

150

35

48

19



69

23

05 289 9

CO SELECT



11

23

21

08

46

45

17

01

88

69

300

947

88

83

LCARS MODE

“Loyalty above all else, except honor.”

Our First Duty is to the Truth

Authors:

Robert Westfall
Robert J. Jackson
Chris Wallace

Contributing Authors:

Mark Hanford
Sanford Berenberg
Danny Potts
Lee Shamblin
Kurt Roithinger

Layout:

Chris Wallace

Printing History:

First Edition, First Printing	9907
Second Edition	0112
Third Edition	0305

Copyright ©2003 STARFLEET International and TimePiece Publications

This manual was developed for use by the Inspector General's Office, a division of STARFLEET: The International Star Trek® Fan Association, Inc. This manual in now way intends to infringe upon any actual or implied copyrighted material that may be used or alluded to, in whole or in part, in this manual.

TABLE OF CONTENTS

Section 01 - INTRODUCTION

Section 01:01 - Introduction	04
------------------------------	----

Section 02 - ORGANIZATION

Section 02:01 – Organization	05
Section 02:02 - Office Organization	05
Section 02:03 - Chain of Command	05
Section 02:04 - Duties	05
Section 02:05 - Authority	06

Section 03 - PERSONNEL

Section 03:01 - Personnel	07
Section 03:02 - The Inspector General, STARFLEET	07
Selection	07
Duties and Responsibilities	07
Term of Office	07
Section 03:03 - The Deputy Inspector General, STARFLEET	07
Selection	07
Duties and Responsibilities	07
Term of Office	07
Section 03:04 - The Assistant Inspectors General	07
Selection	07
Duties and Responsibilities	08
Term of Office	08
Section 03:05 - Miscellaneous Staff Positions	08

Section 04 - ELECTIONS

Section 04:01 - Elections	09
Section 04:02 - Regional Coordinators	09
Section 04:03 - Nominations	09
Section 04:04 - Nomination Process	09
Section 04:05 - Election	09
Section 04:06 - Election Process	09
Section 04:07 - Commander, STARFLEET	10

Section 05 - VOTES OF CONFIDENCE

Section 05:01 - Votes of Confidence	11
Section 05:02 - Regional Coordinators	11
Section 05:03 - Scheduled Votes of Confidence	11
Section 05:04 - Non-Scheduled Votes of Confidence	12
Section 05:05 - Release of Results	12
Section 05:06 - Commander, STARFLEET	12

Section 06 - INVESTIGATIONS

Section 06:01 - Policy of the Inspector General's Office	13
Section 06:02 - Initiating and Investigation	13
Section 06:03 - Conducting an Investigation	13
Section 06:04 - Reporting and Release of Findings	14
Section 06:05 - Appeal Process	14

Section 07 - MISCELLANEOUS DUTIES

Section 07:01 – Miscellaneous Duties	15
Section 07:02 - Arbitration Process	15

Section 08 - RECORDS POLICY 16

Section 08:01 – Records Policy	16
--------------------------------	----

APPENDICIES

A. Recommended Penalties	17
B. Index of Abbreviations	18

FORMS

Form S10-02A – Phone Log	19
Form S10-02B – Official Affidavit	20
Form S10-02C – Petition for Arbitration	21

SECTION 01:01 - INTRODUCTION

Greetings and welcome.

This manual is intended to familiarize the STARFLEET Membership with the organization and responsibilities of the Office of the Inspector General, STARFLEET.

Over the years, the IG Office has been both criticized and praised, hated and loved, ridiculed and respected. However, I feel that this Office is here to serve the members of STARFLEET, and not to intimidate them.

The Office of the Inspector General, STARFLEET was first created by Fleet Admiral Steve Smith in 1986. When Fleet Admiral Jeanette Maddox succeeded him in 1988, she closed the Office. Fleet Admiral Rob Lerman created the Office of Judge Advocate General when his term began in 1993, granting it the powers formerly held by the IG.

The next Inspector General, STARFLEET was Commander Jack Hopkins, who was appointed in 1995 by Fleet Admiral Dan McGinnis at the start of his term. Fleet Admiral Michael D. Smith named Rear Admiral Robert Westfall to succeed now-Commodore Hopkins in 1997. Admiral Westfall was himself replaced in 2000 by Captain Danny Potts. Captain Potts stepped down in 2001 when Fleet Admiral Les Rickard took office. Admiral Rickard named myself as the IG.

