

Police Civilian Review Board Policy

Timely Filing of Requests for Investigation

Request for an Investigation

1. Chapter 2.72 of the Salt Lake City's ordinances creates a Police Civilian Review Board. Provisions within that ordinance authorize the Police Civilian Review Board to initiate investigations when requested by citizens.
2. It is the policy of the Police Civilian Review Board that a request for an investigation will be deemed filed timely under the following conditions:
 - A. A request has a postmark four business days or fewer from the date on which a complaint was filed with Internal Affairs.
 - B. A request has been made over the telephone within four business days or less from the date on which a complaint was filed with Internal Affairs. Documentation of the timeliness of a telephone request shall be based on the following:
 1. Contact has been made with the Administrator.
 2. A voice mail making an inquiry has been left at any of the following phone numbers:
 - a. 535-7230
 - b. 535-6333
 - c. 535-6426
 - C. A request has been emailed to the Administrator with a "sent date" that is four business days or fewer from the date on which a complaint was filed with Internal Affairs.
 - D. A request has been originated online via the Internet within four business days or fewer from the date on which a complaint was filed with Internal Affairs.
 - E. Complaints filed with the Police Civilian Review Board prior to being filed with Internal Affairs will be deemed to have been filed timely, provided that the complaint is filed with Internal Affairs within 14 calendar days of the complaint being filed with the Board.

Chair

Date Approved