

**City of Portland
Police Citizen Review Subcommittee**

**AGENDA
August 13, 2025
6:00 PM**

1. Zoom information

- a. **This meeting will take place remotely using Zoom pursuant to the Remote Meeting Policy adopted by the Police Citizen Review Subcommittee and as authorized under 1 M.R.S. § 403-B . Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live, a recording will be available following the meeting.**

For public comment, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

**<https://portlandmaine-gov.zoom.us/j/81977688856?pwd=RYXb2BQoYVpOzxtaWTxzVOKb5QFFV5.1>
Passcode: 304710**

Phone one-tap:

+13092053325, 81977688856# US

+13126266799, 81977688856# US (Chicago)

2. Call to Order

3. Approval of the July 9, 2025 meeting minutes

- a. Attachment

4. Update on the new Civilian Police Review Board ordinance

5. Discussion of available trainings & review/approval of draft training SOP

- a. Attachment

6. Discussion of meeting format, including discussion of in person meetings

- a. Attachment

7. Discussion of complaint presentation process & means of receiving complaint data

8. Discussion of citizen complaint process and potential improvements
9. Discussion of communication with police department following votes
10. Public comment on agenda items
11. Executive session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2025-008 (presented by Rachel)
12. Next meeting's date and agenda topics
13. Adjourn

MINUTES
POLICE CITIZEN REVIEW SUBCOMMITTEE
July 9, 2025
Meeting Held Remotely via Zoom

Members present: Kaylin Kerina, Chair, Joey Brunelle, Vice-Chair; Rachel Schlein; Randall Kilty; Walter Bihumugani; and Keith Bidwell

Members absent: Xavier Botana

Staff present: Associate Corporation Counsel Rachel Millette, Chief Mark Dubois, Major Dan Hondo, and Tracy Boyd.

6:03 Call to order.

Motion was made by Randall and seconded by Rachel S. to approve June 11, 2025 meeting minutes. Passage 6-0.

Motion was made by Joey and seconded by Rachel S. to approve June 23, 2025 meeting minutes. Passage 5-0, Kaylin abstaining.

Update on the new Civilian Police Review Board ordinance:

Rachel M. informed the subcommittee that the next public City Council workshop regarding the Civilian Police Review Board Ordinance will be held on July 28, 2025, virtually, at 5:00 p.m.

Discussion of letter to City Council regarding the new CPRB ordinance:

Rachel S. & Joey drafted a letter for review by the subcommittee. The letter was edited and Joey made a motion to approve the letter to send to the City Council, seconded by Randall. Passage 6-0.

Training SOP:

Rachel S. drafted a PCRS training SOP, members provided feedback. After the discussion, Rachel S. suggested that she revise the draft for further discussion at the next meeting.

No public comment was offered.

6:57 Motion was made to enter into Executive Session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2025-008, IA2025-009, IA2025-010 by Randall and seconded by Rachel S. Passage 6-0.

8:37 Out of Executive Session.

Motion was made by Joey to postpone voting on IA2025-008 until the August meeting; seconded by Rachel S. Passage: 6-0.

Motion was made by Keith to find that IA2025-009 was thorough; seconded by Randall. Passage: 5-1, Kaylin voting no, IA2025-009 was found to be thorough.

Motion was made by Randall to find that IA2025-009 was fair; seconded by Keith. Passage: 5-1, Kaylin voting no, IA2025-009 was found to be fair.

Motion was made by Keith to find that IA2025-009 was timely; seconded by Randall. Passage: 5-1, Kaylin voting no, IA2025-009 was found to be timely.

Motion was made by Randall to find that IA2025-009 was objective; seconded by Keith. Passage: 4-2, Kaylin and Keith voted no, IA2025-009 was found to be objective.

Motion was made by Randall to find that IA2025-010 was thorough; seconded by Keith. Failed: 2-4, Kaylin, Joey, Walter, and Keith voted no, IA2025-010 was not found to be thorough.

Motion was made by Randall to find that IA2025-010 was fair; seconded by Keith. Passage: 4-2, Kaylin and Joey voted no, IA2025-010 was found to be fair.

