**1. Oversight and Accountability:**

* Background Unit was renamed Candidate Investigations Unit and restructured under the Internal Affairs Division. A Police Lieutenant position was added to the Candidate Investigations Unit for additional oversight.
* A multi-level review process for background investigative files and summaries was implemented:
  + The Sergeant reviews and signs off.
  + The Lieutenant reviews and signs off.
  + The Commander of the Internal Affairs Division reviews and signs off.
  + Approval forms are retained with the investigative file according to the data practices retention schedule.
  + MPD Human Resources has built in an additional week in hiring timelines, prior to the selection panel, for the panelists to review the completed background summaries.
* The Candidate Roundtable Selection Panel process recently returned to in-person to enhance discussion and accountability.
* In-person meetings between the Candidate Investigations Unit Lieutenant and the designated hiring authority, the Assistant Chief, were established for a more in-depth review of candidate summaries before final hiring decisions.

**2. Process Improvement:**

* Dialogue was opened with the Minneapolis City Attorney's Office to refine criteria and standard operating procedures. A draft of the revised Standard Operating Procedure (SOP) manual was submitted in October 2023 for review.
* The electronic case management log was updated to track key elements of each candidate's background investigation. Investigators were trained to note comments and statuses, and the log is continuously reviewed by the Sergeant and Lieutenant.
* Recently transitioned from physical to electronic investigative files, currently using a shared drive (M: drive), with a promise of a future SharePoint site from the IT department. This transition allows real-time access to files and improves file sharing and feedback efficiency.
* A proposal for a proprietary background investigation software system was recently submitted, aiming to enhance quality assurance and efficiency.

**3. Training:**

* In October 2023, Candidate Investigations Unit investigators attended a two-day course on social media and open-source investigations to better social media activity and internet presence. This is particularly important in the cases of lateral transfer police officer candidates.

**4. Continuous Improvement:**

* The unit is continually assessing and looking for ways to improve its processes. Unit supervisors have improved dialogue and process review discussions with investigators.

**5. Staffing Adaptations:**

* The unit is adapting to low investigative staffing levels. We are focusing on processes that increase efficiency and accountability without sacrificing quality and attention to detail.