

SAN DIEGO
CITIZENS' REVIEW BOARD
ON POLICE PRACTICES
BYLAWS

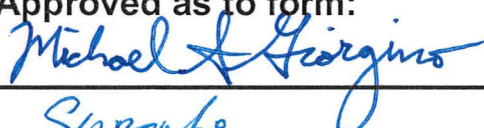
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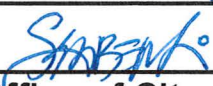
Adopted: 

Kevin Faulconer
Mayor

6/23/14

Date

Approved as to form:




Office of City Attorney

5/28/14
5/30/14

Date

Article I: Name and Authority

Section 1: Name

The name of this Board is the "Citizens' Review Board on Police Practices", herein referred to as "the Board". The full name is as stated in Proposition "G", approved by the voters in November 1988. The Citizens' Review Board on Police Practices is also known by the acronym "CRB".

Section 2: Authority

The Board operates in accordance with the following documents, listed in hierarchical order:

United States Constitution

California Constitution

California Statutes and Codes, including but not limited to the Government Code (Ralph M. Brown Act, Section 54950 et seq.; and Public Safety Officers Procedural Bill of Rights, Sections 3300-3311, Chapter 9.7, Division 4, Title 1), Penal Code (PC), Health and Safety Code, and Vehicle Code (VC)

San Diego City Charter, including Article V, Section 43(d) which states:

(d) **Citizens' Review Board on Police Practices.** Notwithstanding any other provision of this Charter, the [Mayor]¹ shall have the exclusive authority to create and establish a citizens' review board on police practices to review and evaluate citizens' complaints against members of the San Diego Police Department and the San Diego Police Department's administration of discipline arising from such complaints. The [Mayor] shall establish such rules and regulations as may be necessary for this board to carry out its functions; provided, however, that such rules and regulations shall be consistent with the laws of the State of California concerning citizens' complaints against peace officers. Nothing in such rules and regulations shall interfere with the board's authority to independently refer a completed citizen complaint investigation to the grand jury, district attorney, or any other governmental agency authorized by law to investigate the activities of a law enforcement agency. The board shall submit semiannual reports to the [Mayor] and City Council concerning its evaluation of the San Diego Police Department's investigation of citizens' complaints; provided, however, that such reports shall not disclose any information required to be kept confidential by law.

San Diego Municipal Code

San Diego City Council Policies

¹ Pursuant to City Charter Article XV, Section 260, "All executive authority, power, and responsibilities conferred upon the City Manager in Article V, Article VII, and Article IX shall be transferred to, assumed, and carried out by the Mayor." For easier understanding of Article V, Section 43(d), "City Manager" has been replaced by "Mayor".

City of San Diego Administrative Regulations

Memorandum of Understanding (MOU) between City of San Diego and San Diego Police Officers Association

CRB Bylaws

CRB Special Rules of Order

CRB Operational Standing Rules

CRB Administrative Standing Rules

Robert's Rules of Order Newly Revised

NACOLE Code of Ethics

Parliamentary procedures of this Board will be in accordance with these Bylaws and any Special Rules of Order adopted by the Board. The default parliamentary authority for procedures that are not covered in these Bylaws or the CRB Special Rules of Order shall be the current edition of Robert's Rules of Order Newly Revised.

Article II: Purpose and Objectives

Section 1: Purpose

The purpose of the Citizens' 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-involved shootings, all in-custody deaths, and all police actions that result in the death of a person.

Section 2: Objectives

The Citizens' Review Board on Police Practices is tasked with the following three objectives:

A. 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.

B. 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

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.

Article III: Membership

Section 1: Classes of Members

The classes of members of the Board shall be Appointed Members, Prospective Members, Members on Leave, and Alternate Members. The term "Board Member" refers only to Appointed Members and Alternate Members.

Section 2: Selection and Appointment

Members of the Board shall serve without compensation, but shall be reimbursed for authorized, reasonable and necessary expenses incurred in the performance of their official duties as approved by the Mayor or the Mayor's designated representative.

