

Optional Worksheet for CRPB Reviews of 2025 Complaints

1. Objective Data

Name of Complainant(s):

CPD complaint number:

Name of Officer(s) :

Name of Department's Investigator:

Allegation(s):

Date of alleged misconduct:

Date complaint was filed:

Did the Department investigate the complaint?

If not, was the complainant told why the Department declined to investigate and what reason was given (e.g., "not filed within one year")

Chief's Preliminary Determination(s):

Date of Chief's Preliminary Determination:

Was this Determination made within 75 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?

2. 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-worn cameras properly activated and audible?

Did the internal affairs summary accurately reflect the information provided in the videos and interviews?

3. Quality of Department's Investigation of Complaint

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

Did the investigator interview all necessary witnesses?

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

Did the investigation include all necessary and relevant evidence?

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

Does the evidence on file support the Chief's conclusion?

4. Next Steps

If you are confident that the department has managed the complaint satisfactorily, you can make a short report to that effect during the board's closed session. Otherwise, you can ask during that session for input from other board members, or suggest that the whole board look into the matter.

(Though it may not be an official duty of the board to note particularly meritorious behavior on the part of officers involved, I personally think we should never miss an opportunity to do so.—DH.)