



ROBERT BENTLEY  
GOVERNOR

# State of Alabama Department of Corrections

Alabama Criminal Justice Center  
301 South Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130-1501  
(334) 353-3883



JEFFERSON S. DUNN  
COMMISSIONER

April 18, 2016

**ADMINISTRATIVE REGULATION  
NUMBER**

300

**OPR: I & I**

## **INVESTIGATIONS AND INTELLIGENCE DIVISION**

### **I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the Investigations and Intelligence Division.

### **II. POLICY**

The policy of the ADOC is to conduct all investigations in a fair and impartial manner, maintain confidentiality in all investigations, and protect the constitutional rights of all individuals subjected to investigation.

### **III. DEFINITION(S) AND ACRONYM(S)**

- A. **Normal duty hours:** 8am to 5pm, Monday through Friday, excluding holidays.
- B. **I & I:** Investigation and Intelligence Division.
- C. **Serious physical injury:** Physical injury which creates a substantial risk of death, or which causes serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ.

### **IV. RESPONSIBILITIES**

- A. The Director of the Investigations and Intelligence (I & I) Division shall be responsible only to the Commissioner, or his designee in the Commissioner's absence, for the administration and supervision of the Division in accordance with the provisions of this AR.
- B. The Assistant Director of the I & I Division shall assist in the supervision of I & I personnel and shall perform investigative, administrative, and other duties as assigned by the Division Director.

- C. The I & I Division shall thoroughly review and/or investigate all reported violations of law to include misdemeanors, felonies, and internal affairs relating to ADOC employees, inmates, institutions, and divisions as directed by the Commissioner/designee or requested by a Warden/Director.
- D. The I & I Division shall manage the ADOC's Security Threat Group Unit and the ADOC's members of the United States Marshals Gulf Coast Regional Fugitive Task Force (GCRFTF).

**V. PROCEDURES**

- A. All Class A Incidents as required by AR 302, *Incident Reporting* are to be reported to the I & I Division by institution officials as soon as practicable after the incident occurs. The I & I on-call procedure will be utilized for all incidents occurring after normal duty hours.
- B. Review and/or investigation of the Class A incidents will be initiated immediately by the I & I Director and investigative reports will be distributed as follows (Refer to Annex A, B, and C)
  - 1. Commissioner or designee.
  - 2. Associate and/or Deputy Commissioners, Institutional Coordinator, Institutional Warden as appropriate.
  - 3. District Attorney of county having jurisdiction.
  - 4. Other law enforcement agencies and courts, as deemed necessary or required by law.
  - 5. ADOC Public Information Officer.
  - 6. Other persons or agencies, as determined by the I & I Director.
- C. The I & I Division shall:
  - 1. Conduct (with I&I supervisor making the determination for the direction of the investigation) all investigations utilizing those investigative techniques and procedures applicable and coordinate with other law enforcement agencies having jurisdiction as necessary. (Checklist, Annex B)
  - 2. Investigate all violations of law otherwise discovered and, where applicable, refer such violations to the District Attorney having jurisdiction.
  - 3. Keep accurate records of all reported incidents of violence, assaults, sexual assaults and other offenses punishable under the laws of Alabama, obtaining

the final disposition of such incidents from the appropriate District Attorney. Retain copies of all written reports as referenced in the ADOC Records Disposition Authority.

4. Conduct internal affairs investigations as directed by the Commissioner/designee. The Inspector General, Deputy/Associate Commissioners and Wardens may make requests for internal affairs investigations. When such requests occur, the I & I Director will initiate the investigation and notify the Commissioner of the person requesting the investigation and the nature of the investigation.
5. Conduct escape monitoring and ensure all reasonable and practical means are employed to affect the apprehension of escapees.
6. Conduct criminal background investigations and criminal record background checks for all eligible candidates for employment in I&I positions, support positions, promotions, reemployments, rehires, part-time retirees, and all contract candidates as detailed by AR 216, *Background Investigations*.
7. Conduct other investigations and assignments as directed by the Commissioner/designee.

## **VI. DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

## **VII. FORMS**

There are no forms prescribed in this Administration Regulation.

## **VIII. SUPERCEDES**

This Administrative Regulation supercedes AR 300, *Investigations and Intelligence*, dated July 6, 2004, and any changes.