To be eligible for membership on the Board, an individual must be a legal resident of the United States, at least 18 years old, and should reside, or own property, or own a business at a physical location within the jurisdiction of the City of San Diego. Residents of San Diego County, but not the City of San Diego, may be appointed if they have unique qualifications to serve. Married couples and registered domestic partners are not allowed to serve at the same time. Present or former SDPD officers are not eligible for membership on the Board.

Candidates for Board Membership should possess English language skills to support reading and analyzing investigative reports, and writing position paper reports. Communications skills are needed to discuss investigative information and to present position reports to the Board in Closed Session. Candidates must be able to attend two or more meetings each month and to commit additional time for case review and for training activities including periodic ride-alongs. Candidates must undergo and successfully complete a background check conducted by SDPD.

A. Appointed Members

There are twenty-three (23) Appointed Members, appointed by the Mayor of San Diego. Appointed Members are limited to a maximum of eight (8) consecutive years on the Board, starting on the date of the initial Mayoral appointment. Former Appointed Members who served for eight years become eligible again after a period of four years. Former Appointed Members of the Board who did not complete eight years of service

may be eligible to complete eight total years of service.

Appointed Members are usually selected by the Mayor from the list of Prospective Members whenever there is a vacancy on the Board. Initial Mayoral appointment and subsequent Mayoral reappointment are normally for a period of one year, from July 1 through June 30 of the following year. Initial appointment may be made midyear to fill a vacancy on the Board through the end of the current appointment year. When entering the duties of the office, Appointed Members must subscribe annually to the Oath of Office prescribed by law.

B. Prospective Members

There may be up to twenty-three (23) Prospective Members selected who have shown an interest in becoming Board Members. Prospective Members are selected by the Mayor. The recruitment of candidates shall be open and appropriate effort shall be made to achieve the highest possible level of representative participation by San Diego citizens. Prospective Members are eligible to become Alternate Members or Appointed Members. There is no limit on the length of time that can be spent as a Prospective Member.

C. Members on Leave

Members on Leave are Appointed Members who have temporarily vacated their position as Board Members. The Executive Director may grant a leave of absence of up to 6 months to any Board Member who is unable to fulfill the responsibilities of their position for compelling personal or professional reasons. Time spent on leave of absence by an Appointed Member continues to count toward the eight year limit on their Appointed Membership.

D. Alternate Members

Alternate Members are selected by the Executive Director from the list of Prospective Members to serve as Board Members for a limited, specific length of time. Alternate Members serve in one of the following circumstances:

1. Appointed Member on Leave

When an Appointed Member is on Leave, that Appointed Member's position is temporarily filled by an Alternate Member.

2. Case Review Backlog

When case load requires formation of one or more temporary Case Review Teams by the Executive Director, two positions on each temporary team can be filled by Alternate Members.

3. Appointed Member Mid-Year Resignation

When an Appointed Member resigns from the Board before the end of an appointment year, that Appointed Member's position can be temporarily filled by an Alternate Member.

Alternate Members return to Prospective Member status at the completion of Alternate Member service. Time spent as an Alternate Member does not count toward the eight year limit on Appointed Membership.

Section 3: Responsibilities

A. Appointed Members

Appointed Members have the following responsibilities:

1. Meeting Attendance

The substantive work of the Board cannot be accomplished in the absence of a quorum. In order to accomplish the work of the Board, Appointed Members should be in attendance and vote on issues at all meetings. Any Appointed Member with an unexcused absence from three (3) consecutive meetings or an unexcused absence from one third of all regular scheduled meetings during any Fiscal Year (July 1 through June 30 of the following year) may be removed from the Board per Section 4.B below. Appointed Members may request to be excused from a meeting by contacting the Executive Director no later than 12 noon on the day of the meeting. An excused absence can be granted by the Executive Director for the following reasons:

- a. An unforeseen event
- b. Illness or health
- c. Out of town
- d. Religious observance

2. Case Review

Appointed Members shall be assigned to 3-person Case Review Teams. The Case Review Teams shall review the Internal Affairs investigation in accordance with current Guidelines for Case Reports. A Team Leader will be appointed for each Case Review Team.

