

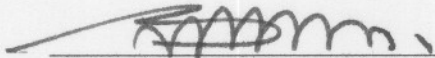
## **Police Civilian Review Board Policy**

### **Criteria to Be Used in Deciding Whether to Initiate an Investigation of a Citizen's Complaint Not Involving Excessive Force**

- A. Complaints That Will Not Be Accepted
1. No complaints will be investigated where a complaint has not also been filed with Internal Affairs. If necessary, the Investigator will assist the Complainant in filing with the Police Department.
  2. No complaints will be investigated where the complaint is received by the Investigator more than four (4) business days after the complaint was filed with the Police Department.
  3. The complaint does not fall within jurisdiction of the Civilian Review Board.
- B. Other Criteria That Will Be Considered in Making a Decision Regarding Accepting a Complaint
1. The investigator is responsible for making a recommendation to the members of the Police Civilian Review Board (CRB) regarding whether a citizen requested investigation should be accepted or declined for investigation, along with the rationale of that recommendation.
  2. The criteria to be used by the Investigator in formulating a recommendation includes, but is not limited to:
    - a. Egregiousness of the Police Officer's alleged behavior.
    - b. Potential affect on community perceptions.
    - c. The complaint alleges that the complainant's membership in a group (e.g., race, ethnicity, religion, color, gender, sexual orientation, age, disability status, etc.) was the cause of the Police Officer's behavior.
    - d. The complaint appears to be consistent with a pattern of behavior for a specific Police Officer.
    - e. The behavior complained of appears to be a pattern of complaints through the entire Department or in a specific geographic area.
  3. The same criteria will be used by the Board in directing the Investigator to either investigate or not investigate as those outlined in 2 above, with the addition of "other factors relevant to the specific case at the discretion of the Board."

C. Actions Subsequent to Decision on Accepting a Complaint

1. If five members of the Board direct that an investigation should be conducted, the Investigator will:
  - a. Notify the complainant in writing within five business days.
  - b. Notify Internal Affairs within one business day.
2. If fewer than five Board members decide that an investigation should be conducted, the Investigator will notify the complainant in writing within five business days that the Board has declined to initiate an investigation.

  
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Chair

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Date