

Executive Committee Meeting

Wednesday, May 22, 2019

11:30am – 12:30pm

American Red Cross

3950 Calle Fortunada

San Diego, CA 92123

AGENDA

- I. CALL TO ORDER/WELCOME** (Chair Joe Craver)
- II. PURPOSE OF THE COMMUNITY REVIEW BOARD ON POLICE PRACTICES**
- III. PURPOSE OF THE EXECUTIVE COMMITTEE:** The CRB's Executive Committee is a standing committee that is responsible for the jurisdiction over the health and welfare of the Board.
- IV. APPROVAL OF EXECUTIVE COMMITTEE MEETING MINUTES FROM MARCH 20, 2019**
- V. SAN DIEGO POLICE DEPARTMENT REPORT**
 - A. Case load for CRB (Category I, Discipline Reports, Officer-Involved Shooting Cases, In-Custody Death Cases)
 - B. Shared Database Update
 - C. IA Logistics
 - D. Joint Complaint Form Status
- VI. Agenda Plan for May 28, 2019 Open Session Meeting** (Chair Joe Craver)
 - A. Approval of April Meeting Minutes
 - B. Educational Topic – “Mid-City Division Community Relations Officers” -Responsibilities, Resources, & Communication with members of the Community
 - C. New Business – Motion for Board to discuss and approve proposed Operational Standing Rule on Review of Shooting Review Board Reports

- D. New Business – Motion for Board to discuss and approve amendment to Bylaws Article II on Purpose and Objectives
- E. New Business – Motion for Board to discuss and approve amendment to Bylaws Article III Section 3A on Voluntary Resignation
- F. New Business – Motion for Board to discuss and approve amendment to Bylaws Article III Section 3B on Removal for Cause
- G. Committee Reports (2 mins each)

VII. EXECUTIVE COMMITTEE UPDATE/DISCUSSION ITEMS

- A. June 15 Special Meeting – Proposed Training of CRB on Case Review and Presentation Procedures & Policy Perjury Panel
- B. Board Member Vacancies
- C. Update on Case Review (Number of Cases, Teams, Timeline)
- D. Planning for 30th Anniversary Reception
- E. Executive Committee Meeting Schedule

VIII. ADJOURNED

Materials Provided:

- CRB May 28, 2019 Open Session Meeting Agenda DRAFT
- CRB Executive Committee March 20, 2019 Meeting Minutes DRAFT
- Proposed Revisions to Article II & Article III CRB Bylaws DRAFT
- Operational Standing Rule on Review of Shooting Review Board Reports DRAFT
- Proposed Revision to CRB Administrative Standing Rule on Format & Presentation Section 1.b, Face Sheet DRAFT
- Proposed addition to CRB Administrative Standing Rule on Format & Presentation Section 2, Writing the CRB Case Review Report DRAFT

Public Comment on an Action/Discussion Item: If you wish to address the Board on an item on today's agenda, please complete a speaker form (on the table near the door) and give it to the Board's Executive Director **before** the Board hears the agenda item. You will be called to express your comment at the time the item is heard. Please note, however, that you are not required to register your name or provide other information to the Board in order to attend our public session or to speak.

Public Comment on Committee/Staff Reports: Public comment on reports by Board Committees or staff may be heard on items which are specifically noticed on the agenda.

Public Comment on Matters Not on the Agenda: If you wish to address the Board on any matter within the jurisdiction of the Board that is not listed on today's agenda, you may do so during the PUBLIC COMMENT period during the meeting. Please complete a speaker form (on the table near the door) and give it to the Board's Executive Director. The Board will listen to your comments. However, California's open meeting laws do not permit the Board to take any action on the matter at today's meeting. At its discretion, the Board may refer the matter to staff, to a Board committee for discussion and/or resolution, or place the matter on a future Board agenda. The Board cannot hear specific complaints against named individual officers at open meetings.

