

Draft Worksheet for CRPB Audits of 2023 Complaints

[If the answer to any **bolded** question is "no" or "not certain," broader Board discussion is needed. This worksheet is preliminary; it doesn't represent the Board's final determination.]__

Date Worksheet completed: _____

Worksheet completed by: _____

Name of Complainant(s): _____

Date of alleged misconduct: _____

Date complaint was filed: _____

Did the Department investigate the complaint? _____

If no, was the complainant informed of the reason the Department declined to investigate _____

If yes, *what reason was given* (e.g., "not filed within one year")

CPD complaint number: _____

Name of Officer(s): _____

Name of Investigator: _____

Allegation(s): _____

Chief's Preliminary Determination(s): _____

Date of Chief's Preliminary Determination: _____

Was this Determination made within 15 days of receipt of the complaint? _____

If not, did the City Manager grant extension(s) of time for investigation _____

And was the Determination made within the extended time frame? _____

Does the Determination include findings on each allegation? _____

If the complaint was sustained, did the Chief note appropriate disciplinary action? _____

Did the Chief send notice of the preliminary determination to the complainant and the officer(s) involved within two business days? _____

Did the Chief's notice to the complainant and the officer(s) note their right of appeal to the CPRB and the procedure for doing so? _____

Quality of Materials Made Available to the Board

Was the investigative package presented in an organized manner? If not, what was wrong with the package?

Were all interviews recorded and audible?

Were the body cameras properly activated and audible?

Did the written summaries accurately reflect the information provided in the interviews?

Quality of Department's Investigation of Complaint

Did the police department properly classify or identify the allegations in the complaint?

Did the investigator interview all necessary witnesses?

Did the investigator ask open ended questions?

Should additional witnesses be interviewed?

Were all reasonable efforts expended to identify and locate potential witnesses?

Did the investigation include all necessary and relevant evidence?

Would other evidence be helpful?

Were all reasonable efforts expended to obtain evidence?

Are you satisfied that the investigator pursued all issues, asked reasonable, neutral, non-leading questions?

Would further documentation of investigative steps have been helpful?

Did the police chief request additional information?

Would you have requested additional information? If so, what?

Was the investigation deficient in any other way? If so, how?

Does the evidence on file support the conclusion?

Expanded Comments and Further Concerns

(Please add pages as necessary.)