Every Appointed Member shall complete the review of at least 80% of the cases assigned to that Appointed Member's Case Review Team. Any Appointed Member with an unexcused absence from review of more than 20% of the cases assigned to that Appointed Member's Case Review Team during any Fiscal Year (July 1 through June 30 of the following year) may be removed from the Board per Section 4.B below. Appointed Members should notify the Executive Director and the Team Leader of their assigned Case Review Team of an excused absence from review of a case for one of the following reasons:

- a. An unforeseen event
- b. Illness or health
- c. Out of town
- d. Conflict of Interest

3. Committee Participation

Appointed Members are required to participate on one of the Committees of the Board.

4. Training

Appointed Members are required to pursue and complete 48 hours of educational opportunities annually and to report these activities to the Executive Director on a quarterly basis.

5. Outreach

All Appointed Members can speak about the role of the Board in public to provide education for the community. Only the Board Chair is the spokesperson for the Board on issues that require public comment.

6. Ethical Conduct

To promote public trust, integrity, and transparency, Appointed Members are expected to adhere to the National Association for Civilian Oversight of Law Enforcement (NACOLE) Code of Ethics. The NACOLE Code of Ethics includes Personal Integrity, Independent and Thorough Oversight, Transparency and Confidentiality, Respectful and Unbiased Treatment, Outreach and Relationship with Stakeholders, Agency Self-examination and Commitment to Policy Review, and Primary Obligation to the Community. The complete NACOLE Code of Ethics can be found at the NACOLE website, www.nacole.org.

Any actual or perceived conflict of interest during case review shall be avoided. Conflict of interest exists when an Appointed Member has an outside financial interest or a personal relationship with someone involved in the case, or has intimate knowledge of the facts of the case. Appointed Members shall avoid any situation where they have a conflict of interest by immediately notifying the Executive Director and their Team Leader requesting either to be excused from review of the case or to have the case reassigned to a different Case Review Team. Active involvement in other boards, committees or organizations could pose an actual or perceived conflict of interest with membership on the Board. Board Members shall disclose all potential conflicts to the Executive Director immediately.

B. Prospective Members

Prospective Members have the following responsibilities:

1. Meeting Attendance

Prospective Members should attend all Open Meetings of the Board. Prospective Members may attend Closed Session meetings only when the Case Review Team to which they are assigned has a report to present on a case the Prospective Member reviewed with the Team.

2. Case Review

Prospective Members are assigned to a Case Review Team as a non-voting member. Prospective Members are expected to fully participate in all meetings of the Case Review Team to which they are assigned.

3. Committee Participation

Prospective Members are encouraged to participate on one of the Committees of the Board.

4. Training

Prospective Members are responsible to attend all sessions of the Prospective Member Training Program that is presented for their information, education and development. Additionally, Prospective Members have the same responsibilities

as Appointed Members with respect to training.

5. Ethical Conduct

Prospective Members have the same responsibilities as Appointed Members with respect to ethical conduct.

C. Members on Leave

Members on Leave are not required to attend Board meetings, or to participate in case review, or to participate on committees, or to pursue training activities. Members on Leave have the same responsibilities assigned to other Board Members with respect to outreach and ethical conduct.

D. Alternate Members

Alternate Members have the same responsibilities as Appointed Members, except with respect to committee participation. Alternate Members are encouraged, but not required, to participate on one of the Committees of the Board.

Section 4: 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. An Appointed 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.

B. Removal for Cause

The Executive Director, after consultation with the Board's Cabinet, may request that the Mayor remove any Board Member for cause including but not limited to: (1) misuse of position as a Board Member or of police issued documents; (2) violation of state laws of confidentiality; (3) conviction of a felony or crime of moral turpitude while serving as a Board Member; (4) misconduct that impedes the member's ability to serve as an effective and credible Board Member; (5) an unacceptable attendance record at Board meetings or case review; (6) violation of the NACOLE Code of Ethics; or (7) an undisclosed conflict of interest.

C. Non Reappointment

Any Appointed Member can be removed from the Board by non-reappointment at the Mayor's discretion during the annual appointment process.

Article IV: Officers

Section 1: Officers of the Board

The officers of this organization shall be Chair, First Vice Chair, and Second Vice Chair. These elected officers shall be referred to collectively as the Cabinet.

All officers shall be Appointed Members of the Board. The term of office is one year,

coinciding with the start of the City's fiscal year on July 1 through the end of the fiscal year on June 30 of the following calendar year. No individual shall hold more than one office at any time. An individual may serve no more than two consecutive terms in the same office, and becomes eligible again to serve in that office after a period of two years.

