



Town of Culpeper Police Department
An Internationally Accredited Agency
740 Old Brandy Road, Culpeper, Virginia 22701
(540) 727-3430 Fax: (540) 727-7528



To: Culpeper Police Department Staff
From: Major Chris B. Settle
Date: February 6, 2023
Ref: 2022 Annual Internal Affairs Summary

Complaint Process:

The Culpeper Police Department has set defined policies on the receiving of complaints on employees, the administrative investigation process, and disciplinary procedures. These policies are continually evaluated to ensure they adhere to best practices established by the International Association of Chiefs of Police (IACP), the Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA), and legislation of the Commonwealth of Virginia.

The agency investigates all internal and external complaints filed against any employee of the agency. The Chief of Police is immediately notified of all complaints the agency receives. External complaints are those complaints that originate from our community, to include any citizen or stakeholder. Internal complaints originate from any employee from within the Culpeper Police Department. These complaints include any alleged misconduct found within an agency process, which includes the administrative reviews on use of force incidents, vehicle pursuits, and/or the review of body-worn camera footage. The Culpeper Police Department also conducts administrative investigations on all anonymous complaints filed against any employee of the agency. This procedure is stated within our policy and is established best practice.

All complaints receive an administrative control number. Once a control number is provided to all complaints, it is entered into the Guardian Tracking software system and classified as Major or Minor. Within the software system, supervisors or the IA Unit are assigned the investigation.

A complaint can be filed with any employee of the agency, however it is encouraged that citizens or employees file such complaints with a supervisor. Once a complaint is received, it is forwarded to the Major. The Major will then evaluate the complaint, research if similar complaints have been filed with the particular officer or officers, and if any prior disciplinary action has been taken against the alleged officer or officers. If it determined that the original complaint, if founded, would result in punitive disciplinary action, the complaint will be classified as a Major Complaint. On the other hand, after the evaluation and based upon progressive discipline or a pattern persist then the complaint may also be deemed a Major Complaint. All complaints deemed major would be investigated by the Internal Affairs Unit. If any complaint concerning the excessive use of force or any form of harassment will be classified as major and be investigated by the Internal Affairs Unit.



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During calendar year 2022, the Culpeper Police Department investigated three (3) major complaints involving employees. Two complaints were external meaning from a citizen and the other investigation derived from internal sources. Per *General Order 25.01.0*, major complaints are complaints that allege “serious misconduct” or “complaints of misconduct whereas if sustained, then the probable outcome would be punitive in nature.” The Internal Affairs Unit investigated two major complaints and one investigation was completed by the Major due to rank of the officer subject to the investigation. This annual summary has not revealed any trends or patterns regarding employees, or types of violations requiring investigation.

The three (3) major complaints investigated were:

- An external complaint alleging untruthfulness. This complaint was ***Not Sustained***.
- An external complaint alleging improper off-duty conduct. This complaint was ***Not Sustained***.
- An internal complaint alleging poor performance and mishandling of property and evidence was ***Sustained***.

The Culpeper Police Department did not have any major complaints involving the application of use of force, pursuits, any form of harassment, or bias based policing.

A minor complaint are those complaints defined in *General Order 25.01.01*, that concern minor infractions or regulations, complaints that are relative to difference of opinion between employee and a citizen arising from the performance of duty, complaints concerning manner or method an employee investigated a crime, traffic accident or other service call, and/or complaints concerning employee’s authority to arrest or the propriety of a particular charge. Direct supervisory staff may investigate minor complaints.