Comments from individuals are limited to three (3) minutes per speaker, or less at the discretion of the Chair. At the discretion of the Chair, if a large number of people wish to speak on the same item, comment may be limited to a set period of time per item. If you would like to have an item considered for placement on a future Board agenda, please contact the Executive Director at (619) 236-6296. The Director will consult with the Board Chair who may place the item on a future Board agenda. If you or your organization would like to have the Board meet in your neighborhood or community, please call the Executive Director at (619) 236-6296.

Executive Committee Meeting Minutes

Wednesday, March 20, 2019

**12:30pm – 1:30pm
American Red Cross
3950 Calle Fortunada
San Diego, CA 92123**

Members Present

Chair Joe Craver
1st Vice Chair Brandon Hilpert
2nd Vice Chair Taura Gentry
Doug Case
Mary O'Tousa
Maria Nieto-Senour

Members Absent

None

Staff Present:

Sharmaine Moseley, Executive Director, CRB
Wes Morris, Captain, San Diego Police Department
Paul Phillips, Lieutenant, San Diego Police Department

- I. CALL TO ORDER/WELCOME: 12:33 p.m.
- II. PURPOSE OF THE COMMUNITY REVIEW BOARD ON POLICE PRACTICES: Chair Joe Craver skipped over explaining the purpose of the Community Review Board on Police Practices because no one from the public was present.
- III. PURPOSE OF THE EXECUTIVE COMMITTEE: Chair Joe Craver skipped over explaining the purpose of the Executive Committee because no one from the public was present.
- IV. APPROVAL OF EXECUTIVE COMMITTEE MEETING MINUTES FROM FEBRUARY 20, 2019: 1ST Vice Chair Taura Gentry moved for the Committee to approve the meeting minutes. Mary O'Tousa seconded the motion.

The motion passed with a vote of 6-0-0. Chair Joe Craver-yes; 1st Vice Chair Brandon Hilpert; 2nd Vice Chair Taura Gentry-yes; Doug Case-yes; Mary O'Tousa-yes; Maria Nieto-Senour-yes

V. SAN DIEGO POLICE DEPARTMENT REPORT

- Case load for CRB (Category I, Discipline Reports, Officer-Involved Shooting Cases, In-Custody Death Cases) – Lt. Paul Phillips reported that the information he received would be more valuable to share in later meetings.
- Shared Database Update – Lt. Paul Phillips reported that Executive Director Sharmaine Moseley can start accessing the Database. Internal Affairs will begin working on merging the complaints being received from SDPD and CRB into one database. The Executive Director will be able to see how complaints are categorized through SharePoint.
- IA Logistics – No Report Given

VI. Agenda Plan for March 26, 2019 Open Session Meeting (Chair Joe Craver)

- A. Approval of February Meeting Minutes & Minutes from Working Retreat
- B. Educational Topic – “Police Perjury Presentation” by Chuck Sevilla
-Chuck Sevilla will be given 25 mins to present and answer questions.
- C. Director Dr. Joel Day - Update on the Office of Boards and Commissions
-Joel Day will be given 5-10 minutes to report and answer questions.
- D. New Business – There will be a motion for the Board to recommend that the Mayor create an Open Data Portal to enhance CRB transparency.
- E. New Business – There will be a motion for the Board to approve FY2019-2020 Work Plan
- F. New Business – Concerned Citizen Correspondence Regarding CRB Member & CRB Member Response to Concerned Citizen
- G. Committee Reports (2 mins each)

-Continuing Education Committee: 2nd Vice Chair Gentry will discuss upcoming events at the next Open meeting session.

-Outreach Committee: Committee Chair O'Tousa will be giving a status update on the committee meetings they have been attending and share with the public about upcoming events.

-Rules Committee: Committee Board Case will report from the Committee. The Board will be voting on the operational procedure on the Audit of Category II cases.

-Policy Committee: 1st Vice Chair Hilpert will be summarizing his four items during the Open Session Meeting.

