



SAINT PAUL
MINNESOTA

STANDARD OPERATING PROCEDURES

Police Civilian Internal Affairs Review
Commission (PCIARC)

Approved January 21, 2026

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Introduction

This document contains the standard operating procedures for the intake of all civilian-initiated police conduct complaints submitted to the Police Civilian Internal Affairs Review Commission (PCIARC), as well as PCIARC case review. Complaint Centers, as outlined in the Agreement between the City of Saint Paul Police Department (SPPD) and the Saint Paul National Association for the Advancement of Colored People (NAACP), will follow the same standard operating procedures for the intake of a complaint and/or refer community members directly to the Review Coordinator in the Department of Human Rights & Equal Economic Opportunity (HREEO). The Bylaws and special rules of order that govern PCIARC procedures cannot conflict with these standard operating procedures.

Definitions

Chair: The Chair is the presiding officer of the PCIARC and PCIARC meetings. In the absence of the Chair, the Vice Chair or another PCIARC Commissioner designated by the Chair shall assume the responsibilities of the Chair.

Complainant: Member of the community who has filed or would like to file a PCIARC complaint.

HREEO: City of Saint Paul Department of Human Rights & Equal Economic Opportunity (www.stpaul.gov/HREEO).

IAU: Saint Paul Police Department Internal Affairs Unit (<https://www.stpaul.gov/departments/police/administration-office-chief/internal-affairs-unit>).

PCIARC Ordinance: City of Saint Paul Administrative Code [Chapter 102](#).

PCIARC: Police Civilian Internal Affairs Review Commission (www.stpaul.gov/PCIARC).

PODPA: Peace Officer Discipline Procedures Act, [Minnesota Statutes §626.89](#).

Principal Officer: Licensed officer of the Saint Paul Police Department IAU has identified as being the subject of a PCIARC complaint.

Review Coordinator: Also known as the PCIARC Coordinator, the Review Coordinator is a full-time staff member of HREEO who coordinates the PCIARC complaint intake and review process. In the absence of the Review Coordinator, the HREEO Director or their designee shall assume the responsibilities of the Review Coordinator.

SPPD: Saint Paul Police Department (www.stpaul.gov/police).

Complaint Intake

Complainants have multiple ways to submit a complaint to PCIARC. A complaint form may be submitted online or via a paper form, with assistance as needed, and it may be submitted to HREEO, SPPD's IAU, or via a Complaint Center. This section outlines the complaint intake process for all the options available to a complainant.

1. Online Complaint Form

- A. Complainant submits online complaint form at www.stpaul.gov/pciarc.
- B. Once the complaint has been submitted, complainant receives an automated email message from the complaint tracking system confirming receipt.
- C. The complaint tracking system automatically sends an email to the Review Coordinator [civilianreview@ci.stpaul.mn.us] and to IAU [SPPD-IAU@ci.stpaul.mn.us] with the subject line, "A New PCIARC Complaint has been received" with a link to the complaint.
- D. The complaint tracking system generates a printable PDF of the complaint and uploads it to the attachments section within the complaint tracking system.
- E. The Review Coordinator evaluates the complaint form for completeness.
 - i. The complaint will be deemed incomplete if the complainant's signature or a description of the incident is missing.
 - ii. If the complaint form is incomplete, the Review Coordinator will contact the complainant and ask them to fill out a new complaint form. The complainant may view their previously submitted complaint form when submitting a new online complaint form.
- F. IAU pulls the complaint from the complaint tracking system and begins investigation. IAU determines if the complaint is eligible for PCIARC review.

2. Complainant Walk-In to HREEO (City Hall (CH) 280)

- A. Review Coordinator explains the complaint process to the complainant and the option to request an accommodation(s) and/or access language assistance to ensure equal access for all persons.
- B. If an accommodation is requested, the Review Coordinator will provide the Request for Access form (*see Appendix B*) and conduct the appropriate review of the accommodation(s) request, (*see Appendix A- Complaint Intake Process for Individuals Requesting Accommodations*).

