

Civilian Review Board Procedure

Procedure for Assigning Board Members to Panels

The Civilian Review Board ordinance (Chapter 2.72) specifies that Board Members will be assigned to panels "randomly." The City's Information Management Division has developed a random number mechanism for making such random assignments. This tool has been provided to the Board's Investigator.

- A. As Board Members are appointed and approved by advice and consent, the Investigator will enter their names in to the randomizer spreadsheet.
- B. Subsequent to the Investigator's receipt of an excessive force complaint or to being directed by the Board to investigate a complaint, the Investigator will use the random selection mechanism to come up with five names.
- C. The result will be reported to the Board Chair for approval.
- D. The Chair may contact the selected panel members or direct the Investigator to do so.
- E. If any of the selected panel members are unable to serve, the Chair will instruct the Investigator to randomly select another Board Member's name.
- F. The Chair shall ensure that the random selection process does not result in a disproportionate burden of panel assignments being placed on any single board member. Under such circumstances the Board Chair shall substitute Board members when necessary to accomplish a reasonable equitable workload distribution by directing the Investigator to randomly select another Board member to serve on the panel.
- G. The Board Chair may also replace a panel member(s), if he/she has a conflict of interest as defined by the Board's official Ethics Policy. Under such circumstances the Board Chair will direct the Investigator to randomly select another Board member to serve on the panel.



Board Chair

Date