



UNITED STATES CAPITOL POLICE

WASHINGTON, DC 20510

December 4, 2025

INSPECTOR GENERAL

MEMORANDUM

TO: Michael G. Sullivan
Chief of Police

FROM: David T. Harper
Inspector General 

SUBJECT: *Management Advisory Report: The Investigations Division's Policies and Procedures (Report Number OIG-2026-02)*

During a recent inquiry requested by the Committee on House Administration (CHA), the Office of Inspector General (OIG) identified issues which we believe warrant the attention of the United States Capitol Police (USCP or Department) leadership. A Standard Operating Procedure (SOP) within the Protective Services Bureau, Investigations Division (ID) includes contradictory statements regarding required training for Special Agents. Further, the Department does not have established guidance to (1) address when it is appropriate for a Protective Services Officer (PSO) in Training to attend field interviews or (2) set requirements for the use of audio recording devices when conducting interviews.

Finding 1: USCP's SOP Contains Contradictory Statements

USCP SOP [REDACTED], dated April 19, 2023, contains contradictory statements. It states, "To be considered for assignment to the ID, sworn USCP employees must successfully complete the CITP [Criminal Investigations Training Program], held at a Federal Law Enforcement Training Center (FLETC) [sic] and BITP [Basic Investigator Training Program]." This statement suggests the training must be completed prior to joining the ID. However, the same SOP also states, "Once assigned to the ID, USCP Officers and officials must successfully attend and complete CITP and BITP." This statement suggests the training may be completed after joining ID. Therefore, it is unclear whether training must be completed before or after assignment to the ID.

Recommendation 1: We recommend the United States Capitol Police update Standard Operating Procedure, [REDACTED] dated April 19, 2023, to remove contradicting statements and clarify whether employees must successfully complete the Criminal Investigator Training Program and Basic Investigator Training Program prior or subsequent to assignment to the Investigations Division.

Finding 2: USCP Does Not Have Guidance Regarding Whether PSOs in Training May Participate in Field Interviews

OIG identified that the Department does not have established guidance to address when it is appropriate for a PSO in Training to attend a field interview with a Special Agent. USCP SOP [REDACTED], dated April 20, 2023, states, “At least two (2) agents will participate in all interviews. Additional agents’ participation can be requested, if reasonable.” However, the SOP does not address PSOs in Training.

During our work on the inquiry requested by the CHA, OIG identified that a PSO in Training attended a field interview with two Threat Assessment Section (TAS) Special Agents while on a “direction of interest”¹ case. The TAS Supervisory Special Agent on the case stated they requested a PSO in Training to accompany the TAS Special Agents on the field interview. However, the Supervisory Special Agent stated they were informed after the incident that the PSO in Training should not have attended the field interview. The PSO in Training did not complete the Department’s required BITP before the field interview. The Supervisory Special Agent advised there is no clear guidance on whether a PSO in Training can attend field interviews or not before completion of the required training.

Recommendation 2: We recommend the United States Capitol Police document and implement procedures to establish when it is appropriate for a Protective Services Officer in Training to participate in field interviews.

Finding 3: USCP Does Not Have Guidance Regarding the Use of Audio Recording Devices

The Department does not have established guidance regarding the use of audio recording devices when conducting interviews. Regarding the in-person interview discussed previously, neither TAS Special Agent recorded the field interview due to miscommunication on who would record the interview. The Supervisory Special Agent stated recording devices should be used for all interviews; however, there is no guidance requiring this action.

Recommendation 3: We recommend the United States Capitol Police document and implement procedures to establish guidance regarding the use of audio recording devices when conducting interviews.

We conducted this work with integrity, objectivity, and independence as required by the *Quality Standards for Federal Offices of Inspector General* issued by the Council of the Inspectors General on Integrity and Efficiency. Those standards set forth the overall quality framework for managing, operating, and conducting the work of Offices of Inspector General. The work adhered to the professional standards of objectivity,

¹ USCP SOP [REDACTED], dated December 17, 2020, defines a Direction of Interest (DOI) as information received by the USCP from any source where a subject expresses an unusual interest in any person or property under USCP jurisdiction.

Chief of Police -- Michael G. Sullivan
December 4, 2025

independence, due professional care, and quality assurance and followed procedures to ensure accuracy of the information presented.

cc: Assistant Chief Sean P. Gallagher, Uniformed Operations
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