

## Police Civilian Review Board Procedures

### Notification Procedures Between the Board and Internal Affairs

This procedure is intended to provide guidelines for communication between the Police Civilian Review Board Administrator and the Internal Affairs Unit of the Police Department. **Nothing in this policy is intended to limit the powers of the Board.**

#### 1. Responsibilities of Administrator

A. Notify the Police Chief's Office and the Internal Affairs Unit of any requests for investigation or review received by the Administrator within one business day of receipt of the request (business day is defined as Monday through Friday, excluding holidays).

B. Notify the Police Chief's Office and the Internal Affairs Unit of any requests for investigation for which the Board has instructed the Administrator to conduct an investigation within one business day.

C. Notify the Internal Affairs Unit within one business day of any information or evidence that comes to the Administrator's attention regarding any Internal Affairs investigation.

D. As a courtesy, the Administrator will consult with the Internal Affairs Unit on the efficacy of requesting the complaint history of the officer(s) against whom allegations have been made on each investigation completed that was "sustained" or "no determination is possible." This consultation in no way limits the Administrator's or the Board's access to complaint histories.

E. Notify complainants in writing of the Board's decision of whether to initiate an investigation within five business days of receiving the Board's decision.

F. Notify complainants in writing of the Board Panel's final recommendations to the Police Chief within five business days of sending the recommendations to the Police Chief.

#### 2. Police Department Responsibilities

A. Provide all persons filing a complaint in person with the Internal Affairs Unit a copy of the Police Civilian Review Board's Administrative Rule "Request for Investigation."

B. Inform all persons filing a complaint telephonically of their option to also file a complaint with the Police Civilian Review Board, including the requirement

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that a complaint filed with the Police Civilian Review Board must be filed within four business days of receipt of the complaint by Internal Affairs.

C. Notify the Administrator of all excessive force complaints within one business day.

D. Notify the Administrator of all other types of complaints within five business days.

E. Notify the Administrator of all interviews with officers and witnesses on all excessive force complaints, and those complaints for which the Administrator has notified Internal Affairs that the Board has initiated an investigation, at least one business day prior to the interview, whenever possible.

F. Notify the Administrator of the existence of all evidence relevant to any case within one business day of its acquisition by Internal Affairs.

Brett Ward

Chair

Sept. 8, 2003

Date