Section 2: Election and Succession

A. Election

Officers are elected at the last scheduled Open Meeting of the fiscal year to serve during the following fiscal year. If the last scheduled Open Meeting of a fiscal year is not held, officers shall continue to serve until their successors are elected and assume office.

The Nominating Committee will present at least one nomination for each office. Prior to the vote for each office, additional nominations will be taken from the floor. Officers will be elected individually in order of precedence, starting with the Chair. Voting shall be by show of hands.

Officers must receive a majority vote of the Board. If no candidate receives a majority, then a runoff will be held between the candidates with the two highest numbers of votes.

B. Succession

If the office of Chair becomes vacant, the First Vice Chair becomes Chair for the unexpired term. If the office of First Vice Chair becomes vacant, the Second Vice Chair becomes First Vice Chair for the unexpired term. If the office of Second Vice Chair becomes vacant, an election, with nominations taken from the floor, will be held as soon as practical to fill the office for the unexpired term.

If the offices of Chair, First Vice Chair and Second Vice Chair all become vacant at the same time, the Mayor will appoint a Board Member to serve as Acting Chair for a period of two months, during which time elections will be held to fill the vacancies for the unexpired term. Such elections will take nominations from the floor and elect officers individually in order of precedence by show of hands. Notice of such elections shall be given one month ahead of the election date.

Section 3: Powers and Duties

The officers of this organization shall fulfill the duties of office while always acting for the good of the entire Board.

A. Chair

The Chair shall have the following powers and duties:

1. To serve as Chair for all meetings, Closed and Open, of the Board.
2. To serve as Chair for all meetings of the Executive Committee.
3. To serve as a member of the Cabinet.
4. To act as the spokesperson for the Board, to make official statements for the Board, or to delegate this responsibility to another Board Member.
5. To coordinate with the Executive Director on communication between the

Board and the Mayor, the San Diego City Council and the Chief of Police.

6. To appoint Chairs and members for all Committees of the Board, except the Nominating Committee.
7. To be ex officio member and ensure effective functioning of all committees of the Board, except the Nominating Committee.
8. To facilitate communication between Case Review Team Leaders.
9. To serve on a temporary Case Review Team when case load requires formation of a temporary Team by the Executive Director.
10. To perform such other duties as may be conferred by vote of the Board.

B. First Vice Chair

The First Vice Chair shall have the following powers and duties:

1. To serve as Chair for all meetings, Closed and Open, of the Board in the absence of the Chair.
2. To serve as a member of the Executive Committee.
3. To serve as a member of the Cabinet.
4. To oversee training of Prospective Members with the Recruitment and Training Committee, and to oversee training of the Team Leaders.
5. To serve on a temporary Case Review Team when case load requires formation of a temporary Team by the Executive Director.
6. To perform such other duties as may be conferred by vote of the Board or requested by the Chair.

C. Second Vice Chair

The Second Vice Chair shall have the following powers and duties:

1. To serve as Chair for all meetings, Closed and Open, of the Board in the absence of the Chair and the First Vice Chair.
2. To serve as a member of the Executive Committee.
3. To serve as a member of the Cabinet.
4. To serve as a member of a Case Review Team.
5. To act as Parliamentarian for the Board.
6. To perform such other duties as may be conferred by vote of the Board or requested by the Chair.

D. Cabinet

The Cabinet is responsible for providing consultation to the Executive Director on issues of importance, including but not limited to:

1. Membership of Case Review Teams:
2. Assignment of Case Review Team Leaders.
3. Assignment and promotion of Prospective Members.

4. Investigation into allegations of impropriety against any Board Member.

Article V: Meetings

Section 1: General

Closed and Open Meetings of the Board shall be held regularly in order to carry out the objectives and purposes of the organization. Notice of time, place and agenda shall be provided to the Board and the public at least 72 hours before the scheduled time of every Meeting in accordance with the Ralph M. Brown Act.

