

# NEVADA DIVISION OF STATE PARKS

## INTERNAL AFFAIRS INVESTIGATION CHECKLIST

### DATE

\_\_\_\_\_ Complaint Received by:  
\_\_\_\_\_ Division  
\_\_\_\_\_ Region  
\_\_\_\_\_ Park

\_\_\_\_\_ Complaint Reviewed by Administrator and Chief of Operations & Maintenance  
\_\_\_\_\_ Unfounded  
\_\_\_\_\_ Investigator Assigned  
\_\_\_\_\_ Referred to NDI or AG

\_\_\_\_\_ Reply Letter to Complaint

\* \_\_\_\_\_ Memo to Supervisor & Employee  
\_\_\_\_\_ Copy of Complaint  
\_\_\_\_\_ Investigator Assigned  
\_\_\_\_\_ Scope of Investigation

\* \_\_\_\_\_ Witness/Suspect Interviews  
\_\_\_\_\_ Taped or Formal Written Statements  
\_\_\_\_\_ Physical Evidence (photos, prints, etc.)  
\_\_\_\_\_ Reports & Documents  
\_\_\_\_\_ Polygraphs if Applicable  
\_\_\_\_\_ Drug/Alcohol Screen

\_\_\_\_\_ State Report to Administrator and Chief of Operations & Maintenance  
\_\_\_\_\_ Unfounded  
\_\_\_\_\_ Unsubstantiated  
\_\_\_\_\_ Substantiated

\_\_\_\_\_ Prepare Summary Report

\_\_\_\_\_ Recommendations  
\_\_\_\_\_ Unfounded – No disciplinary citation  
\_\_\_\_\_ Unsubstantiated – No disciplinary action, training  
\_\_\_\_\_ Substantiated  
\_\_\_\_\_ Additional Training  
\_\_\_\_\_ Disciplinary Action (NPD-41)  
\_\_\_\_\_ Refer for Criminal Prosecution

\*It needs to be indicated somewhere in this document that the officer was advised of his/her garrity warning (Garrity v. State of New Jersey 385 v.s. 493,1967).