Please feel free to contact myself or my staff with any questions or concerns you may have.

In Service to STARFLEET,

A handwritten signature in black ink, appearing to read 'R. Jackson', with a long horizontal flourish extending to the right.

Major General Robert J. Jackson, SFMC
Inspector General, STARFLEET
ig@sfi.org

SECTION 02:01 - ORGANIZATION

STARFLEET Constitution - Article 4, Section 11:

The Inspector General, STARFLEET is nominated to the Office by the Commander, STARFLEET. This nomination is then submitted to the Admiralty Board for confirmation by a simple majority vote. Upon confirmation, the Inspector General, STARFLEET shall serve a term of no more than two (2) years, to commence on the first day of the year after the Commander, STARFLEET taking office and ending on the last day of the year preceding the election of a Commander, STARFLEET. At the conclusion of such a term, and if the CS so desires, the IG may be resubmitted to the AB for re-confirmation to serve another term.

The Inspector General, STARFLEET acts as STARFLEET's chief investigator in matters where their expertise is called upon. The Inspector General is invested with broad investigative powers in accordance with the guidelines established in the Inspector General Handbook. The Inspector General, STARFLEET can also draw upon any Fleet Personnel to aid in any matter relevant to the operation of STARFLEET. It is also at the discretion of the Inspector General, STARFLEET to assemble a staff to carry out their duties within selected Regions or areas. These Staff Officers shall report directly to the Inspector General, STARFLEET who shall be held liable for the results brought about by their staff.

The Inspector General is also charged with overseeing electoral processes to elect or confirm the Regional Coordinators within the various STARFLEET Regions. Additionally, the Inspector General, STARFLEET cooperates with the Chief of Communications, STARFLEET to coordinate the procedure of electing a new Commander, STARFLEET and, in consultation with the Chief of Communications, is responsible for hiring an independent CPA who is in no way associated or affiliated with any chapter or member of STARFLEET to oversee the tallying of the returned ballots. The Inspector General, STARFLEET is expected to perform its duties in total impartiality, and shall not allow personal opinion to color, or perceive to color, either the investigation or its findings. The Inspector General, STARFLEET may choose to recuse themselves from an investigation if they believe that a perceived or actual conflict of interest exists. In such cases, they shall choose one of the Assistant Inspector Generals to perform the investigation and make the report.

The Inspector General, STARFLEET reports to the Commander, STARFLEET, shall be at least 23 years old, and must meet all other qualifications for office as set forth in the current Membership Handbook.

SECTION 02:02 - OFFICE ORGANIZATION

The Office of the Inspector General, STARFLEET, is comprised of the Inspector General (IG), the Deputy Inspector General (DIG), the Assistant Inspectors General (AIG), and their respective staffs. The actual number of personnel attached to the IG's Office may vary due to changes in the organizational structure of STARFLEET, the deemed necessity of various staff positions, as well as the personal preferences of the IG/DIG/AIGs.

Each Region has an Assistant Inspector General position, though it may not be filled. The STARFLEET Marine Corps is also allotted an AIG. Each Inspector General, regardless of level, is authorized a staff to assist them in the execution of their official duties. Such staff is assigned either on a case-by-case basis, or serves the entire term of the respective Inspector General.

SECTION 02:03 - CHAIN OF COMMAND

The Chain of Command for the Inspector's General office is a linear one. The Inspector General, STARFLEET, reports directly to the Commander, STARFLEET. He also briefs the Admiralty Board on behalf of the CS on matters of recording votes of the Admiralty Board and the investigation of violations of a member's rights.

Reporting directly to the Inspector General, STARFLEET, is the Deputy Inspector General. The Assistant Inspectors General report to the DIG. Each Inspector General's staff report to that Inspector General. All members of the Office of the IG are ultimately responsible to the Inspector General, STARFLEET for their conduct in office.

SECTION 02:04 - DUTIES

The Inspector General's Office is charged with three main duties, as outlined in the STARFLEET Constitution:

- To act as the primary investigative arm of STARFLEET. In this capacity, the IG's Office is charged with investigating possible violations of the STARFLEET Constitution, or basic member's rights, by members of STARFLEET;

- To conduct biennial Votes of Confidence or elections of the Regional Coordinators;
- To assist the STARFLEET Election Coordinator in conducting the biennial Vote of Confidence or Election of the Commander, STARFLEET.