Motion was made by Joey to find that IA2025-010 was timely; seconded by Randall. Passage: 6-0, IA2025-010 was found to be timely.

Motion was made by Keith to find that IA2025-010 was objective; seconded by Rachel S. Failed: 2-4, Kaylin, Randall, Joey, and Walter voted no. IA2025-006 was not found to be objective.

Next meeting's date and agenda topics:

Randall & Keith will present on: policy recommendations based on the cases that were discussed at this meeting involving creation of a process for case presentation, the review process and subsequent follow-up with the Complainant and PD, meeting framework and how cases are categorized.

Rachel S. will present: available training, draft training SOP, in person meetings, and a possible new format for protected data.

Walter and Joey will work on an outline for improvement to the complaint process.

Rachel S. will re-present IA2025-008.

Joey and Keith volunteered to present a case if there are cases to be reviewed.

9:03 Motion was made by Joey and seconded by Randall to adjourn. Passage 6-0.

	Standard Operating Procedure	Doc #: PCRS SOP 1
		Rev #:
		Effective Date: dd-MMM-yyyy
Title: Police Citizen Review Subcommittee Training Procedures		

1. PURPOSE and INTRODUCTION

All Police Civilian Review Subcommittee (PCRS) members must receive initial and ongoing training to execute their responsibilities in an effective and legitimate manner, and to fulfill the mandates of their positions. Training includes PCRS policies and procedures on their local law enforcement agency, the basics of civilian oversight, and the authority and responsibilities associated with their role as a subcommittee member.

A note on accessibility accommodations: PCRS is committed to providing inclusive and accessible orientation and training for all members. Every reasonable effort will be made to accommodate accessibility needs.

2. SCOPE

This procedure applies to all PCRS members, and their responsibilities around initial and ongoing training while currently active as subcommittee members.

3. ROLES and RESPONSIBILITIES

Role	Responsibilities
PCRS Chair or Designee	<ul style="list-style-type: none"> • Will provide initial orientation of newly appointed PCRS members. • Will identify and disseminate ongoing training opportunities to PCRS members. • Will keep a record of PCRS member training completion.
PCRS Members	<ul style="list-style-type: none"> • Will complete all initial and ongoing required training.

4. PROCEDURE

4.1. Initial Training and Orientation

- 4.1.1. Within 30 days of appointment, and ideally prior to first meeting attendance, new PCRS members will meet with the PCRS chair or their designee, and will go over the following:
 - 4.1.1.1. Outline of orientation training expectations.
 - 4.1.1.2. PCRS model of civilian oversight; history of PCRS; any relevant charter, current City of Portland ordinance governing PCRS, and/or municipal codes; community and local government expectations of PCRS.
 - 4.1.1.3. Important documents, including ordinances, SOPs, definitions, annual reports, letters to the public, and where to find them.
 - 4.1.1.4. Investigative procedures and practices; meeting procedures; case review, presentation, and findings.
 - 4.1.1.5. Policies and best practices for communication during and between meetings.
- 4.1.2. Within 30 days of appointment, and prior to first meeting attendance, new PCRS members will meet with a City of Portland legal representative, at a mutually agreed upon time, and will go over the following:

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- 4.1.2.1. Public records and public meeting laws, and applicability to PCRS.
- 4.1.2.2. Confidentiality requirements.
- 4.1.2.3. City of Portland resources/supports available to PCRS members.
- 4.1.3. Within 60 days of appointment, new PCRS members will meet with a Portland PD representative, at a mutually agreed upon time, and will complete the following:
 - 4.1.3.1. Meet-and-greet with the PD's administration.
 - 4.1.3.2. Introduction to the Internal Affairs Unit, and overview of its processes.
 - 4.1.3.3. Overview of training the PD offers to PCRS.
- 4.1.4. Within 60 days of appointment, PCRS members will make themselves familiar with national models for civilian police oversight, best practices, and trends in the field.
 - 4.1.4.1. PCRS Chair or designee will assist new members in where to find this information/training as needed.
- 4.1.5. Within the first 6 months of PCRS appointment, new members will attend the following trainings at Portland PD, which the PD will offer at a mutually agreed upon time:
 - 4.1.5.1. Criminal Procedures
 - 4.1.5.2. Behavioral Health Unit
 - 4.1.5.3. A minimum of one ride-along
 - 4.1.5.4. Any additional specialty areas of interest to PCRS members and agreed upon by PPD (for example, Criminal Investigations Division, K-9, Community Policing, etc.)
- 4.1.6. The chair or their designee will keep track of member training participation. It is the responsibility of individual members to notify the chair or designee of what training they have completed.
 - 4.1.6.1. The attached form, "Training Attendance Form for PCRS Members," may be utilized by PCRS members to keep track of individual and group training attendance; use of the form is optional.