- i. If the complainant requests language assistance, such as a professional interpreter, the Review Coordinator will follow the process outlined in the City of Saint Paul Limited English Proficiency Plan (LEP) which can be accessed here:
<https://www.stpaul.gov/sites/default/files/2023-06/St%20Paul%20LEP%20Plan%202023.pdf>.
- C. The complainant completes the complaint form, either online on a computer at the HREEO office or using the paper complaint form.
- D. If the complaint is completed online, go to step (1(A)).
- E. If the complaint is completed using the paper complaint form, the Review Coordinator manually enters the complaint into the complaint tracking system. The Review Coordinator then scans and uploads the complaint form into the complaint tracking system and notifies IAU by email.
- F. While the hard copy complaint form is in the HREEO Office, the complaint form will be kept in a secure, locked file cabinet. The Review Coordinator will deliver the hard copy of the complaint form to IAU at their request.

3. Complainant phone call or email to HREEO

- A. Review Coordinator explains the options for filing a complaint to the complainant. Upon request for assistance to file a complaint or mention of a disability, the Review Coordinator will review the option to request accommodation(s) and/or language assistance to ensure equal access for all persons.
 - i. If the complainant opts to use the paper complaint form and does not want to download it off the website, the Review Coordinator will get their address and mail the paper complaint form to them with a stamped, preaddressed, return envelope to the HREEO Office.
 - ii. If the complainant opts to use the online complaint form, the Review Coordinator will either provide the website (www.stpaul.gov/pciarc) over the phone and/or send the website link via email to the complainant.
 - iii. If the complainant opts to come to HREEO Office, the Review Coordinator will schedule a time to meet and follow the process outlined in section (2).
 - iv. The Review Coordinator may also direct the complainant to an authorized complaint center to file a complaint.
 - v. Additional options will be made available in accordance with an accommodations request form, if approved by the Review Coordinator or HREEO's Accessibility Coordinator.
- B. Seven (7) calendar days following the initial contact, the Review Coordinator will follow up with the complainant to ensure they have received the requested information if no complaint form has been received. The Review Coordinator will prioritize methods of communication based on the complainant's stated preference.

4. Process for PCIARC Complaints Submitted Independent from the Complaint Form

- A. PCIARC Complaints will be accepted from community members, regardless of the format they are submitted.
- B. Because [PODPA](#) requires that complaints 1. be written, 2. state the complainant's knowledge, and 3. be signed by the complainant, if a community member provides a written statement alleging misconduct by SPPD that is not on a PCIARC complaint form, the Review Coordinator will check to ensure the document meets PODPA's requirements. Either wet or digital signatures will be accepted for this purpose.
- C. If the complainant did not provide any contact information for follow-up, a PDF copy of the signed statement will be uploaded into the secure SharePoint and shared with IAU as a PCIARC complaint. The Review Coordinator will also manually enter the complaint information into the secure SharePoint site.
- D. If the complainant provided a phone number only, the Review Coordinator will call to confirm the complaint has been received, provide an overview of the PCIARC process, and provide the complainant the option of completing the complaint form or signing the Tennessee Warning and True and Accurate Statement sections on the last page of the complaint form. The Review Coordinator will state that, if no contact is received from the complainant within seven calendar days, the complaint will be forwarded to the IAU for investigation just as it was received.
- E. If the complainant provided email and/or mailing address, the Review Coordinator will send them a letter and/or email confirming the complaint was received, provide an overview of the PCIARC process, and provide the complainant the option of completing the complaint form or signing the Tennessee Warning and True and Accurate Statement sections on the last page of the complaint form. The Review Coordinator will state that, if no contact is received from the complainant within seven days, the complaint will be forwarded to the IAU for investigation just as it was received.

5. Complaint Walk-in to IAU

- A. Walk-in complaints can be filed at the SPPD Headquarters front desk at 367 Grove Street in Saint Paul. If the complaint is made during business hours, IAU will make every attempt to have an IAU investigator meet with the complainant.
- B. If outside this time, or an investigator is not available, then a packet will be given to the community member to complete. The packet can be mailed to IAU or given to the desk officer who will deliver the packet to IAU.

6. Complaint phone call or email to IAU

- A. Community members interested in submitting a complaint to IAU can contact IAU by phone at 651-266-5760 or by email at SPPD-IAU@ci.stpaul.mn.us.