Section 2: Closed Meetings

Closed Meetings are normally held twice each month, except only once in December. Closed Meetings are held pursuant to California Government Code Section 54957 to provide a confidential environment in which (1) to review citizens' complaints brought against SDPD Officers in accordance with California Penal Code Section 832.7 or (2) to discuss personnel or other information that is specifically exempt from public disclosure by law. Attendance is limited to Board Members, the Executive Director and assigned City Staff, designated SDPD Internal Affairs staff, designated City Attorney Office representatives, and assigned Prospective Members with responsibility for a case that is being presented to the Board.

Section 3: Open Meetings

Open Meetings are normally held once each month, except in December, to transact business and to hear presentations. Open Meetings provide a forum in which to communicate with the public, to advise the community of the complaint process and the Board role in the review of complaints, and to hear public testimony on the police complaint review process.

Section 4: Special Meetings

Special Meetings can be held as needed and may be either Closed or Open. A Special Meeting may be initiated by the Chair, by the Executive Director, or by a vote of Board Members.

Section 5: Voting and Quorum

Only Board Members, as defined in Article III, Section 1, can vote on issues before the Board and are counted to determine the presence of a quorum. In accordance with the Ralph M. Brown Act, Board Members are expected to vote on all issues. Other classes of members are non-voting and, when present at meetings, are not counted to determine the presence of a quorum.

No formal action can be taken without a quorum. The requirement for a quorum shall be more than half of the maximum number of Appointed Members on the Board. The maximum number of Appointed Members is 23, so a quorum is 12.

The basis for decisions at all Board meetings is an expected attendance of 18 Board Members. Consequently, regardless of the number of Board Members present, the

minimum number of votes required to approve or to disapprove a motion is as follows:

A. Motion Requires Majority Vote

The motion is approved if the majority votes affirmative with at least ten votes affirmative. The motion is disapproved if the majority votes negative with at least ten votes negative. If neither is achieved, the pending motion fails to be approved or disapproved and is trailed to the next Board meeting with a quorum.

B. Motion Requires Two-thirds Vote

The motion is approved if the majority votes affirmative with at least 12 votes affirmative and the number of affirmative votes is at least twice the number of negative votes. Otherwise the motion is disapproved.

Article VI: Committees

Section 1: General

Committees of the Board shall be formed to carry out the primary objectives of the Board and to maintain functions necessary to sustain the Board. Committees shall limit their business to the purpose identified in this document or the purpose identified at their inception. Committees shall conduct their business in a manner consistent with these Bylaws and the Standing Rules of the Board. Committees shall not take any final action on behalf of the Board or issue any official communication.

Committees fall into two categories: Standing Committees and Ad Hoc Committees. Standing Committees require a constant presence to carry out long term ongoing functions of the Board. Ad Hoc Committees either support periodic functions of the Board that do not require a constant presence for service or are formed to accomplish specific, short term tasks that are not within the assigned function of any Standing Committee or any other Ad Hoc Committee.

Committee Chairs of all committees shall be Appointed Members of the Board. Unless otherwise specified herein, Committee Chairs shall be appointed by the Board Chair to serve a one-year term. Ad Hoc Committee Chairs can serve until their committee is disbanded. Standing Committee Chairs have the following tasks:

1. Conduct Committee meetings at least quarterly or more often as needed.
2. Support the Brown Act requirement for public notice with an agenda in advance.
3. Report on Committee activities at Open Meetings and make recommendations for Board action.
4. Contribute a summary of Committee activities and accomplishments for the CRB Semi-Annual Reports.
5. Serve as a member of the Executive Committee.

Section 2: Standing Committees

Notice of Standing Committee meeting time, place and agenda shall be provided to Committee members and the public at least 72 hours before the scheduled meeting time. Except for the Executive Committee, Standing Committees are limited to no more than seven (7) members.

A. Executive Committee

The Executive Committee has continuing jurisdiction over the health and welfare of the Board. The Chair of this Committee is the Board Chair. Members of the Executive Committee are the elected officers of the Board and Standing Committee Chairs. Nonvoting members of the Executive Committee include the Executive Director, the assigned Deputy City Attorney and SDPD Internal Affairs representatives. Regular meetings of the Executive Committee may be held monthly at the discretion of the Chair.