4.2. Ongoing Training

- 4.2.1. It is recommended that PCRS members participate in annual training. The chair or their designee will keep PCRS members informed of training opportunities. Training will be available at no cost to PCRS members.
 - 4.2.1.1. The chair or a designee will identify and disseminate information on annual training. It is the responsibility of individual members to sign-up and participate in training individually and/or to organize them collectively for the group. Individual members are also encouraged to identify and participate in relevant training in their interest areas.
 - 4.2.1.2. Training can be defined as classes or training offered online or in person, and can also include activities such as informational meetings with relevant organizations.
 - 4.2.1.3. It is recommended that PCRS members complete a minimum of 2 hours of continuing education a year.
 - 4.2.1.4. Additionally, it is recommended that ongoing training includes an annual minimum of one ride-along with a PPD officer per each PCRS member, at a mutually agreed upon time.
 - 4.2.1.5. PCRS members may also attend additional training offered by PPD, including Virtual Reality simulation training.

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4.2.2. See Appendix 2 for organizations to consider as resources for ongoing training.

5. APPENDIX

Appendix	Title
Appendix 1	Links to Training Resources and Documents
Appendix 2	Organizations to Consider for Ongoing Training Resources

6. SUPPORTING FORMS

Forms	Title
Form 1	Training Attendance Form for PCRS Members

7. REVISION HISTORY

Revision Number	Changes / Rationale

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Appendix 1

Links Relevant to PCRS Training

Training Resources:

[PCRS Website](#)

[PCRS Training Presentation \(9-13-2024\)](#)

[Freedom of Access Act \(FOAA\) Frequently Asked Questions](#)

[Maine Laws](#)

[National Association for Civilian Oversight of Law Enforcement \(NACOLE\) Training Resources](#)

[NACOLE "Civilian Oversight Basics"](#)

Important Documents:

[PCRS Ordinance](#)

[PCRS Annual Reports](#)

[PCRS Suggested Guidelines for Evaluating Internal Affairs Investigations](#)

[PPD Commendation or Complaint Form in English](#) (also available on PCRS website in Arabic, Portuguese, French, Spanish, and Somali)

[PCRS Results from the Community Survey of Police Oversight, Spring 2021](#)

[Where to Find City of Portland Meeting Minutes](#)

[Portland Police Department Standard Operating Procedures](#)

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Appendix 2

Organizations to Consider for Ongoing Training Resources

Civilian Oversight

- National Association for Civilian Oversight of Law Enforcement (NACOLE)

Law Enforcement and Criminal Justice

- Maine Criminal Justice Academy
- Cumberland County Jail
- Longcreek Youth Development Center
- Cumberland County Sheriff's Office
- Juvenile Justice Policy Center
- Maine Youth Justice
- Prison Yoga Project
- Juvenile and Adult Community Corrections
- Behind the Bars Conference
- DHHS Office of Behavioral Health Intensive Case Managers (Jail/Re-entry/Community)
- Cumberland County Jail Re-entry Program

Legal

- American Civil Liberties Union
- District Attorney's Office
- Pine Tree Legal Assistance
- Immigrant Legal Advocacy Project
- Legal Services for Maine Elders

Municipal

- Mayor/City Manager Offices

Specific Populations

- National Alliance for Mental Illness
- Through These Doors
- Preble Street Resource Center
- Maine Homeless Veterans Alliance
- Southern Maine Agency on Aging
- The Maine Association for New Americans
- Milestone Recovery
- Seachange Yoga

Social Services

- The Opportunity Alliance
- Spurwink

Additional

- Medical Examiner
- Maine Equal Justice

Education

- USM Criminology, Social Justice, Social Work, and Public Policy Departments
- UNE Criminology, Social Justice, and Social Work Departments
- Southern Maine Community College Criminal Justice program

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Title: PCRS Meeting Management		

1.0 INTRODUCTION

The purpose of this procedure is to detail a process for holding PCRS meetings to make more efficient use of member's time.