-Recruitment & Retention: Committee Chair Nieto-Senour will be working on scheduling a new meeting date for the Committee. She is also reviewing interview questions for the CRB interview panel.

- Red Binder: Committee Chair Case will give an update report on how far along they are into developing the new Red Binder.

VII. EXECUTIVE COMMITTEE UPDATE/DISCUSSION ITEMS

A. Proposed Training of CRB on Case Review and Presentation Procedures:

Committee Chair Case reported that they trained the team leaders on how to audit Category II cases. They will be ready to present the reports at the Closed Session Meeting. He will present the procedure of auditing Category II cases at the Open Session Meeting. The Board will begin to audit Category II cases in April. This will give team leaders time to train the members how to audit the cases.

B. Status of CRB Collaboration with CAB:

2ND Vice Chair Gentry reported that she will be going to CAB's meeting Monday night, and will have an update to report at the CRB's Open Meeting Session.

C. Board Member Vacancies: There is one vacancy on the Board.

D. Update on Case Review (Number of Cases, Teams, Timeline):

Executive Director Sharmaine stated she will report the stats at the Open Session Meeting.

E. Planning for 30th Anniversary Reception:

The tentative date the Board is pushing for is July.

F. Executive Committee Meeting Schedule:

- The next meeting will take place at the American Red Cross on May 15, 2019.

VIII. ADJOURNED: 1:22pm

DRAFT

COMMUNITY REVIEW BOARD ON POLICE PRACTICES

A G E N D A

Tuesday, May 28, 2019
Cherokee Point Elementary School
3735 38th Street
San Diego, CA 92105

A quorum of twelve (12) board members is needed to conduct business. If you cannot attend, please call the CRB Complaint Coordinator at (619) 236-6296.

CLOSED SESSION 4:00 p.m. – 5:30 p.m.
Board Members and Staff Only

- I. Call to Order
- II. Legal Opinion(s) Request & Attorney/Client Privileged Response(s) (0)
- III. San Diego Police Department Feedback on Case Specific Matters Only
- IV. Shooting Review Board Reports (0)
- V. Category II Case Audit Reports (0)
- VI. Discipline Reports (0)
- VII. Case Review Team Reports (3)
- VIII. Case-Specific Recommendations to the Mayor (0)
- IX. Referrals to other governmental agencies authorized to investigate activities of a law enforcement agency (0)

Pursuant to California Government Code Section 54957 — To discuss community complaints brought against San Diego Police Department Officers under California Penal Code Section 832.7.

OPEN/PUBLIC MEETING 6:00 p.m. – 7:45 p.m.
Open to the Public

- I. CALL TO ORDER/WELCOME (Chair Joe Craver)
- II. PURPOSE OF THE COMMUNITY REVIEW BOARD ON POLICE PRACTICES (CRB)
- III. APPROVAL OF MINUTES: CRB Open Meeting Minutes of March 26, 2019
- IV. NON-AGENDA PUBLIC COMMENT: (Speaker Slip Required)
- V. EDUCATIONAL TOPIC: “Mid-City Division Community Relations Officers” -Responsibilities, Resources, & Communication with members of the Community (20 mins)

Presenters:

- VI. UNFINISHED BUSINESS (DISCUSSION/ACTION): None
- VII. NEW BUSINESS (DISCUSSION/ACTION)
- A. Election of Ad Hoc Nominating Committee Members
- B. CRB Proposed Operational Standing Rule on Review of Shooting Review Reports
- ACTION ITEM: Motion for the Board to discuss and approve the CRB Proposed Operational Standing Rule on Review of Shooting Review Reports**
- C. Proposed Amendment to CRB Bylaws Article II on Purpose & Objectives
- ACTION ITEM: Motion for the Board to discuss and approve an amendment to the CRB Bylaws Article II on Purpose and Objectives**
- D. Proposed Amendment to CRB Bylaws Article III Section 3A on Voluntary Resignation
- ACTION ITEM: Motion for the Board to discuss and approve an amendment to the CRB Bylaws Article III Section 3A on Voluntary Resignation**
- E. Proposed Amendment to CRB Bylaws Article III Section 3B on Removal for Cause
- ACTION ITEM: Motion for the Board to discuss and approve an amendment to the CRB Bylaws Article III Section 3B on Removal for Cause**
- F. Proposed Revision to CRB Administrative Standing Rule on Case Format & Presentation Section 1.b, Face Sheet
- ACTION ITEM: Motion for the Board to discuss and approve the proposed revision to Section 1.b, Face Sheet of the CRB Administrative Standing Rule on Case Format & Presentation**
- G. Proposed Addition to CRB Administrative Standing Rule on Case Format & Presentation Section 2, Writing the CRB Case Review Report
- ACTION ITEM: Motion for the Board to discuss and approve the proposed addition of Section 2, Writing the CRB Case Review Report to the CRB Administrative Standing Rule on Case Format and Presentation**

VIII. COMMITTEE REPORTS (DISCUSSION/ACTION)

- A. Continuing Education Committee (Taura Gentry)
- Upcoming Educational Topics
 - Request for Additional Community Forums & Opportunities
 - Ideas for Future Educational Topics, Field Trips, Trainings
- B. Outreach Committee (Mary O'Tousa)
- Next Scheduled Meeting Date
 - Summary of Past Events
 - Upcoming Events/Outreach Opportunities
- C. Rules Committee (Doug Case)
- Update on 5/13 Committee Meeting
 - Next Scheduled Meeting Date
- D. Policy Committee (Brandon Hilpert)
- Update on 5/14 Committee Meeting
 - a. Procedure & Guideline for SDPD Complaint Intake
 - b. Development of Third-Party Mediation
 - c. Best Practices Research for Law Enforcement Investigations Involving Discrimination Allegations
 - d. Procedure and Statistics for Internal Affairs Tolling of Cases
 - e. Complaint Process Guide Card Issued to All Sworn Personnel
 - f. Policy Referrals from Public to CRB
 - Next Scheduled Meeting Date
- E. Recruitment & Retention Committee (Maria Nieto-Senour)
- Update on 5/9 Committee Meeting
 - New CRB Training Academy -Implementation/Process, Marketing, Timeline
 - Interview Panel Improvements
 - Recruitment Script/Information Card
- F. Red Binder Committee (Doug Case)
- Update on 5/8 Committee Meeting
- G. Citizens Advisory Board on Police Community Relations (Taura Gentry)
- H. 30th Anniversary Celebration Date (July 2019) (Brandon Hilpert)
- Date and Location

- I. Nominations Committee (Sheila Holtrop)
 - Nominations of Candidates for CRB Officer Positions for FY2020 (July 1, 2019-June 30, 2020)

- IX. CHAIR'S REPORT (Chair Joe Craver)
 - A. Reminder-3rd Quarter Volunteer Hours Report (**Past Due April 1, 2019**)
 - B. June 15th Special Meeting - Proposed Training of CRB on Case Review and Presentation Procedures & Policy Perjury Panel
 - C. NACOLE Annual Conference -September 22-26, Detroit Michigan

- X. EXECUTIVE DIRECTOR'S REPORT (Sharmaine Moseley)
 - A. Caseload Update & Status of Case Reports
 - B. Status of Ride-Alongs for New Members
 - C. Joint Complaint Form
 - D. Audit of Category II Cases (Effective 5/15/19)
 - E. Status of Open Data Portal
 - F. Other Items/Reminders

- XI. SAN DIEGO POLICE DEPARTMENT REPORT (Executive Assistant Chief Todd Jarvis)
 - Updates

- XII. BOARD MEMBER RIDE-ALONG REPORTS (2 mins each)

