

*The City of Saint Paul is committed to excellence.
We need the public's help to achieve this goal.
When your interactions with a STP Officer are not
what you expect from your police department, it is
your right to make a complaint.*

Here are some things to keep in mind if you are approached by a police officer:

During the incident:

- Do your best to remain calm
- Try to identify the officer(s)' name and badge number. If that's not possible, look for distinguishing characteristics (ex: height, weight, tattoos, hair color)
- Ask for the officer(s)' business card

After the incident:

- As soon as possible, write down or record everything that happened so that you have a clear memory of the encounter
- If possible, identify witnesses who were at the scene and can help verify your story
- If you were injured, seek medical treatment and document injuries with photos



The Most
Livable City
in America

**Saint Paul's Police Civilian Internal
Affairs Review Commission**

15 Kellogg Blvd. W., Suite 240
Saint Paul, MN 55102
Email: civilianreview@ci.stpaul.mn.us
Phone: (651) 266-8970
Fax: (651) 266-8962
<https://www.stpaul.gov/pciarc>



The Most Livable
City in America

**Filing a complaint
against a
Saint Paul Police
Department Officer**



HREEO
Human Rights & Equal Economic Opportunity

You may want to consult an attorney before filing a complaint if:

- You are facing criminal charges. Information from your complaint could be shared with the investigating agency
- You believe the incident demands civil and/or criminal charges

What to expect after a complaint is filed:

1. Within a week you will receive a letter from the Civilian Review Coordinator confirming receipt of your complaint and letting you know that the complaint has been transferred to Internal Affairs.
2. Internal Affairs will send you a letter notifying you of the status of your complaint.
3. The case will be reviewed by the Police Civilian Internal Affairs Review Commission (PCIARC), a group of nine civilians appointed by the mayor.
4. Prior to reviewing your case, you will receive a letter inviting you to give a statement to the PCIARC at the review meeting. The choice to provide a statement is optional.
5. After case review, the Commissioners make a recommendation to the Chief of Police, who will make a determination about the complaint and discipline.
6. Employees have the option to appeal disciplinary action.
7. When the process is complete, you will receive a letter notifying you of how your complaint was resolved. This process can be time consuming. Please do not be concerned if you do not receive any information for an extended period of time.

Complaint Intake

- Complaints may be submitted online, in person or by mail
- Must include a name and a signed statement
- Minnesota state law forbids anonymous complaints

Internal Affairs

- Complaint reviewed and investigation begins
- Complainant may be contacted by an investigator to gather additional details

PCIARC Review and Recommendation to the Chief

- Reviews cases after the complaint has been investigated
- Complainant has an opportunity to testify before the commission

Police Chief makes Final Decision

- Complainant receives a letter from the Chief of Police once there is a final disposition

Questions? Contact the Civilian Review Coordinator at civilianreview@ci.stpaul.mn.us or (651) 266-8970



Saint Paul Minnesota
The most livable city in America

How to file a complaint

- Online: www.stpaul.gov/pciarc
- In person:
Saint Paul Department of Human Rights & Equal Economic Opportunity
15 Kellogg Blvd W., Suite 240
Saint Paul, MN 55102

A Complete list of complaint locations can be found at www.stpaul.gov/pciarc

- Contact the Civilian Review Coordinator at civilianreview@ci.stpaul.mn.us or (651) 266-8970

When filing the complaint:

1. Include your name and contact information
2. Sign your statement
3. Include key facts:
 - **Who** was involved? (ex: Officer(s), witnesses, medical professionals)
 - **What** occurred?
 - **Where** did this happen? (This can help identify the officers and well as additional witnesses)
 - **When** did this happen? What was the timeline leading up to the incident?
 - **Optional:** Please add anything else you think is important
4. Include any contact information you have for identified witnesses
5. If injured, include any photos or medical records that document those injuries
6. Include additional evidence (ex: photos or video)