7. Complaint Centers

- A. HREEO provides community partner(s) who operate the Complaint Centers with:
 - i. Information on the PCIARC process, including flyers and other handouts.
 - ii. Information on the ways PCIARC complaints may be filed, links to where the online complaint form and PDF complaint forms on the PCIARC website.
 - iii. Direct contact information for the Review Coordinator.
 - B. Complaint Center either directs complainant to the Review Coordinator or explains the complaint process and provides access to the complaint form.
 - i. If an accommodation is requested, the Complaint Center contacts the Review Coordinator to secure necessary assistance.
 - C. If a paper complaint form is submitted, the complaint center staff will scan and email the complaint form to inform the Review Coordinator so they may pick up the paper complaint form for processing and secure storage, as outlined in section (2(E-F)) above.
 - D. If an online complaint form is filed, the process under section (2) is completed.
8. Once the complaint form has been submitted to IAU, the Review Coordinator sends a letter explaining the process and providing their contact information to the complainant in case they have any questions about the process (*see Appendix C-PCIARC Complaint Intake Letter*).
- A. The Review Coordinator uploads a copy of the letter to the complainant into the complaint tracking system.
9. If the complainant provides any evidence to the Review Coordinator, the Review Coordinator will inform IAU. IAU may also collect the evidence directly from the complainant as part of the investigation.

Complaint Tracking System

1. The Review Coordinator updates the "Intake Source" and "HREEO Reviewed" tracking fields in the complaint tracking system.
2. IAU reviews the complaint, adds the date they reviewed the complaint in the tracking section of the complaint tracking system, and sends a letter to the complainant to outline next steps.
3. IAU determines if the complaint is eligible for PCIARC review.

4. If the complaint will not be heard by the PCIARC, IAU will advise the complainant of that in the letter.
5. IAU updates the "Status" field in the complaint tracking system.

PCIARC Case Review

I. PCIARC Meeting Preparation- two (2) weeks prior to case review at the PCIARC meeting:

1. IAU uploads the following information to the secure, cloud-based filesharing platform for Commissioner access:
 - a. Case line-up,
 - b. Case file(s),
 - c. Any video footage, photographs, or other case-related evidence collected by IAU not available through the Axon system, if necessary, and
 - d. Up to date SPPD Policy Manual.
2. IAU sends the Review Coordinator contact information for complainants and officers whose cases will be heard at the upcoming meeting. Contact information will include, if available:
 - a. Mailing address(es),
 - b. Email address(es), and
 - c. Phone number(s).
3. IAU grants access to video evidence to the Review Coordinator and PCIARC Commissioners via Evidence.com. Notifications and links to access videos are sent by the system via email.
4. The Review Coordinator notifies the Commissioners via email that case materials are available for review and asks them to verify that they are able to login and access case information via the secure, cloud-based filesharing platform. If problems are identified, the Review Coordinator submits a ticket to the Office of Technology and Communications (OTC) with the word "PCIARC" in the subject line.
 - a. OTC resolves issue.
 - b. The Review Coordinator verifies the problem has been resolved. If the issue has not been resolved, the Review Coordinator will notify OTC right away.
5. In conjunction with the Chair, the Review Coordinator finalizes the minutes of the previous meeting and agenda.

II. Commissioner Case Review- two (2) weeks prior to the PCIARC meeting

1. The Review Coordinator sends a letter (*see Appendix D- Complainant Notification of PCIARC Meeting*) to each complainant identified in the case file(s) via certified mail and email or phone, if available, notifying them of the following:
 - a. The PCIARC will be hearing their case with the date, time, and location of the meeting.
 - b. Their option to testify at the PCIARC meeting.
 - c. The process for testifying and the next steps that will follow.

2. The Review Coordinator sends a letter (*see Appendix F- Officer Notification of PCIARC Meeting*) to each principal officer identified in the contact list compiled by IAU. The Review Coordinator sends an electronic copy via email attachment to each officer and will send a hard copy of the letter to each officer by delivering them to IAU to be sent via interoffice mail. The letter will notify each principal officer of the following:
 - a. The PCIARC will be hearing their case with the date, time, and location of the meeting.
 - b. Their option to testify at the PCIARC meeting if a complainant provides testimony.
 - c. The process for testifying and the next steps that will follow.
3. If one of the complaints on the original lineup prepared by IAU is withdrawn by the complainant or otherwise becomes unable to be reviewed by the PCIARC at the meeting, the Review Coordinator and IAU will communicate regarding this change as soon as possible. The case may be substituted by IAU a minimum of ten (10) calendar days prior to the PCIARC meeting.
 - a. The Review Coordinator will issue the Notification of PCIARC meeting letters to the complainant and principal officer(s) as soon as possible after the change and notify members of the PCIARC. Extra attention will be given to making contact with the complainant and principal officers to ensure they have received the notice.