SECTION 02:05 - AUTHORITY

The Inspector General's Office is invested with the investigative powers contained within this manual, as approved by the STARFLEET Executive Committee and in accordance with guidelines set forth in the STARFLEET Membership Handbook.

SECTION 03:01 - PERSONNEL

All members of the Office of the Inspector General, STARFLEET, shall be members in Good Standing within STARFLEET. They also shall have taken and passed the Officer Training School and Officer Command College courses at STARFLEET Academy. No active member of the STARFLEET Executive Committee, Admiralty Board, or Regional Staff shall serve in this Office.

SECTION 03:02 - INSPECTOR GENERAL

Selection

The Inspector General is nominated by the Commander, STARFLEET, and must be confirmed by a majority vote of the Admiralty Board. The IG must be at least 23 years of age and answers directly to the Commander, STARFLEET. The IG is a member of the Commander, STARFLEET's staff.

Duties and Responsibilities

The Inspector General is STARFLEET's chief investigator in matters where such expertise is called upon. The IG is responsible for all complaints brought to the attention of the Commander, STARFLEET, that the CS chooses to investigate. Such investigations, depending on scope, shall either be handled by the IG or one of the AIGs.

Term of Office

If at any time the Commander, STARFLEET becomes dissatisfied with the performance of the Inspector general, he may submit a motion to the Admiralty Board to have the Inspector General removed from office. The Admiralty Board shall have thirty days from the date of the motion to investigate the matter, but may vote to extend this period an additional thirty days by a simple majority. At the end of this period, the Admiralty Board shall submit the motion to a vote. By a simple majority, the AB shall then vote whether to remove the Inspector General or not.

SECTION 03:03 - DEPUTY INSPECTOR GENERAL

Selection

The Deputy Inspector General is appointed by the Inspector General. The DIG must be at least 23 years of age and answers directly to the Inspector General, STARFLEET.

Duties and Responsibilities

The Deputy Inspector General is responsible for carrying out any investigations assigned to them by the IG. In general, these are for Regions that do not have an active AIG in office.

Term of Office

The Deputy Inspector General, STARFLEET, serve at the pleasure of the Inspector General, STARFLEET.

SECTION 03:04 - ASSISTANT INSPECTOR GENERAL

Selection

The Assistant Inspector General is appointed by the Inspector General, STARFLEET. The IG must be at least 23 years of age and answers directly to the Inspector General. A Regional AIG must be a resident of the Region they serve. The SFMC AIG must be a member of the STARFLEET Marines. AIGs are not considered part of the staff of the Region they represent and are not answerable to the Regional Coordinator.

Duties and Responsibilities

The Assistant Inspectors General are charged with carrying out investigations assigned to them by the IG. In general, these investigations shall concern those within the Region itself, though they may assist in investigations outside their Region.

Term of Office

The Assistant Inspectors General, STARFLEET, serve at the pleasure of the Inspector General, STARFLEET.

SECTION 03:05 - MISCELLANEOUS STAFF POSITIONS

The Inspector General, Deputy Inspector General, and Assistant Inspectors General may, at their discretion, appoint staff members to assist them in their duties. These appointments may be for the duration of an investigation, or the respective Inspector General's term of office. All staff appointments must be approved by the Inspector General, STARFLEET.

SECTION 04:01 - ELECTIONS

SECTION 04:02 - REGIONAL COORDINATORS

STARFLEET Constitution – Article 4, Section 3, Paragraph 1:

All Regional Coordinators must be residents of the geographic area they represent and at least 21 years of age. The COs of the Chapters and Shuttles of the Region elect via popular election or confirm via votes of confidence their Regional Coordinators to a two-year term, in accordance with the current guidelines as set forth in the Membership Handbook. The primary duty of the Regional Coordinator is to represent the membership of his/her Region to STARFLEET in general and the Admiralty Board specifically. The Regional Coordinator is charged with administering and implementing the organizational policies as set forth by the Admiralty Board. Regional Coordinators hold regional funds in trust for the benefit of their regions, and are charged with the responsibility of handling, or appointing someone to handle, the administration and disbursement of his/her region's funds, the maintenance of adequate regional financial records, and the full, regular, and periodic public disclosure thereof.

SECTION 04:03 - NOMINATIONS

Every two years, an election for the Regional Coordinator shall be held at a time to be determined and announced by the Inspector General, STARFLEET. In addition, if a sitting Regional Coordinator retires or resigns from office, the Inspector General, STARFLEET will begin the process of selecting a new RC. The IG shall make a general announcement to the Commanding Officers of the Region seeking nominations. In Regions with only one chapter, the announcement shall be made to the Regional membership at large. This announcement shall include the process in which nominations should be submitted, and the timeframe for doing so.