- XIII. BOARD MEMBER ANNOUNCEMENTS/COMMENTS

- XIV. ADJOURNMENT

Materials Provided:

- Minutes from CRB Open Session Meeting on April 23, 2019 DRAFT
- Operational Standing Rule on Review of Shooting Review Reports DRAFT
- Proposed Revisions to Article II & Article III CRB Bylaws DRAFT
- Operational Standing Rule on Review of Shooting Review Board Reports DRAFT
- Proposed Revision to CRB Administrative Standing Rule on Case Format & Presentation Section 1.b, Face Sheet DRAFT
- Proposed addition to CRB Administrative Standing Rule on Case Format & Presentation Section 2, Writing the CRB Case Review Report DRAFT
- Nominating Committee Selection Criteria
- Timeline for Elections
- Officer Responsibilities
- Chair Job Description
- CRB Updated Calendar

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This agenda will be made available in alternate formats upon request, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Requests for disability related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services or interpreters, should be forwarded to communityreviewboard@sandiego.gov, or call (619) 236-6296.

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Article II: Purpose and Objectives

Section 1: Purpose

The purpose of the Community Review Board on Police Practices is to review and evaluate complaints brought by members of the public against officers of the Police Department of the City of San Diego and to review and evaluate the administration of discipline arising from sustained complaints. The Board also reviews and evaluates officer-related shootings, all in-custody deaths, and all police actions that result in the death of a person.

Section 2: Objectives

The Community Review Board on Police Practices is tasked with ~~the following three objectives: a single primary objective and two secondary objectives.~~ The primary objective is clearly identified in the San Diego City Charter and constitutes the central function for members of this citizen-initiated Board. The two secondary objectives support the work of the Board, employing special talents and energy of involved Board members according to their interests and availability.

A. Primary Objective: Complaint Review

It is the primary objective of the Board to ensure complaints against San Diego Police Department (SDPD) officers are investigated thoroughly, completely and fairly, giving equal consideration to citizens and police officers alike. The Board will make every effort to review and evaluate citizens' complaints objectively and impartially. The Board may devise its own internal procedures for the format and presentation of case review reports. The Board may add comments to its completed review of a citizen's complaint, however such comments must be limited to substantive issues directly related to the citizen's complaint and/or the subject officers and must comply with the laws of the State of California concerning citizens' complaints against peace officers.

B. ~~Policy Recommendation~~ Secondary Objectives

~~B. Policy Recommendation~~ 1. Policy Recommendation

It is the objective of the Board to advocate for policies which promote fair and humane policing and also ensure the safety of both citizens and police officers. Subsequent to the review and evaluation process, the Board may recommend improvements in policy, procedures or training of police officers to the Mayor and/or Chief of Police.

Additionally, in consideration of issues other than complaints, the Board may address a substantive item, other than one arising in the course of reviewing a particular case, if it determines that (1) the substantive matter impacts the work of the Board; and (2) because of its training and experience, the Board has expertise on the matter at hand. The Board may discuss the issue and make a recommendation to the Mayor and/or Chief of Police.

C. Outreach and Education-2. Outreach and Education

It is the objective of the Board to operate transparently, to keep the community informed about the activities of the Board, and to provide opportunities to receive public input on the Board's operations. It is the further objective of the Board to encourage persons with complaints about the actions of SDPD employees to file a complaint, to widely publicize the procedures for filing complaints and to make the process as simple as possible, and to enact mechanisms to ensure that persons filing complaints and witnesses will be able to do so without fear of retaliation or adverse consequences.

Section 3: Board Independence

The Community Review Board on Police Practices adheres to a fundamental modus operandi to maintain and defend an independent posture within which objective, balanced review and evaluation processes will be assured. The ultimate usefulness of the Board depends on independence from political pressure, independence from community pressure, and independence from influence or control by SDPD. In this regard, actual independence and perceived independence are equally important. Any action or activity that could present an appearance of compromised independence should be avoided. Board independence is essential to earn the trust of the community and fulfill the mandate from the initial creation of the Board by citizen initiative.

