❑ *Who is on the Board?*

The Board is comprised of twenty-three (23) members who represent a diverse cross section of San Diego's citizens. Board members are appointed by the Mayor to serve terms of one year. The Mayor also appoints a high ranking civilian employee as Executive Director to the Board.

Up to twenty-three (23) members are appointed each year as prospective members. These prospective members attend Board meetings and receive training but cannot vote on cases. They may be appointed to the voting Board as vacancies occur. If you are interested in applying for Board appointment, please contact the Citizens' Review Board.

❑ *When does the Board meet?*

The Review Board meets in closed session every 2nd and 4th Tuesday to review cases. These discussions involve confidential personnel issues and are closed to the public. The Board meets in open/public session on the 4th Tuesday of each month at 6:30 p.m. The public is welcome to attend these meetings and to share their views about the complaint process. However, the Board does not discuss specific complaints in these open/public sessions.

❑ *Can a person get into trouble for filing a complaint?*

Not if you have been truthful. We would not, and could not, take action against a person who has acted in good faith.

❑ *Other remedies*

Filing a citizen complaint for internal review is a City of San Diego administrative remedy. To file a claim for damages with the City, call Risk Management, Liabilities/Claims Information at (619) 236-6670. You may also report abuse by law enforcement officers to the following offices:

Grand Jury (County)	(619) 515-8707
District Attorney (County)	(619) 531-4040
Attorney General (State)	(619) 645-2001
U.S. Attorney General (Federal)	(619) 557-5610

❑ *Commendations*

If you would like to commend the Department or a specific officer you may make commendations:

- In person at any Police Department facility
- By telephone: (619) 531-2000
- By mail:

  San Diego Police Department
  1401 Broadway, M.S. 700
  San Diego, CA 92101
- By E-mail:

  SDPDWebmaster@pd.sandiego.gov

Citizens' Review Board on *Police Practices*

City Administration Building
202 "C" Street, 9th Floor, MS 9A
San Diego, CA 92101
(619) 236-6296
www.sandiego.gov/citizensreviewboard

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THE CITY OF SAN DIEGO

Citizens' Review Board on *Police Practices*

Updated: May 2008

This brochure has been prepared to inform you of the policies and procedures of the City of San Diego Citizens' Review Board on Police Practices. It is intended to give you a better understanding of your rights and to assist you in working with the Board.

❑ *What is the Citizens' Review Board on Police Practices?*

The Board reviews and evaluates serious complaints brought by the public against the Police Department of the City of San Diego; reviews all officer involved shootings and in-custody deaths; and reviews and evaluates the administration of discipline arising from sustained complaints. Subsequent to the review and evaluation process the Board may choose to make policy and procedure recommendations to the Mayor and Chief of Police.

❑ *What is the purpose of the Board?*

The purpose of the Board is to empower an independent citizens group to assure the public that complaints against San Diego Police Officers are investigated thoroughly, completely and fairly; and to recommend and advocate for policies which promote fair and humane policing and insure the safety of both citizens and police officers.

❑ *Who may file a complaint?*

Any person who is dissatisfied with police services or believes he/she has witnessed or been a victim of police misconduct may file a complaint. The complaint process is intended as an avenue for citizens to file legitimate complaints. It is not the intent of the City of San Diego that the complaint process be used to lodge false or harassing complaints against officers who are engaged in legitimate actions while on duty.

❑ *How, where, and when may a complaint be filed?*

In person, by phone, by mail or by email. E-mail Address: citizensreviewboard@sandiego.gov

Where and When

1. At any Police Department facility or by calling Police Communications at (619) 531-2000, 24 hours per day.

2. At the Citizens' Review Board on Police Practices located at:

   City Administration Building
   202 "C" Street, 9th Floor, MS 9A
   San Diego, CA 92101
   (619) 236-6296
   www.sandiego.gov/citizensreviewboard

   Complaints may be filed at the Citizens' Review Board office during normal business hours (Monday - Friday from 9:00 a.m. - 4:00 p.m.).

3. Websites:

   www.sandiego.gov/police
   www.sandiego.gov/citizensreviewboard

❑ *What happens to the complaint after it is filed with the Citizens' Review Board?*

1. The Board forwards the complaint to the San Diego Police Department where it is reviewed by the Commanding Officer of Internal Affairs. The complainant will then be mailed a form letter with a copy of the citizen's complaint form for review and approval. Once approval is received, the complaint is categorized and assigned for investigation.

2. Category I Complaints (force, arrest, discrimination, criminal conduct and slurs) are investigated by Internal Affairs.

3. The assigned investigator will contact the complainant to schedule a formal interview. An uninvolved support person may accompany the complainant to the interview. The investigator will then gather as much information as possible through Police Department records, interviews of civilian witnesses, police officers involved and any other sources available. Before a final determination is made by the investigator, the case is thoroughly reviewed by the investigators' supervisor and the Internal Affairs Unit.

4. At the completion of the Internal Affairs investigation, Category I Complaints are assigned to a three person panel of the Review Board for a thorough review and evaluation of the facts of the case. Finally, the full Citizens' Review Board receives the case for discussion and makes a recommendation to the Mayor and Chief of Police regarding the alleged misconduct.

5. The complainant is then notified, by separate letters, of the Internal Affairs and Review Board findings. The Police Department strives to complete most cases in 90 to 120 days and the Review Board strives to complete its process within an additional 30 days.