SECTION 04:04 - NOMINATION PROCESS

Nominations shall be accepted for a period of thirty days from the first announcement by the IG that nominations are being sought. Once the nomination window opens, those seeking to become RC shall provide to the IG letters from no less than two (2) Commanding Officers of the chapters in good standing of the Region who shall affirm their nomination of the candidate.

In a Region that only has two chapters, typically, the COs of the two chapters shall be the candidates for Regional Coordinator. However, the nomination of candidates shall be a choice made from each chapter within said Region. A chapter may choose to abstain from nominating a candidate.

Each nomination letter shall include:

- the name of the nominating CO's (or member's) chapter
- the nominating CO's (or member's) name and SCC number
- the contact address of the nominating CO (or member)
- the name of the candidate for RC they are nominating
- the nominating CO's (or member's) signature and date

In addition, any candidate for RC shall include in a letter to the IG the following:

- Their name and contact address
- Their birth date
- A statement affirming that they are over 21 years of age and meet all eligibility requirements to serve as Regional Coordinator
- A statement affirming that they will run for RC if nominated
- Their signature and date

All letters of nomination and of candidacy are due to the Inspector General no later than the last day of the nomination period as outlined in the original announcement.

The Inspector General shall verify the information presented in each letter of nomination and candidacy to determine the veracity of the information presented. They shall confirm that each letter has the presence of signature and date, and

shall verify with Membership Processing and Operations that the member and chapter are both in good standing.

As noted above, each candidate for RC must have nominations from no less than two (2) Commanding Officers of the Region in order to be placed on the ballot.

SECTION 04:05 - ELECTION

- * If only one candidate is nominated, that candidate shall be automatically declared the Regional Coordinator-elect.
- * If any candidate receives nominations from 50%+1 or more of the Region's total chapters, that candidate shall be automatically declared the Regional Coordinator-elect.
- * If more than one candidate is nominated, and no candidate receives nominations from 50%+1 or more of the Region's total chapters, then an election shall be held.

SECTION 04:06 - ELECTION PROCESS

The Inspector General shall within seven days of the end of the nomination process, announce the candidates for Regional Coordinator and distributes ballots with said names to all of the Commanding Officers within the Region. 04:06:A) In a Region with only two chapters, a vote for the office of Regional Coordinator shall involve all members within said Region (who are paid members of STARFLEET at the time the vote shall commence), be they attached to the two chapters in said Region, associate members, or members assigned to chapters outside said Region. Only members within said Region will be allowed to participate in the election.

Each ballot shall include the names of the candidates, with a checkbox for the CO (or member - see 04:06:A above) to select the candidate they wish to vote for. Each ballot shall also have space for the CO (or member) to sign and print their name, as well as date the ballot. It shall also include a return address for the ballot.

The voting period shall be thirty days. At the end of the thirty days, the Inspector General shall tally all the votes received. The candidate with the plurality of votes cast shall be submitted to the Commander, STARFLEET, for appointment as the next RC. The Inspector General shall make available to all of the candidates a report showing the percentage of the votes cast in their favor. The actual vote of each chapter or shuttle shall remain private to the IG.

SECTION 04:07 - COMMANDER, STARFLEET

Article 8 of the STARFLEET Constitution outlines the election process for the Commander, STARFLEET. The Inspector General shall secure an independent CPA to receive and tally the ballots cast by the members.

SECTION 05:01 - VOTES OF CONFIDENCE

SECTION 05:02 - REGIONAL COORDINATORS

STARFLEET Constitution – Article 4, Section 3:

All Regional Coordinators must be residents of the geographic area they represent and at least 21 years of age. The COs of the Chapters and Shuttles of the Region elect via popular election or confirm via votes of confidence their Regional Coordinators to a two-year term, in accordance with the current guidelines as set forth in the Membership Handbook. The primary duty of the Regional Coordinator is to represent the membership of his/her Region to STARFLEET in general and the Admiralty Board specifically. The Regional Coordinator is charged with administering and implementing the organizational policies as set forth by the Admiralty Board. Regional Coordinators hold regional funds in trust for the benefit of their regions, and are charged with the responsibility of handling, or appointing someone to handle, the administration and disbursement of his/her region's funds, the maintenance of adequate regional financial records, and the full, regular, and periodic public disclosure thereof.