III. Questions pertaining to the case file(s)

1. Commissioners may submit any questions or requests regarding cases via the PCIARC secure database site no later than two (2) working days prior to the meeting or by sending them directly to the Review Coordinator by email.
 - a. Each time a question is submitted via the secure database, an automatic email is sent to the Review Coordinator stating: "A new PCIARC question has been submitted."
 - b. If a Commissioner sends a question by email, the Review Coordinator will log it into the secure database.
2. The Review Coordinator will review the question and, if appropriate, will release it to IAU, which generates an email to IAU, stating: "A new question has been submitted to IAU." The Review Coordinator will also inform the IAU Commander that the question has been submitted to ensure it is received.
 - a. IAU checks off on the secure database site that they have received the question.
 - b. IAU will decide, based on the questions asked, whether additional subject matter experts are needed at the meetings. Other participants may be approved by the Chair and the Director of HREEO and in consultation with the Chief of Police.
 - c. If the answer to the question is immediately available and having the answer would facilitate case review, IAU may also send the answer to the Review Coordinator to be forwarded to the Commissioner who asked the question.

- d. Questions and answers will be read into the record during the private portion of the PCIARC meeting, following the associated case summary.

PCIARC Meeting

1. Regular meetings of the PCIARC are scheduled for the first Wednesday of the month at 6:00 PM. Commissioners may call a meeting on a different date and/or time, depending on case review needs, holiday schedules, and/or Commissioner availability. If a meeting date changes or an additional meeting has been added during a given month, this process will begin two (2) weeks prior to the meeting.
 - a. All meeting dates and any changes will be posted on the website by the Review Coordinator.
 - b. Per §102.02(d) of the PCIARC ordinance, the Commission shall meet a minimum of quarterly and up to twice a month as determined by a majority of the Commission.
 - c. The Review Coordinator is responsible for ensuring that the planned meeting location meets the PCIARC room requirements prior to scheduling the meeting (*see Appendix G- PCIARC Meeting Location Requirements and Meeting Room Setup*).
 - d. The Review Coordinator will arrive early to the meeting location to setup and arrange for remote participation as needed (*see Appendix M- Remote Attendance Policy*).
2. Commissioners shall arrive at least fifteen (15) minutes prior to 6:00 PM to:
 - a. Log on to their computer.
 - b. Plug their laptop into power strip(s) if needed.
 - c. Connect their laptop to the wireless network and access the secure, cloud-based filesharing platform.
 - d. Complete and sign the Stipend Reimbursement Form (*see Appendix H- PCIARC Stipend Reimbursement Form*). The Review Coordinator is responsible for collecting the completed Stipend Reimbursement Forms and following HREEO's internal procedure to submit them to the Office of Financial Services for processing and payment.
3. Public Portion of the PCIARC Meeting
 - a. Both the Chair and HREEO may each provide an update.
 - b. SPPD may provide an overview of the changes and updates to the SPPD Manual, SPPD policies, and/or new initiatives. SPPD may also provide training for Commissioners during this time.
 - c. Guest speakers may be invited to discuss relevant topics or provide training to the PCIARC.
 - d. The Review Coordinator will make an announcement at the end of public portion of the meeting: "The meeting will now go into closed session. If you are here regarding a specific case, please check in with me outside the room to discuss next steps."