2.0 SCOPE

This document applies to PCRS meetings both executive and public.

3.0 RESPONSIBILITIES

Role	Description of Responsibilities
Chair	<ul style="list-style-type: none"> • Calls meetings to order • Leads meeting discussions utilizing agendas • Manages who is the discussion leader by calling on those with their hands raised
Vice-Chair	<ul style="list-style-type: none"> • Keeps meetings on topic • Fills in for Chair's responsibilities when Chair is absent
Timekeeper	<ul style="list-style-type: none"> • Provides gentle reminders to keep meetings on time
Voting Members	<ul style="list-style-type: none"> • Refrain from going off-topic, remain on time, and respect other attendees • Vote on topics/motions when applicable
Non-voting members	<ul style="list-style-type: none"> • Refrain from going off-topic, remain on time, and respect other attendees

4.0 DEFINITIONS AND ABBREVIATIONS

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Term	Definition
Meeting Attendees	All members of the PCRS (voting and non-voting) and all members of supporting city staff (including police department) who are attending the current PCRS meeting
Guest Attendee(s)	Any attendees that are not members of PCRS, city staff, or Police Department
Topic Time Limit	The time a given agenda item is allotted. This is to be monitored by the Timekeeper as the meeting progresses
PD	Police Department
IA	Internal Affairs of the Police Department
PCRS	Police Citizen Review Subcommittee

5.0 EQUIPMENT AND MATERIALS

- One properly calibrated clock/watch/timer

6.0 PROCEDURE

6.1 Meeting Preparation

- 6.1.1 City Staff will send the meeting agenda and relevant meeting attachments at least one week in advance
- 6.1.2 Meeting Attendees should review all relevant agenda items and attachments prior to attending the meeting
- 6.1.3 Those presenting/summarizing an IA investigation case should prepare additional notes for their assigned case

6.2 Public Meetings

- 6.2.1 The Chair will start the meeting with a roll call performed by city staff no later than 5 minutes past the scheduled start time of the meeting
- 6.2.2 The Chair will confirm who is delegated as Timekeeper for the meeting and their willingness to keep the meeting on time
- 6.2.3 The Chair will confirm the Vice Chair is present and is willing to keep the agenda on topic

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6.2.3.1 If the Vice Chair is absent, the Chair will delegate someone to temporarily assume their responsibilities for the meeting

6.2.4 The Chair will read off the entire meeting agenda provided in the meeting invitation and propose an appropriate amount of time that should be spent on each topic along with a target meeting end time

6.2.4.1 If there are any additions to or disagreements with the agenda or proposed time spent on each topic or any specific time constraints, any meeting attendee may raise their hand (physically or digitally) to signal their intent to speak

6.2.4.2 The Chair will call out the names of Meeting Attendees with their hand(s) raised one at a time to allow them to state their addition(s) or disagreement(s)

NOTE: The Chair should call on people roughly in the order that they raised their hand(s)

6.2.4.3 If there are major additions to or disagreements with agenda topics, Meeting Attendees should informally reach a consensus on how to proceed

6.2.4.4 Agenda topics may be rearranged or even moved to another scheduled meeting altogether as appropriate

6.2.5 The Chair will announce agenda topics one at a time in the order they were decided upon at the beginning of the meeting

6.2.5.1 After announcing an agenda topic, the Chair will call out the names of Meeting Attendees with their hand(s) raised one at a time to allow them to give their input on the given agenda topic

6.2.5.2 The Chair will move onto the next agenda topic after all input has been received from Meeting Attendees with raised hands or after the topic time limit has been reached

6.2.5.3 If there are agenda topics that involve sensitive or private information, the Chair may solicit a motion to move the Meeting Attendees to an executive session