B. Policy Committee

The Policy Committee shall evaluate recommendations from Board Members for improvements to SDPD policy, procedure, training or administration of discipline of police officers. The result of the evaluation shall be presented to the Board. The Policy Committee can recommend Board action to forward suggested improvements to the Chief of Police and the Mayor. The Policy Committee meets at the discretion of the Policy Committee Chair.

C. Continuing Education Committee

The Continuing Education Committee arranges presentations on subjects of interest at the Open Meetings of the Board. The Continuing Education Committee also arranges additional training opportunities and field trips for the Board. The Continuing Education Committee meets at the discretion of the Continuing Education Committee Chair.

D. Outreach Committee

The Outreach Committee supports the Board's outreach and education objective at community events and informational meetings. The Outreach Committee meets at the discretion of the Outreach Committee Chair.

E. Rules Committee

The Rules Committee shall evaluate recommendations from Board Members for amendments to these Bylaws, to Special Rules of Order, to Standing Rules and to other operational procedures. The Rules Committee is responsible to ensure that a proposed amendment does not violate or conflict with any existing provision in these Bylaws or in other rules that govern the Board. The result of the evaluation shall be presented to the Board. The Rules Committee meets at the discretion of the Rules Committee Chair.

Section 3: Ad Hoc Committees

The two Ad Hoc Committees with recurring tasks are (1) Nominating Committee and (2) Recruitment and Training Committee. Each of these Ad Hoc Committees has an assigned task that is needed annually according to a specified timeline. Other Ad Hoc Committees may be formed as needed by the Board Chair or by a majority vote of the Board for an assigned specific task. Unless extended by a vote of the Board, each Ad

Hoc Committee is disbanded at the completion of the assigned task. Ad Hoc Committees are limited to no more than seven (7) members.

A. Nominating Committee

The Nominating Committee shall be formed to facilitate election of officers. Three members of the Nominating Committee shall be elected by the Board with nominations taken from the floor. Members of the Nominating Committee shall select their committee Chair. The Nominating Committee shall solicit candidates for each office and shall present to the Board at least one nomination for each office prior to the last scheduled Open Meeting of the fiscal year. The Nominating Committee shall be disbanded following the election of Board officers.

B. Recruitment and Training Committee

The Recruitment and Training Committee supports activities to recruit new members for the Board, to inform interested individuals about the Board, and to provide training to the selected Prospective Members of the Board. The Recruitment and Training Committee shall be disbanded after recruitment and training activities for Prospective Members are completed.

Article VII: Administration

Section 1: Mayor's Authority

A. Establishment of Citizens' Review Board on Police Practices and Related Rules and Regulations

As provided in City Charter Article V, Section 43(d), the Citizens' Review Board on Police Practices was created in 1989 "to review and evaluate citizens' complaints against members of the San Diego Police Department and the San Diego Police Department's administration of discipline arising from such complaints."

Pursuant to City Charter Article V, Section 43(d), the Mayor has exclusive responsibility to "establish such rules and regulations as may be necessary for this board to carry out its functions; provided that such rules and regulations shall be consistent with the laws of the State of California concerning citizens' complaints against peace officers."

Rules established by the Mayor facilitate the recruitment and training of diverse and qualified Board members, support the independent objectivity of the Board, enable prompt review of citizen complaints and the administration of discipline arising from such complaints, and encourage dialogue between the Board and SDPD.

B. Impartiality of Investigations

The Mayor is responsible to ensure that all persons are treated with dignity and respect; all complaints against SDPD are fairly and impartially investigated; the rights of all citizens and police officers are protected during the investigation of complaints. All rules and regulations established by the Mayor, pursuant to City Charter Article V, Section 43(d), shall support the impartial, independent, prompt review and evaluation of complaints in a manner which protects both the public and the City.

C. Appointment of Executive Director

The Mayor of the City of San Diego shall appoint one (1) person to be the Executive Director of the Board. The Executive Director will report directly to the Mayor's Office. The Executive Director, with the approval of the Mayor, shall supervise Board Members and personnel necessary to discharge the functions of the Board. Under general direction, the Executive Director is responsible for facilitating the work of the Board, including, but not limited to, the following tasks:

1. Interface with citizens, responding to inquiries and receiving complaints.
2. Direction of day-to-day operations of the Board.
3. Liaison between the Board and City departments, in particular SDPD and the City Attorney's Office.
4. Maintenance of records and preparation of reports.
5. Supervision of all Board personnel throughout recruitment, training, team assignment and case review activities.