Additionally, the collective assembly of all Regional Coordinators shall constitute the Admiralty Board. As such, the Regional Coordinators are required to vote on the various issues submitted for their consideration. These votes should reflect the will of the Region and not solely that of the Regional Coordinator whenever possible.

Regional Coordinators report monthly on the status of their regions to the Chief of Operations, STARFLEET with a copy going to the Commander, STARFLEET and to exercise all other duties as outlined in the current Membership Handbook. The Regional Coordinator is required to appoint at least one Vice Regional Coordinator of his/her own choosing to serve in his/her absence as needed. Any and all additional staff is at the sole discretion of the Regional Coordinator.

STARFLEET Constitution – Article 6, Section 1:

If any Region's Commanding Officers (COs) become dissatisfied with the performance of their RC, after first exhausting all avenues to reconcile their differences with said RC, the COs shall petition the Inspector General, STARFLEET, to initiate a process to remove said RC from office. Upon receiving the petition signed by at least 25% of the Region's COs, the Inspector General, STARFLEET will orally interview and/or request written statements from any and all parties involved. The Inspector General, STARFLEET may recuse himself and his staff from the matter only if he believes that his/her office's participation in the matter would create a conflict of interest or the appearance of impropriety. In this case, if there is no one on the Inspector General's staff who may assume jurisdiction over the matter, the petition shall be sent to the Commander, STARFLEET for further action.

After giving all positions due consideration, the Inspector General, STARFLEET (or the investigator who assumed authority over the case), in consultation with the Commander, STARFLEET, must decide whether to submit the petition to the Admiralty Board (AB) for further consideration or call for an immediate Vote of Confidence by the Commanding Officers of the Region the RC represents.

If the petition is submitted to the Admiralty Board, the AB shall first deliberate on the matter and then by a majority vote of all Regional Coordinators holding office, excluding the RC who is the subject of the removal petition, vote on whether to request a Regional Vote of Confidence in the affected Region. No voting proxies shall be accepted in this balloting process.

If the petition to remove the RC is accompanied by the signatures of more than 50% of the Region's COs, the Vote of Confidence process shall be initiated automatically by the Inspector General, STARFLEET.

If the Regional Vote of Confidence is in favor of removal, the CS shall promote the senior-most sitting Vice-Regional Coordinator to serve as Interim Regional Coordinator to serve until a called RC election can be held.

SECTION 05:03 - SCHEDULED VOTES OF CONFIDENCE

As dictated by the STARFLEET Constitution and the Membership Handbook, an election for Regional Coordinator must be held every two years. If the sitting Regional Coordinator is the only candidate for Office, they shall undergo a Vote of Confidence instead.

Each VoC is scheduled to last thirty days. The IG shall send a packet to each Chapter / Shuttle Commanding Officer within the Region. Said packet will include a letter from the IG detailing the VoC process, including when a ballot must be returned, and the ballot itself. The ballot shall include the name of the RC, check boxes in favor of or against keeping the current RC, and places for the CO to sign and print their name and list their telephone and email contact information. If the Commanding Officer is not completing and returning the ballot, a letter signed by the CO stating their proxy must accompany, or precede, the ballot.

SECTION 05:04 - NON-SCHEDULED VOTES OF CONFIDENCE

A Vote of Confidence may be called on a Regional Coordinator at any time, provided that one of the following occurs:

- At least 25% of a Region's Commanding Officers petition the IG to hold a VoC on the RC. The IG shall investigate the reasons given by the CO's requesting said VoC and shall present the matter to the Commander, STARFLEET for deliberation and decision. The CS can either call for a VoC or refer the matter to the Admiralty Board. The Admiralty Board shall then decide whether a Vote of Confidence is warranted.
- At least 50% of the Region's Commanding Officers petition the IG to hold a VoC. In such cases, the IG shall immediately prepare a Vote of Confidence on the RC.
- A sitting RC may call a Vote of Confidence upon themselves at any time by contacting the IG to request one.

As with Scheduled Votes of Confidence, unscheduled VoCs last thirty days. The IG shall send a packet to each Chapter / Shuttle Commanding Officer within the Region. Said packet will include a letter from the IG detailing the VoC process, including when a ballot must be returned, and the ballot itself. The ballot shall include the name of the RC, check boxes in favor of or against keeping the current RC, and places for the CO to sign and print their name and list their telephone and email contact information. If the Commanding Officer is not completing and returning the ballot, a letter signed by the CO stating their proxy must accompany, or precede, the ballot.

