

Police Civilian Review Board Procedure

Board Panel Procedures for a Request for an Investigation

1. Responsibilities

It is the responsibility of Board panels, comprised of five members assigned randomly, to:

- A. Receive and review the investigations of the Police Civilian Review Board Administrator and the Internal Affairs Unit.
- B. Meet with the Board Administrator to discuss the cases.
- C. Direct the Administrator to conduct additional investigation, if necessary.
- D. Make a determination whether a complaint is unfounded, the officer is exonerated, no determination is possible, or sustained.
- E. Make a recommendation to the Police Chief regarding:
 - 1. Training
 - 2. Discipline
 - 3. No discipline
 - 4. Any other recommendations deemed appropriate by a majority of the Board panel.
- F. Make recommendations to the full Board regarding changes in Police Department policies and procedures.

2. Access to Information

Board panel members will have access to all information made available to the Administrator and Internal Affairs, including but not limited to:

- A. All police reports
- B. All written correspondence, including electronic correspondence
- C. Physical evidence
- D. Photographs
- E. Tape recordings of interviews with officer(s) and witnesses
- F. Witness statements
- G. Officer statements
- H. After the panel has made a final decision that the complaint is either sustained or no determination, officers' complaint histories on excessive force cases and other cases for which the Administrator or Board has requested a history.
- I. Any other information that has arisen that is pertinent to the case.

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3. Method of Providing Information

Because of the need for confidentiality, the following procedures will be followed:

A. The Internal Affairs case file will be kept in the Administrator's office. Individual panel members wishing to review the case file will come to the Administrator's office/conference area and review it there. The case file will not leave the Administrator's office/conference area at any time.

B. When Board panel members receive an officer's complaint history, it will be provided in the Administrator's conference area, unless a panel meeting is held elsewhere. If the panel meeting is held in the Administrator's conference area, the complaint history will not leave that conference area and will be shredded after the panel's deliberations. If the panel meeting is held elsewhere, it will be the responsibility of the Administrator to gather all copies of the complaint history upon conclusion of the panel's review, return them to his/her office and shred them.

4. Communication

A. Board panel members must not have any communication about the subject matter of a case pending before the Board with the complainant, witnesses, or the officer(s) against whom the allegation has been made.

B. Panel members shall confine their discussion regarding the substance and merits of a complaint to official panel meetings.

5. Timeframe

The Board panels will attempt, whenever possible, to convey their recommendations to the Police Chief within 30 calendar days of the completion of the Internal Affairs Investigation.


Chair

10 - 20 - 03
Date