The Executive Director also provides any additional support that is either not specifically assigned to Board Members, or not being provided by assigned Board Members as needed, or assigned by the Mayor.

Formal communication between SDPD and the Board will be coordinated through the Executive Director and the Mayor's Office. The Executive Director shall accurately communicate, in a timely fashion, information from the Mayor to the full Board.

D. Review and Evaluate Cases and General Review

At any time, the Mayor may be requested to monitor, review and evaluate a case by a majority vote of the Board. The Mayor may also independently initiate such a review and evaluation and use such resources as necessary to conduct this review. The Mayor will ensure that all complaints are investigated in a timely and efficient manner. The Mayor will monitor the progress of particularly sensitive complaints and incidents. If a review is approved by the Mayor, it may include:

- Discussion with witnesses.
- Review of the Internal Affairs investigation.
- Discussion with appropriate SDPD investigative staff.
- Review of tapes and transcripts of interviews with witnesses and police officers.
- Review of pertinent evidence.
- Review of any other available investigative reports by other agencies.

The completed review by the Mayor shall be presented by the Executive Director to the Board for review and comment.

The Mayor shall conduct general reviews as needed to evaluate the City's complaint, investigative and review process. This will include an analysis of trends and patterns in citizen complaints, investigations and discipline. The scope of this review shall include:

- Evaluation of the SDPD complaint procedures.

Surveys and interviews of the complainants previously involved in the complaint process.

Survey and interview of witnesses involved in the complaint process.

Review of statistical reports related to the complaint process.

Interviews with personnel designated to process complaints.

Review of discipline imposed to identify trends.

The completed report of any general review and evaluation will be submitted to the Board for comment and recommendations.

Section 2: Role of City Attorney

Legal representation and legal advice will be provided by the City Attorney pursuant to City Charter, Section 40.

Section 3: Official Address

The official address of the Board is

Citizens' Review Board on Police Practices
City Administrative Building
202 C Street, Mail Station 9A
San Diego, California 92101

Article VIII: Amendment

Section 1: CRB Bylaws

Bylaws describe organizational structure, eligibility requirements of the members, the terms, responsibilities and powers of the officers, types of meetings, specification of a quorum, identity of standing and ad hoc committees, the duties and responsibilities of each committee, and identity of a parliamentary authority. Amendment of these Bylaws requires a two-thirds vote of Board Members at a regularly scheduled Open Board meeting. Proposed amendments must be reviewed by the Rules Committee. The proposed content and the Rules Committee evaluation must be submitted in writing to all Board Members at least ten days before the meeting where the vote will be taken. Amendment of these Bylaws becomes effective when reviewed by the City Attorney and approved by the Mayor.

Section 2: CRB Special Rules of Order

Special Rules of Order define and clarify parliamentary procedures that are different from the specifications of the identified parliamentary authority. Special Rules of Order may be adopted, amended, or deleted by a two-thirds vote of Board Members at a regularly scheduled Open Board meeting. Proposed amendments must be reviewed by the Rules Committee. The proposed content and the Rules Committee evaluation must be submitted in writing to all Board Members at least ten days before the meeting where the vote will be taken.

Section 3: CRB Operational Standing Rules

Operational Standing Rules define and clarify operational procedures for any interface between the Mayor's Office, other City Departments and this organization. Operational Standing Rules may be adopted, amended, or deleted by a majority vote of Board Members at a regularly scheduled Open Board meeting. Proposed amendments must be reviewed by the Rules Committee. The proposed content and the Rules Committee evaluation must be submitted in writing to all Board Members at least ten days before the meeting where the vote will be taken. Board approved Operational Standing Rules become effective when reviewed by the City Attorney and approved by the Mayor.

Section 4: CRB Administrative Standing Rules

Administrative Standing Rules define and clarify internal procedures for this organization. Administrative Standing Rules may be adopted, amended, or deleted by a majority vote of Board Members at a regularly scheduled Open Board meeting. Proposed amendments must be reviewed by the Rules Committee. The proposed content and the Rules Committee evaluation must be submitted in writing to all Board Members at least ten days before the meeting where the vote will be taken.