Section 3: Removal

A. Voluntary Resignation

Any Member of the Board can voluntarily resign by sending a letter or email of resignation to the Board Chair and the Executive Director. A member's written notice of resignation is required by the City Clerk and the Mayor's Office and becomes a matter of public record. ~~unless confidentiality is requested by the resigning member.~~ Once the letter has been received, the position shall be considered vacant. Thereafter, the Mayor shall appoint and the City Council confirm a new member to fill the remainder of the term.

B. Removal for Cause

If a member is convicted of a felony or crime or moral turpitude, the member will automatically be suspended from participating in any capacity on the Board, pending a vote by the City Council upon recommendation from the Mayor to formally remove or reinstate the member from the Board all of which shall be completed within 30 days of the date of suspension.

A member may also be removed for cause including but not limited to the following reasons: (1) misuse of position as a Board Member, (2) misuse of police-issued documents; (2) violation of state laws of confidentiality; (4) misconduct that impedes the member's ability to serve as an effective and impartial Board member; (5) unexcused absences from at least two consecutive meetings or by failure to complete case review as assigned by the Executive Director; (6) violation of the NACOLE Code of Ethics; or (7) a conflict of interest.

Upon receiving information that a member may be subject to removal for cause, the Executive Director shall investigate or arrange for an investigation of the situation. If after the investigation, it appears that cause exists for removal, the member shall be invited to meet with the Executive Director and the Cabinet. After that meeting, the Executive Director, in consultation with the Cabinet, shall determine whether to proceed with removal proceedings. If it is determined to proceed, the matter will be placed on the next regular Board Open Meeting ~~agenda, to be considered in Executive (Closed) Session.~~ The member will have an opportunity to present a defense and answer questions. By a two-thirds vote, the Board may recommend to the Mayor that the member be removed. The affected member shall not be entitled to a cast a vote in the matter.

Upon recommendation of the Mayor to remove a member, a hearing by the City Council shall occur within sixty (60) days of the receipt of the recommendation.

**SAN DIEGO
COMMUNITY REVIEW BOARD
ON POLICE PRACTICES**

**OPERATIONAL STANDING RULE:
REVIEW OF
THE SAN DIEGO POLICE DEPARTMENT'S
SHOOTING REVIEW BOARD REPORTS**

Effective Date: _____

Adopted:

Office of the Mayor

Date

Reviewed:

Office of the City Attorney

Date

Community Review Board on Police Practices (CRB)
Operational Standing Rule
Review of the San Diego Police Department's (SDPD)
Shooting Review Board Reports

When the Shooting Review Board (SRB) completes its review of tactics, training and equipment with regard to an officer-involved shooting, the Chief of Police sends a copy of the SRB report to the Community Review Board (CRB) via the CRB Executive Director. The original three-person Case Review Team will be assigned to review the report. If any member of the original Case Review Team is no longer serving on the Board, the Board Chair may assign a replacement, with priority given to Board Members who attended the original case presentation.

The Team will then review the SRB report, referring to the original Team Case Report and related IA documentation, as needed.

If the Team has questions or concerns about the SRB report, the Team may request the Executive Director or Board Chair contact the Chair of the SRB or the Executive Assistant Chief of Police to seek clarification.

The Team will then provide the full Board an oral summary of the findings of in the SRB in the case during closed session, including a short summary of the facts in the original Team Case Report. The Team will read the Shooting Review Board's report and verbally share any Team comments. No vote of the CRB Board is required. If the Board has concerns, however, it may vote to have the Board Chair send a letter to the Chair of the SRB and/or the Chief of Police.

Change to Admin Standing Rule: Format and Presentation, Section 1.b, Face Sheet:

...date of hire may also be shown.