## **IX. PERFORMANCE**

- A. Code of Alabama 1975, as amended, Title 13A, *Criminal Code*; and Title 14, *Criminal Correctional and Detention Facilities*.
- B. AR 216, *Background Investigations*
- C. AR 454, *Inmate Sexual Abuse and Harassment* (Prison Rape Elimination Act (PREA))

**ANNEX(ES)**

- A. Internal Investigations Distribution List
- B. Investigation Checklist
- C. Investigation Cover Sheet



Jefferson S. Dunn  
Commissioner

# **INTERNAL INVESTIGATIONS DISTRIBUTION LIST**

I & I INTERNAL AFFAIRS INVESTIGATIVE REPORTS WILL BE DISTRIBUTED AS FOLLOWS:

- *COMMISSIONER OR HIS DESIGNEE*
- *INSPECTOR GENERAL*
- *DEPUTY/ASSOCIATE COMMISSIONERS, INSTITUTIONAL COORDINATORS, INSTITUTIONAL WARDENS, AS APPROPRIATE*
- *DISTRICT ATTORNEY OF COUNTY HAVING JURISDICTION IF INCIDENT INVOLVES CRIMINAL CONDUCT*
- *ADOC OFFICIAL THAT REQUESTED THE INVESTIGATION*
- *INVESTIGATIONS THAT INVOLVE CENTRAL OFFICE PERSONNEL WILL BE DISTRIBUTED ONLY TO THE COMMISSIONER OF CORRECTIONS*

## INVESTIGATION CHECKLIST

1. Time call is received: \_\_\_\_\_
2. Initial information pertaining to incident: \_\_\_\_\_  
\_\_\_\_\_
3. Complainant(s)/Victim(s) name: \_\_\_\_\_  
\_\_\_\_\_
4. Suspect(s) name: \_\_\_\_\_
5. Type of incident (if PREA, then follow PREA checklist): \_\_\_\_\_
6. Victim(s) interview: \_\_\_\_\_
7. Witness interview: \_\_\_\_\_
8. Is crime scene secured: \_\_\_\_\_
9. Take photos: \_\_\_\_\_
10. Take measurements: \_\_\_\_\_
11. Collect evidence: \_\_\_\_\_
12. Treat for any injuries (if death, follow death checklist): \_\_\_\_\_
13. Name/address/phone number of possible witness(es): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Weather conditions: \_\_\_\_\_
15. Light conditions: \_\_\_\_\_
16. If victim/suspect is injured, where transported to: \_\_\_\_\_  
\_\_\_\_\_
17. Suspect interview (Garrity/Miranda warning): \_\_\_\_\_
18. Disposition of suspect(s): \_\_\_\_\_

INVESTIGATION CHECKLIST

- 19. Follow up interviews: \_\_\_\_\_  
\_\_\_\_\_
- 20. Gather any additional information: \_\_\_\_\_  
\_\_\_\_\_
- 21. Conduct surveillance if needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 22. Process evidence and send/take to Forensics Lab: \_\_\_\_\_  
\_\_\_\_\_
- 23. Lab results received: \_\_\_\_\_
- 24. Case completed and reviewing supervisor's approval: \_\_\_\_\_
- 25. Case sent to District Attorney and ADOC Commissioner: \_\_\_\_\_
- 26. Grand Jury proceedings date: \_\_\_\_\_
- 27. Departmental Hearing: \_\_\_\_\_
- 28. Contact DA's office to obtain final results of case: \_\_\_\_\_  
\_\_\_\_\_
- 29. Post final results in I&I case file: \_\_\_\_\_  
\_\_\_\_\_
- 30. Outcome notification to inmate making allegations of sexual abuse: \_\_\_\_\_  
\_\_\_\_\_



**State of Alabama Department of Corrections**  
**Investigations and Intelligence Division**  
 P.O. BOX 301501 MONTGOMERY, ALABAMA 36130



<b>CASE NUMBER</b>		<b>ADOC 302 NUMBER</b>		<b>RESTITUTION AMOUNT</b>		
<b>DEFENDANT</b>	<b>ADDRESS</b>			<b>SEX</b>	<b>RACE</b>	<b>DATE OF BIRTH</b>
<b>Co-DEFENDANT (s)</b>	<b>ADDRESS</b>			<b>SEX</b>	<b>RACE</b>	<b>DATE OF BIRTH</b>
<b>COMPLAINANT</b>	<b>ADDRESS</b>			<b>CITY / STATE</b>		<b>CONTACT NUMBER</b>
<b>OFFENSE</b>	<b>DAY</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>		
<b>ARRESTED BY</b>	<b>DAY</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>		
<b>WITNESSES</b>	<b>STREET ADDRESS</b>			<b>CITY / STATE</b>	<b>CONTACT NUMBER</b>	<b>WORK NUMBER</b>
<b>TESTIMONY</b>						
<b>ELEMENTS</b>						
<b>PROOF OF CASE</b>	Physical Evidence / Oral Testimony					
<b>DATE SENT TO DISTRICT ATTORNEY</b>				<b>INVESTIGATOR / CASE AGENT</b>		