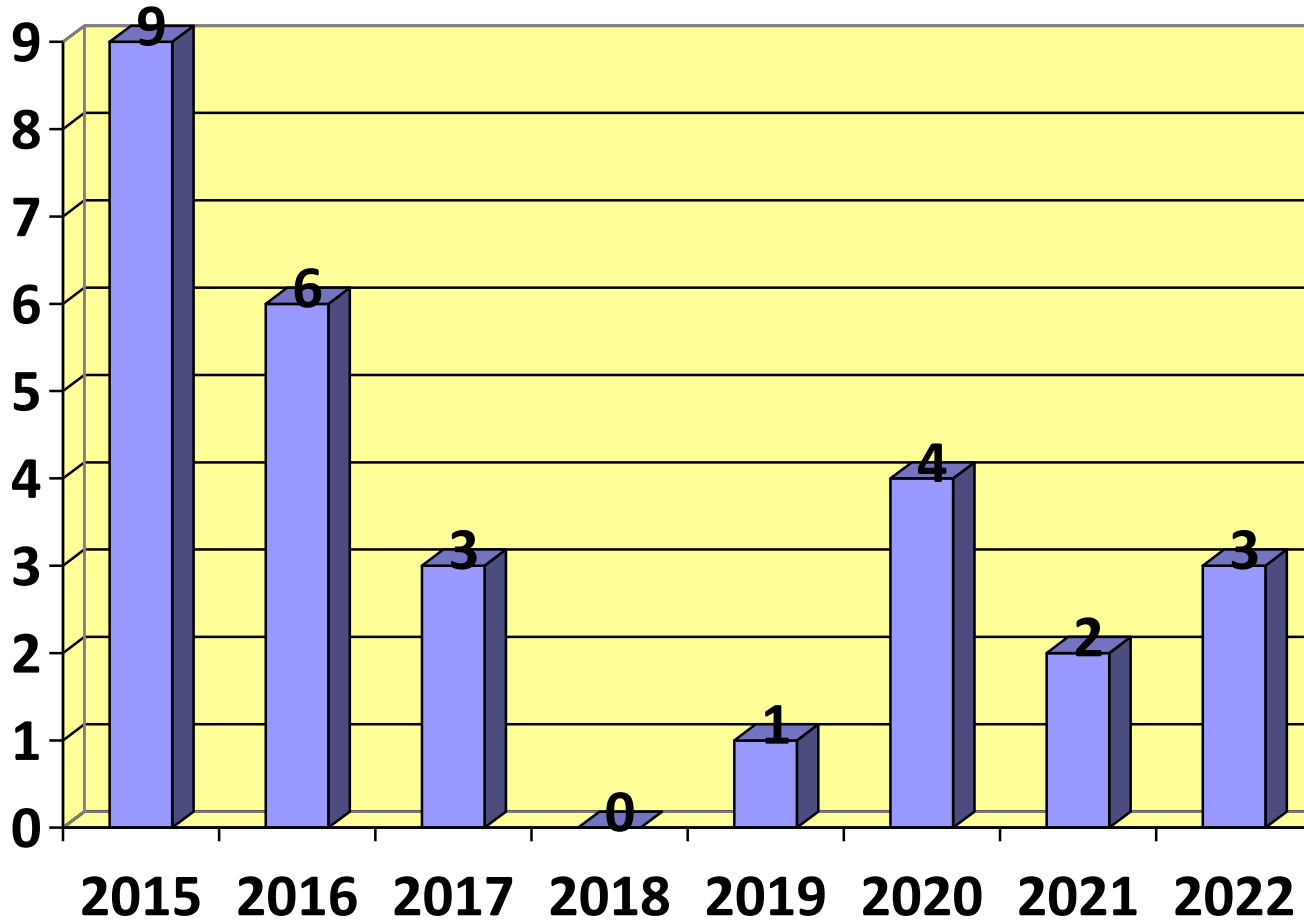
The Culpeper Police Department had eight (8) minor complaint investigations conducted by supervisory staff.



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Culpeper Police Department 8 Year Internal Affairs Statistics





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SUMMARY:

In reviewing the data of internal affairs investigations, although the Culpeper Police Department had an increase of one (1) major complaint in 2022, the data shows no correlation between the complaints. The investigations centered around three (3) different employees of the agency, and each complaint was uniquely different in alleged conduct and outcomes.

As always, the agency continues to train in cultural diversity and ethics requirements from the Department of Criminal Justice Services.

The Culpeper Police Department has fully implemented a Body-Worn Camera program for all uniformed officers. This program has not only provides transparency but it has also altered behaviors between police officers and citizens. In 2020, the agency added in-car fleet cameras to all marked patrol vehicles to enhance training and transparency for the public.

Culpeper Police Department continues the administrative review all use of force applications and vehicle pursuits, along with audits of all cash funds and property and evidence activities.

In 2022, the Culpeper Police Department also had all employees complete Ethics and Cultural Diversity training through the Department of Criminal Justice Services.

In summary, the Culpeper Police Department has a qualified, professional workforce and when that exist, you will find data consistent with this IA Summary. Please let me know if you have any questions regarding this document.