- e. The Review Coordinator will check in with complainants in attendance and ask if they are interested in providing testimony.
 - f. Following complainant check-in, the Review Coordinator will proceed to the designated officer waiting location and inform them of complainant's intent to testify. If the complainant is not in attendance and/or does not intend to testify, the Officer will be excused at that time. The Review Coordinator will then return to the Commission's meeting room.
4. Closed Portion
- a. Only Commissioners, the Review Coordinator, Director of HREEO or their appointee, and employees of IAU can view private materials provided to the Commissioners before, during, and after the deliberation process. Any other access to private materials must be approved on a case-by-case basis by the City Attorney's Office.
 - b. Cases with in-person testimony will be heard before cases with written testimony.
 - c. If no complainant is in attendance to provide testimony, the PCIARC proceeds to written testimony or case review without testimony.
 - d. If a complainant is in attendance to provide testimony, they wait outside the room while IAU provides a summary of their case to PCIARC.
 - e. If a complainant had contacted the Review Coordinator before the meeting and indicated that they plan to come to the meeting to provide in-person testimony but is not in attendance, the Commission may vote to table the case for a future meeting to allow for the provision of in-person testimony. Whether or not to table a case for this reason will be decided by the Commission on a case-by-case basis. The Commission may also vote to table a case if a complainant has indicated they would like to provide in-person testimony but are unable to attend the meeting and are able to attend a future PCIARC meeting.
5. Closed Portion- in person testimony
- a. After the completion of the summary, the Review Coordinator brings the complainant into the room. The complainant will enter the room alone or with a single support person, unless additional attendees are specified in an approved accommodation or language access request. The support person will not be allowed to provide testimony to the Commission.
 - b. The Review Coordinator reads the Notice to Complainant Regarding Testimony to the complainant into the record (*see Appendix I- Notice to Complainant Regarding Testimony*).
 - c. The Complainant signs the Notice to Complainant Regarding Testimony and states their name for the record.
 - d. Prior to the complainant's testimony, the Chair or Review Coordinator will welcome them to the meeting, thank them for attending, and provide the following information:

- i. Testimony is limited to ten (10) minutes.
 - ii. Commissioners are not able to ask questions or otherwise respond to the testimony during the meeting.
 - iii. At a future meeting, the Commission will discuss the complaint and issue a recommendation to the Chief of Police.
- e. Complainant statements will be time-limited to ten (10) minutes. For reasons of fairness, this time limit may be extended for a short period at the discretion of the Chair.
- f. The complainant will not ask any questions from the Commission.
- g. Following the complainant's testimony, all Commissioners may thank the complainant for their time without remarking on their opinion of the complaint and/or the testimony provided.
- h. The Review Coordinator then escorts the complainant out of the room and provides them with an information sheet regarding next steps in the process (*see Appendix E- Complainant Post Testimony Next Steps*).
- i. After escorting the complainant out of the room, the Review Coordinator will proceed to the designated officer location. If the officer(s) is not in attendance or does not want to provide testimony, skip to (5)(l).
- j. If the officer(s) is present and decides to provide testimony, the Review Coordinator will escort them and if, applicable, their single support person and/or other attendees allowed pursuant to PODPA or specified in an approved accommodations request to the Commission meeting. The support person will not be allowed to provide testimony to the Commission. If there is more than one (1) officer in attendance for a single case, only one (1) officer at a time will enter the Commission meeting to testify.
- k. The Review Coordinator reads Notice to Officer Regarding Testimony into the record (*see Appendix J-Notice to Officer Regarding Testimony*).
- l. The Officer signs the Notice to Officer Regarding Testimony and states their name for the record.
- m. Prior to the Officer's testimony, the Chair will welcome them to the meeting, thank them for attending, and provide the following information:
 - i. Testimony is limited to ten (10) minutes.
 - ii. Commissioners are not able to ask questions or otherwise respond to testimony during the meeting.
 - iii. At a future meeting, the Commission will discuss the complaint and issue a recommendation to the Chief of Police.
- n. Officer statements will be time-limited to ten (10) minutes. For reasons of fairness, this time limit may be extended for a short period at the discretion of the Chair.
- o. The officer will not take any questions from the Commission.
- p. Following the Officer's testimony, Commissioners may thank the Officer for their time without remarking on their opinion of the complaint or the testimony provided.