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6.2.5.4 If there is majority approval of the motion, all Meeting Attendees will leave the public meeting and join a separate executive meeting room (digital or physical)

6.2.5.5 Repeat steps 6.1.6.1 and 6.1.6.2 until all agenda topics have been discussed or the meeting end time has been reached

6.2.6 If there were any IA investigations reviewed as agenda topics, the Chair will solicit a motion to vote on the timeliness, thoroughness, fairness, and objectivity of each of the IA investigation reviewed

6.2.6.1 If there are any votes that indicate an IA investigation was not timely, thorough, fair, or objective, the Meeting Attendees may discuss rationale and/or recommendations as applicable

6.2.7 If there are any newly available IA investigations to review, the Chair will solicit volunteers to summarize/present the investigations

6.2.7.1 If no Meeting Attendee volunteers to summarize/present a given IA investigation, the Chair may assign a Meeting Attendee to that IA investigation

6.2.7.2 A back-up or alternate Meeting Attendee can also volunteer or be selected to summarize/present an IA investigation if the original volunteer/assigned meeting attendee is unable to present

6.2.8 The Chair will offer time and opportunity for public comment for at least 5 minutes to give any guest attendees the chance to voice their opinions

6.2.8.1 In general, guest attendees should target 2-5 minutes of discussion time to not significantly delay meeting closure

6.2.9 After all agenda topics have been discussed or the meeting end time has been reached, Meeting Attendees will informally agree on agenda topics for the next PCRS meeting and/or schedule ad-hoc meetings as warranted

6.2.10 The Chair will solicit a motion to adjourn the meeting

6.2.10.1 If a majority approval of the motion, the meeting ends

6.3 Calling and voting on motions

6.3.1 Chair or other will solicit a motion for a vote

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6.3.2 A Meeting Attendee will make a motion “So Motioned” and a second Meeting Attendee will second the motion “Seconded”

6.3.2.1 If there is no motion or if there is no second to the motion, the motion does not go forward

6.3.3 Voting members of the PCRS will be called on one by one by city staff to provide a yes or no vote

6.3.4 City staff will announce and record the outcome of the votes as they occur

6.4 Executive Meetings

6.4.1 All agenda topics that contain private/sensitive materials may be discussed in this meeting following steps 6.1.6.1 and 6.1.6.2 until all agenda topics that contain sensitive/private information have been discussed

6.4.2 The Chair may solicit a motion to move the Meeting Attendees back to the public meeting session

6.4.3 If there is majority approval of the motion, all Meeting Attendees will leave the executive meeting and rejoin the original public meeting room (digital or physical)

6.5 Voting on IA Investigations

6.5.1 Voting members of PCRS will vote and may use **Attachment 1** for additional guidance on what it means for an IA investigation to be timely, thorough, fair, or objective

6.6 Vice-Chair Responsibilities

6.6.1 If the discussion goes off on a tangent that is not value-added, the Vice-Chair should give a polite reminder to attendees to keep on topic by referencing the current agenda item

6.7 Timekeeper Responsibilities

6.7.1 Timekeeper will take note of topic time limits proposed at the beginning of the meeting (during agenda discussion)

6.7.2 Timekeeper will announce when a topic time limit is within 5 minutes to encourage wrap-up of the topic

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6.7.3 Timekeeper will announce the current time at each 30-minute interval to generate awareness of the passage of time

6.7.4 Timekeeper will announce when the meeting is 30 minutes away from the target meeting end time

7.0 REFERENCES

Document Number	Document Title
N/A	N/A

8.0 ATTACHMENTS

Attachment 1: Additional guidance for voting on Timely, Thorough, Fair, and Objective

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10.0 APPROVALS

Contributor (Authored/Approved by)	Function/ Department	Signature	Date
Author [Insert Resource Name]	[Insert Designation]		
Reviewer [Insert Resource Name]	[Insert Designation]		
Approver [Insert Resource Name]	[Insert Designation]		

11.0 REVISION HISTORY

Revision	DCO Number	Description of Change	Date
A	00001	New Document	????

