

2297 **11B-27.003 Duty to Report, Investigations, Procedures.**

2298 (1) Pursuant to Section 943.1395(5), F.S., an employing agency shall conduct an investigation when having
2299 cause to suspect that an officer it employs or employed at the time of the alleged violation, or employed on a
2300 Temporary Employment Authorization (TEA) pursuant to Section 943.131, F.S., does not comply with Section
2301 943.13(4) or (7), F.S., or subsection 11B-27.0011(4), F.A.C. An investigation shall be conducted and concluded
2302 when the employing agency has cause to suspect that an officer is in violation of Section 943.13(4) or (7), F.S., or
2303 subsection 11B-27.0011(4), F.A.C. The agency's investigation shall contain an official disposition, which shall be
2304 reported to Commission staff pursuant to subsection (2) of this rule section.

2305 (2) Upon concluding the investigation:

2306 (a) If the allegations are sustained, the employing agency shall complete an Internal Investigation Report, form
2307 CJSTC-78, revised November 8, 2007, hereby incorporated by reference, regardless of whether any civil service
2308 appeal, arbitration, employment hearing, administrative, civil, or criminal action is pending or contemplated. Form
2309 CJSTC-78 can be obtained at the following FDLE Internet address: [http://www.fdle.state.fl.us/Content/
2310 CJST/Publications/Professionalism-Program-Forms.aspx](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx), or by contacting Commission staff at (850) 410-8615.

2311 (b) If the allegations are sustained, and are a violation of Section 943.13(4) or (7), F.S., or subsection
2312 11B-27.0011(4), F.A.C., the employing agency shall forward to Commission staff the complete investigative
2313 package, which shall include the following, no later than 45 days after the allegations are sustained:

- 2314 1. A completed Internal Investigation Report form CJSTC-78.
- 2315 2. The allegations.
- 2316 3. A summary of the facts.
- 2317 4. Names of witnesses.
- 2318 5. Witness statements and depositions.
- 2319 6. Certified court documents.
- 2320 7. Any other supportive documentation or information.

2321 (c) If the allegations are not sustained, unfounded, or the officer has been exonerated, or the allegations that are
2322 sustained are only violations of the employing agency's policies, and are not violations of Section 943.13(4) or (7),
2323 F.S., or subsection 11B-27.0011(4), F.A.C., the employing agency shall complete form CJSTC-78 and maintain the
2324 form on file at the agency.

2325 Specific Authority 943.03(4), 943.12(1) FS. Law Implemented 943.1395(5) FS. History—New 10-6-82, Amended
2326 1-7-85, Formerly 11B-27.03, Amended 12-13-92, 9-5-93, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 6-9-08.