SECTION 05:05 - RELEASE OF RESULTS

When completed, the result of any Vote of Confidence shall be sent via email to the Regional Coordinator and the Commander, STARFLEET. The message will indicate the number of votes cast and the total for and against. The actual vote of each chapter or shuttle shall remain private to the IG. The IG may release, from time to time during the voting period, the name of the chapter or shuttle that has returned a ballot. A complete list of all chapters and shuttles who participated in the balloting, but not how they voted, shall be made available to the CS and RC.

SECTION 05:06 - COMMANDER, STARFLEET

STARFLEET Constitution – Article 8, Section 7:

If only one person shall qualify as an eligible candidate for President, a vote of confidence for that candidate shall be held by the general membership. Ballots shall be distributed according to the election schedule as defined above. Should the sole candidate fail to obtain a majority of the votes cast in the election, the candidate shall not assume office. The Admiralty Board shall then elect from its membership an Acting Commander, STARFLEET, who shall discharge the duties of President until the next regularly scheduled STARFLEET general election or until a special general election may be called, at the discretion of the Admiralty Board with the advisement of the Election Coordinator.

In the event of a Vote of Confidence, ballots shall be sent out to the members in the same way they are in the General Election. Tallying of ballots may be done either by the Inspector General, or an independent CPA, at the discretion of the STARFLEET Election Coordinator.

In the event no eligible person is nominated for the Office of the Commander, STARFLEET, the Admiralty Board shall elect one of their fellows to serve as Commander, STARFLEET until the next regularly scheduled election.

SECTION 06:01 - INVESTIGATIONS

SECTION 06:02 - POLICY OF THE INSPECTOR GENERAL'S OFFICE

- This Office will never deal with "Code of Conduct" violations as that is too subjective an area. The personal or professional IG definition of 'praise' or 'criticize' might be different from someone else's.
- This Office will never deal with any violations of Local, State or Federal laws. That is for the appropriate law enforcement authority to handle.
- This Office will deal only with violations of membership rights as stated in the Membership Handbook.
- This Office will never deal with personal conflicts that occurred *outside* of SFI events.
- This Office will never begin an investigation that is not assigned by the proper chain-of-command.

SECTION 06:03 - INITIATING AN INVESTIGATION

The proper Chain of Command to begin an investigation is easy. Any member who believes that their rights have been violated should seek redress of the issue first with the Commanding Officer - unless that person is part of the issue. Should that be the case, then the member should contact their respective Regional Coordinator. The Regional Coordinator will then contact the Commander, STARFLEET and providing the necessary details as to the cause for the investigation. Such notification can be in any form, though a formal written request should follow within 48 hours. The Commander, STARFLEET will review the issue and - if determined to be within the authority of the IG's Office - will direct the IG to begin an investigation into the matter. At their discretion, the Commander, STARFLEET may instruct the Office of the Inspector General to provide more information before a decision is made on whether to launch a formal IG investigation.

Approval shall not be unduly withheld. The requesting officer may appeal a denial decision to the Admiralty Board. A 2/3 vote of the Admiralty Board is required to override the denial and move the requested investigation to the Office of Inspector General.

Once an investigation is authorized, the IG assigns it a case number and turns it over to an investigating officer – an AIG – if not conducting the investigation himself.

Last 2 digits of year case initiated in	Month the case was initiated in	Day of month the case was initiated on	Case # (based on # of cases preceding it in a calendar year)
---	---------------------------------	--	--

0	1	0	5	-	1	8	0	1	5
---	---	---	---	---	---	---	---	---	---

Thus, by interpreting the case number as illustrated above, you would know that the case was opened on 18 May 2001, and was the 15th case for that year. No two case numbers will be identical – even if opened on the same date. For example, if two cases were opened on 1 January of the same year, one of the cases would be designated with a 001 at the end, the other with 002.

Cases can be carried over into the following calendar year/s if necessary. Thus it is possible to be conducting a case opened in 2000 during 2001. The case is considered 'opened' until such time as a report is presented to the EC, when it is considered 'closed – pending final judgment by EC.' A copy of the EC's judgment will be provided to the IG's Office for placement in the case file. Once a final judgement has been reached, the case will be considered 'closed.'