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Attachment 1: Additional guidance for voting on Timely, Thorough, Fair, and Objective (Page 1 of 3)

- **Timely (from receipt of complaint): per policy # 90**
 - Supervisor must meet with complaint within 30min of arrival at department (if resources allow)
 - Shift commander shall contact complainant within 24 hours or forward to Major for follow-up
 - investigation by lieutenant completed within 3 days or referred to IA,
 - investigations completed with professional standard review within 45 days,
 - notification to PD employee of investigation/rights/duties within 5 business days, unless, in the opinion of the Chief of Police, the release of this information could impede the investigation.
 - command review within 10 days (of receipt of investigation?),
 - PD employee advised of outcome of investigation within 60 business days,
 - professional standards lieutenant to notify PD employee status/delay within 15 days of completion of investigation and submission to staff for review,
 - determination whether a complaint can be mediated or if it will require an investigation is required within 7 days (cooperative resolution)

- **Thorough: per policy # 90**
 - Shift commander meet and interview all complainants unless no merit, then proceed as inquiry instead of a complaint
 - Review option of formal complaint or cooperative resolution (and forwarded appropriate form)
 - Shift commander classification:
 - Cat 1: conduct has negative impact on operations or image (investigated by officer lieutenant OR IA)

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- Cat 2: conduct involves serious abuse or misuse of authority, unethical behavior, or serious adverse impact on officer/public safety (investigated by IA)
- Cat U: unfounded or within PD policy

- After complaint is logged, Professional standards lieutenant will:

- a. Verify the Allegation Category assigned by the receiving shift commander;
- b. Review the subject officer's IA history;
- c. Notify the chain of command, to include the Chief of Police;
- d. Notify, in writing, within five (5) business days, any employee who is the subject of an internal

investigation and provide them with a copy of their rights and duties. The notice will include the

name of the complainant and the nature of the allegations unless, in the opinion of the Chief of

Police, the release of this information could impede the investigation.

- e. Notify the complainant, in writing, of the receipt of any complaint filed electronically or by mail.

- f. Refer the complaint to the subject officer's Lieutenant or an Internal Affairs investigator in

accordance with the guidelines below.

- 5. Allegations deemed Category U by the receiving shift commander will be handled as follows. The

Professional Standards Lieutenant will:

- a. Review the complaint Form and Shift Commander's intake form and concur with the classification or recommend reclassification.
- b. Forward the complaint and intake forms up the chain of command to the Chief of Police or

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designee for review.

c. If the chief or designee concurs that the complaint meets the definition of a Category U allegation, notify the complainant and subject officer.

d. If the chain of command determines the complaint has merit, reclassify the allegations and

process the complaint in accordance with the new category.

- 1. Investigations by a Lieutenant

- a. At a minimum, a Lieutenant assigned to investigate a Category 1 Allegation should interview the

complainant and the subject officer and review relevant reports, documents, and video.

- b. If a Lieutenant determines the incident is of greater complexity, or the investigation cannot be

completed within 3 business days, he/she can refer the investigation back to Internal Affairs

with the concurrence of the Major or higher authority.

- c. Upon completion of the investigation, the Lieutenant will summarize their findings and recommendations, in writing, and forward up the chain of command for review.

- 2. Investigations by Internal Affairs Investigators

- a. Review the initial complaint and compile all related reports and materials in the department's

custody.

- b. Ascertain the specific allegations, note the member(s) involved and the date, time, and location

of the incident. Identify any other witnesses to the incident, noting their name(s), address(es)

and contact information.

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c. Compile all relevant reports, statements, and transcriptions for inclusion in the case file.

d. Forward the transcription (if any) of each interview to the Professional Standards Lieutenant for

review upon its completion.

e. Maintain and update the Internal Affairs database for each assigned case.

- Command will review investigation and reach reviewer will provide written recommendation and justification for action
- Chief of PD will review all internal investigations and may request additional info
- IA will maintain/index all complaints
- IA will track and analyze complaints to identify training, improve policies, annual state audits, annual reports, notify chief of patterns
- **Fair:**
 - Does the IA disposition match the facts of the investigation?
 - Did everyone who took part in investigation have input?
- **Objective:**
 - Is there evidence of bias during investigation?