Persons who are mentioned in the body of the CRB Case Review Report should be listed. Persons who are not mentioned in the body of the CRB Case Review Report should not be listed. The relationship information for witnesses (e.g., Complainant's son, Neighbor, etc.) should be added if available.

Reference to every person should use a title followed by the person's last name in all CAPITAL LETTERS. In the case of multiple persons with the same last name, an initial can be inserted before the last name, or the first names can be used if appropriate. Titles for SDPD officers should reflect that officer's rank on the date of the incident (not the rank at the time of this investigation). Titles for non-SDPD persons should be appropriate for status and gender; use Mr. for men and Miss, Ms or Mrs. for women. Examples of SDPD officer names would be "Officer SMITH" or Sgt. MILLER; examples of non-SDPD names would be "Mr. BROWN, Ms GRANDE, Mrs. P. BROWN or Miss S. BROWN. Other titles, such as professional or military titles (e.g., Dr., Rev., Capt., etc.) are also appropriate.

c. Allegation Table...

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COMMENTS MATRIX

Addition to Admin Standing Rule: Format and Presentation, Section 2, Writing the CRB Case Review Report:

...Note that quotations from any complainant, witness or officer should be transcribed from the audio of their interview.

The CRB Case Review Report format provides space for comments in three locations: (1) the "Case Notes" section (see 1.d above), (2) within the "Discussion and Conclusion" section for a specific allegation (see 1.f above), and (3) the "Team Concerns and Issues" section at the end of the report (see 1.i above).

Comments from the Case Review Team are encouraged and fall into three identifiable (if not always distinct) types:

- | | |
|---------------|--|
| <u>Type 1</u> | <u>Comments that are focused on the investigation and review process of the current case rather than the details of the incident or allegations; these comments should appear in the "Case Notes" section.</u> |
| <u>Type 2</u> | <u>Comments that apply to specific allegations in the current case and may reflect disagreement on a specific allegation between Case Review Team members or between the Team and IA or may take note of the actions of officers with regard to the situation related to the allegation; these comments should appear in the "Discussion and Conclusions" section for the specific allegation.</u> |
| <u>Type 3</u> | <u>Comments that may or may not apply to the current case and have implications for future law enforcement operations or the review of future incidents; these comments should appear in the "Team Concerns and Issues" section at the end of the report. These comments are presented after the Board has voted on the current case.</u> |

The location for a specific comment within the Case Review Report can be established by analyzing the content to determine the type as defined above. Comments that do not appear to fit in any one type may be compound and require division into multiple targeted comments. The Team is responsible for developing logical, targeted comments. The following table shows some sample comments and the resulting proper placement within the Case Review Report.

<u>Comment</u>	<u>Location</u>		
	<u>Case Notes</u>	<u>Allegation D&C</u>	<u>Issues & Concerns</u>
<u>The complainant or a witness refused to be interviewed or could not be located.</u>	*		
<u>Documents reviewed by the IA Investigator were not included in the case file provided to the Team</u>	*		
<u>Information about the timing of the investigation in relation to the incident (such as tolling, etc.)</u>	*		
<u>Information about evidence (BWC, videos, etc.) that was or was not available</u>	*		
<u>Commendation of a subject or witness officer for how they handled an incident (e.g., de-escalation). [* Placement depends on whether it is in relation to a particular allegation.]</u>	*	*	
<u>Comments by a Team member explaining why the member disagrees with the finding of the majority of the team</u>		*	
<u>The Team agrees with the IA finding but has an additional observation (such a concern about a tactic used by an officer)</u>		*	
<u>The rationale for why the Team disagrees with the IA finding</u>		*	
<u>The Team has a recommendation for a change to SDPD Policies and Procedures related to the incident.</u>			*
<u>The Team has a recommendation for SDPD training related to the incident</u>			*
<u>The Team has noted a re-occurring pattern that it believes should be addressed by SDPD</u>			*
<u>The Team has suggestions for handling the investigation of similar cases in the future</u>			*