SECTION 06:04 - CONDUCTING AN INVESTIGATION

Once an investigation is initiated, the investigating officer must use a variety of means to uncover the required facts and evidence needed to bring closure to the case. Based on the geographic structure of STARFLEET, much of the 'leg work' in an investigation is actually done via phone, e-mail, and USPS.

During the course and planning of an investigation, the investigating officer must remember that at no time do they have the authority to violate any person's rights – as guaranteed under the laws of their city, state, province, and country. Even if the investigating officer is actually a 'real-life' investigator (i.e., detective), they do not have the same authority in their capacity as a member of the STARFLEET Inspector General's Office. The investigation is, to oversimplify things, an

uncovering of the facts. It is not the place of this office, nor its members, to pass judgment. That is left in the hands of the EC.

During the course of the investigation, the investigating officer needs to record any and all evidence/facts that are uncovered. This includes, but is not limited to, phone calls, e-mails, documents, and computer files. All of these items, along with the investigator's final report must be sent to the IG upon the completion of the investigation. The IG will go over the materials and, if need be, clarify any questions he may have before submitting the final report to the EC.

SECTION 06:05 - REPORTING AND RELEASE OF FINDINGS

All materials gathered in the course of an investigation (physical evidence, statements, etc.) are sent to the IG, along with the investigator's report. The IG then compiles a final report to be presented to the EC for their verdict in the matter. Once the EC has decided on their course of action, if any, they will report such to the defendant/s in the case – with a copy being sent to the IG.

Information pertaining to an on-going investigation will not be released to anyone outside of the IG's office until such time as the case is considered 'closed.' Updates on the status/progression of the investigation may be provided to the person requesting the investigation, upon request.

After a case has been closed, persons involved in the investigation (defendant, plaintiff, etc.) may request copies of the case file. This is done at their own expense – which is dependant on the materials requested – and said request must be submitted in writing to the IG.

SECTION 06:06 - APPEAL PROCESS

The final judgment in an investigation may be appealed under the process outlined in Article 5 of the STARFLEET Constitution.

SECTION 7:01 - MISCELLANEOUS DUTIES

The IG's Office can be requested for services other than investigations. Examples of these services include:

- Arbitrator
- Running a Chapter Election
- Running a Chapter Vote of Confidence

SECTION 7:02 - ARBITRATION PROCESS

Asking the IG's Office to act as an arbitrator in a situation is meant to be a member's last recourse to settle a problem. Before making such a request, the requesting parties MUST have followed the proper Chain of Command – be it chapter, region, or Fleet-level – and exhausted all solution options presented – if any. Once all these standard means of solving the problem/s are exhausted, then the involved member/s may petition the IG's Office for binding arbitration.

A request for arbitration must be made in writing to the IG, not an AIG. Said request must include detailed information as to the problem/s, persons involved, and any supporting documentation necessary, unless they are a party to the issue. In such cases, the IG or DIG shall serve as arbiter.

Once this request has been received, the IG will review the matter and determine if the criteria has been met for his office's intervention. Whether the IG decides to have his office act as an arbitrator or not, the petitioning party will be notified in writing of the IG's decision.

If the IG decides to have his office act as an arbitrator, then the AIG from the petitioning party's region will act as the lead arbitrator in collecting the necessary information from all involved parties. Once the information has been collected, the IG will be notified and a Board of Review will be convened. This BoR will be made up of the IG (who will act as president of the board), the AIG acting as lead arbitrator, and 3 other members of the IG's Office. Copies of all collected information will be sent by the lead arbitrator to each member of the BoR.

Once the BoR has received the required materials, they will have 7 days to review and discuss said information and render a verdict in the matter. The initial verdict, in order to keep within the 7 day time-frame can be either voice or e-mail. However, all the verdicts must be provided in writing within 3 days from the initial verdict, and with an explanation as to why that decision was reached. Copies of the verdict will be provided to all involved parties and the RC/s of the involved region/s. In addition, copies of all materials involved will kept on file in the IG's Office.

The verdict reached by the BoR is considered final, and all involved parties must adhere to it – as agreed to in the petition. Said verdict will also stipulate any penalties levied – if required.

SECTION 08:01 - RECORDS POLICY

Each duty performed by the IG's Office requires various amounts of paperwork. The following guideline indicates the minimum length of time that records are kept, who has access to them, and where they are retained.

