

Administrative Standing Rule on Redacted Case Summaries

1. After the Board has taken final action on a team's report, the team shall draft a redacted case summary for the case. Refer to the attached Redacted Case Summary Elements. Every effort should be made to complete this within two weeks of the Board's vote.
2. The team will submit the draft to the Executive Director. The Executive Director and Chair will review the draft for accuracy, clarity, brevity and compliance with the Redacted Case Summary Elements and applicable legal restrictions. The Executive Director, in consultation with the Chair may make edits as necessary.
3. After the Executive Director and Chair review the report, it will be distributed to the Internal Affairs Captain and Outside Counsel to give them to opportunity to review the report.
4. A compilation of redacted case studies will be submitted to the City Council's Public Safety and Livable Neighborhoods Committee as an appendix to each semi-annual report from the CRB.
5. The semi-annual compilation of case summaries will be posted on the CRB website.

COMMUNITY REVIEW BOARD
REDACTED CASE SUMMARY ELEMENTS

RULE #1: NO NAMES

Use Officer A, Officer B, etc.; use Driver, Passenger A, Passenger B, etc.

HEADER

Case number (YYYY-XXXX)

Disclaimer (from CLERB):

In accordance with CA PC 832.7, this notification shall not be conclusive or binding or admissible as evidence in any separate or subsequent action or proceeding brought before an arbitrator, court or judge in California or the United States.

INCIDENT DESCRIPTION

Date (Quarter, Year)

Time of day (during daylight; after dark)

Number of officers, officers' SDPD division(s)

Chronology of events

Outcome (release with citation/promise to appear; arrest; 5150 hold; transfer to medical facility)

ALLEGATION(S)

Complainant statement (brief) for each allegation

Other findings as determined by Internal Affairs

IA finding on each allegation with the rationale (if the finding was changed as a result of consultation with the team, include only the revised finding)

CRB TEAM REVIEW

Number of hours spent in IA from Green Sheets

List of items reviewed

Any changes made by IA during the CRB review process

FINAL CRB DISPOSITION

Date(s) when case was considered by the board (or number of Closed Meetings)

Board finding on each allegation, along with comments. (Comments are required for any allegations where there is a disagreement with IA to explain the Board's rationale.)

Result of actual Board vote: X to Y (per allegation if question is divided)

If a motion to forward for review to the Mayor's office or other law enforcement oversight agency was made, the result of vote (X to Y). If a motion to refer to the Mayor is passed, the summary should be amended to include the outcome of the Mayor's review when completed.