigative file maintained by the law enforcement agency related to the investigation, including any recordings, notes, transcripts of interviews and documents

NRS 289.080

6. After the conclusion of the investigation, the peace officer who was the subject of the investigation or any representative of the peace officer may, if the peace officer appeals a recommendation to impose punitive action, **review and copy** the entire file concerning the internal investigation, including, without limitation, any recordings, notes, transcripts of interviews and documents contained in the file.

Please check applicable box:

View Investigation File

Copy Investigation File

I have read and understand the nature of this request. The investigation file may not be reproduced or distributed, in whole or in part and any posting on any form of media, reproduction or distribution of the file is prohibited without prior written permission of the City of Las Vegas Department of Public Safety.

 Requesting Officer Signature P#

 Date

 Investigations Supervisor Signature P#

 Date

 Reviewed or Received File Signature P#

 Date

Access to review or released by Investigator initials _____ P# _____

Check off Received/Reviewed

- Representation Information Form Completed
- LVPOA Acknowledgement Form Completed

INVESTIGATION

- Copy of Employee Notification Form Received within ***30 days*** of when the incident was discovered.
- Employee given ***forty-eight (48) hours*** to obtain representation before making a statement. Officers may waive the 48-hour notice.
- Employee Received NRS 289 rights of Peace Officers from Investigator
- Employee received Employee Assistance Plan (EAP) Info
- You have reviewed copy of Policy and Procedure allegedly violated with employee
- Explained Process to Member
 - Truthfulness
 - Confidentiality
 - Garrity (should be read to employee)
 - Time Lines & Importance of keeping representative informed of each step in the process

COMPLETION OF INVESTIGATION

- Ensure the findings of the investigation are served to the employee within **60 days** or an extension has been received.
- Follow up every **30 days** if a case extension is granted
- Review findings:
 - **Unfounded**: Investigation indicates the act did not occur or did not involve the employee.
 - **Not Sustained**: Investigation failed to discover sufficient evidence to clearly prove or disprove the allegation made on the complaint.
 - **Exonerated**: Investigation indicates the act or acts did occur but were justified, lawful, and proper.
 - **Misconduct Not Based on Original Complaint**: used when the investigation discloses misconduct which was not part of the original complaint. It may be used whether or not the original complaint is sustained.