TYPE	ACCESSIBILITY	MINIMUM TIME RETAINED	RETAINED BY
VoC Records – Region	IG's Office Only	4-years	IG
VoC Records – STARFLEET	IG, AB, & EC	10-years	1-copy – IG 1-copy – CCS
Election – Region	IG's Office Only	4-years	IG
Election – STARFLEET	IG, AB & EC	10-years	1-copy – IG 1-copy – CCS
Investigations	IG's Office Only *	7-years	1-copy – IG 1-copy – Investigating Officer (AIG) Report Copy Only – EC

It is at the discretion of the IG as to whether any of the records are kept for a longer period of time. An example of this would be retaining the checklist/s and results for a Region Coordinator Election after 4-years, yet destroying the actual ballots.

Whenever a new IG is appointed, all records from the outgoing IG are to be turned over to the new IG within 30-days. Failure to comply with this policy could result in punitive action/s being taken – such as suspension of membership privileges – until the records are turned over.

APPENDIX A - RECOMMENDED PENALTIES

The following is a listing of the penalties that the IG's Office may recommend at the conclusion of an investigation. Please keep in mind that these are only examples and that, with the exception of binding arbitration, the IG's Office can only make recommendations regarding the imposition of penalties, listed in **recommended** ascending order of severity. The final verdict in many of these matters is in the hands of the EC.

Written Warning
 Official Letter of Reprimand
 Suspension of Privileges/Duties –
 Chapter
 Region
 STARFLEET
 Suspension from Position –
 Chapter
 Region
 STARFLEET
 Removal from Position –
 Chapter
 Region
 STARFLEET
 Reduction in Rank/Grade –
 Below Captain
 Captain & Above (current rank)
 Court Marital & Expulsion
 Chapter
 STARFLEET

Note: Items highlighted in **red** can only be imposed by the Executive Committee.

APPENDEIX B - INDEX OF ABBREVIATIONS

AB	STARFLEET Admiralty Board
AIG	Assistant Inspector General. Usually followed by (RXX) designation to represent their to a particular region in STARFLEET (hence the 'XX' for the particular region's number).
BoR	Board of Review
CSA	Commandant, STARFLEET Academy
CCS	Chief of Communications, STARFLEET
CCOS	Chief of Computer Operations, STARFLEET
CO	Commanding Officer
COS	Chief of Operations, STARFLEET
CoS	Chief of Staff
CPA	Certified Public Accountant
CS	Commander, STARFLEET, also referred to as the President of STARFLEET International
CSOS	Chief of Shuttle Operations, STARFLEET
EC	STARFLEET Executive Committee
DIG	Deputy Inspector General
IG	Inspector General
RC	Region Coordinator
USPS	United States Postal Service, commonly known as 'snail mail'
VCS	Vice-Commander, STARFLEET, also referred to as the Vice-President of STARFLEET International
VoC	Vote of Confidence
XO	Executive Officer

Robb Jackson, Inspector General, STARFLEET
354 Lexington St. • Waketown, MA 02472
Email: ig@sfi.org

FORM S10-02B

OFFICIAL AFFIDAVIT

NAME OF TESTIFYING PARTY:

SCC NUMBER:

REGARDING:

CASE NUMBER:

DATE:

STATEMENT:

ADMINISTRATIVE SECTION

Signature of Testifying Party: _____

Page ____ of ____

Robb Jackson, Inspector General, STARFLEET
354 Lexington St. • Waketown, MA 02472
Email: ig@sfi.org

FORM S10-02C

OFFICIAL PETITION FOR ARBITRATION

I am aware that by filling out this form, I acknowledge that there is a situation that exists which is beyond my ability to solve and settle amicably. I formally request the intervention of the STARFLEET Inspector General's Office to act as an arbitrator in this situation.

Further, I accept that said intervention is considered to be Binding Arbitration, and that I shall abide by their findings and decisions in this situation.

Signed: _____ Date: _____

NATURE OF THE PROBLEM

Please complete the following information to the best of your ability. Incomplete petitions cannot be given proper consideration. Please print legibly or type.

Multiple horizontal lines for text entry.

PARTIES INVOLVED

State the name, rank, chapter, and address of all parties involved. If a chapter or several chapters as a whole are involved, Please state the names & address of the chapter(s), as well as the Commanding Officers's name & rank.

Multiple horizontal lines for text entry.

FOR USE BY THE INSPECTOR GENERAL'S OFFICE ONLY

RECEIVED BY: _____ DATE: _____

REQUEST IN ORDER: YES NO

APPROVED: YES NO DATE: _____

REGION(S) INVOLVED: _____

RESOLUTION DATE: _____