- q. The Review Coordinator will escort the officer out of the room.
 - r. If there are multiple officers in attendance at the meeting who would like to give testimony, steps (5(i-n)) will be repeated as many times as needed until all officers have provided their testimony.
6. Written testimony process
- a. A complainant may contact the Review Coordinator after receiving the Notification of PCIARC Meeting letter regarding their case and indicate that they would prefer to provide a written testimony in lieu of in-person testimony. The Review Coordinator will inform them that, if they submit written testimony, their written testimony will be read into the record by the Review Coordinator at the meeting.
 - b. In advance of the meeting, Review Coordinator provides "Notice to Complainant Regarding Testimony" (*see Appendix I- Notice to Complainant Regarding Testimony*) and requests the complainant sign the notice. This may be done in-person at the HREEO office or virtually by email.
 - c. Review Coordinator provides information regarding the PCIARC process and the next steps the case will follow, including the fact that the testimony must be limited to ten (10) minutes when read aloud.
 - d. Complainant provides their written testimony to the Review Coordinator.
 - e. The Review Coordinator informs the principal officer(s) on the case line-up that the complainant has provided a written testimony in lieu of in-person testimony. The officer is provided an opportunity to provide in-person testimony or submit written testimony to be read into the record by the Review Coordinator, should they so choose.
 - f. If the officer chooses to provide a written testimony, the Review Coordinator will provide them with the "Notice to Officer Regarding Testimony" (*see Appendix J- Notice to Officer Regarding Testimony*) and requests that the officer sign the notice. This may be done in-person at the HREEO office, SPPD office, or virtually by email.
 - g. Review Coordinator provides information regarding the PCIARC process and the next steps the case will follow, including the fact that the testimony must be limited to ten (10) minutes when read aloud.
 - h. Officer provides their written testimony to the Review Coordinator.
 - i. At the PCIARC meeting, IAU will read the case summary prior to the reading of the complainant's written testimony.
 - j. The Review Coordinator will state, on the record, that the complainant has received and signed the "Notice to Complainant Regarding Testimony," along with the date and method by which the written testimony and signed "Notice to Complainant Regarding Testimony" were received from the complainant.
 - k. The Review Coordinator will read aloud the complainant's testimony exactly as written. The reading of the complainant's written testimony will be recorded.

K- Recommendations Memo Template).

- b. Recommendation(s) memo contains:
 - i. Vote(s) taken of motions passed
 - ii. Vote totals of motions passed
 - iii. Disposition and discipline recommendations
 - iv. Policy recommendations related to cases reviewed
 - v. Rationale for recommendations therefore, per City of Saint Paul Admin. Code § 102.03 (i)
2. The Review Coordinator will track all recommended policy changes and share those in the memo with the Chief of the Police. The recommendations will also be tracked and shared in the PCIARC annual report. The Review Coordinator will ensure that no private data is unlawfully disclosed as part of any policy recommendations.

Decision by Chief of Police

1. If the Chief of Police would like additional information regarding the Commission's rationale, they may arrange a meeting with the Chair, Review Coordinator and/or Director of HREEO to discuss the Commission's rationale.
2. In the event the Chief of Police disagrees with an action recommended by the PCIARC, the Chief shall notify the Review Coordinator in writing.
 - a. The Review Coordinator will notify the Chair and share the letter from the Chief of Police with the Chair.
 - b. Per §102.02(j) of the PCIARC Ordinance, the Chair shall have five (5) working days to discuss the case with the Chief of Police before any action is finalized.
 - c. After the discussion, the Chief of Police or the Commander of the IAU will notify the Review Coordinator in writing when the case decision has been finalized. The Chief of Police may issue a new letter regarding the case or notify the Review Coordinator that the decision outlined in the original departure letter has been finalized.
 - d. The IAU will upload a digital copy of the departure letter to the secure, cloud-based filesharing platform for Commissioner access. If the upload is not possible, the Review Coordinator may email all Commissioners the departure letter to their City email inboxes, including "CONFIDENTIAL" in the subject line.
 - e. The Chief's decision and underlying reasons will be discussed by the PCIARC at the next scheduled meeting, during the closed portion. Members of the PCIARC will only discuss the Chief's decision and underlying reasons during the closed portion of PCIARC meetings and may not disseminate the information to unauthorized parties, in accordance with state data practice laws.
3. When there is a final disposition, IAU sends a letter to the complainant letting them know the case has been closed and to contact IAU should they have questions. The letter includes IAU's contact information.

- a. A copy of each letter is sent to the Review Coordinator and/or uploaded to the secure SharePoint site. The Review Coordinator then shares the information with the PCIARC Chair via email attachment, including "CONFIDENTIAL" in the subject line.

Appendix A: Complaint Intake Process for Individuals Requesting Accommodations

1. Under the Americans with Disabilities Act (ADA), anyone may request an accommodation to have meaningful access and full participation in a government service, program, activity, and/or facility. If at any time an individual identifies need for an accommodation(s), the Review Coordinator will make available the Request for Access Form and will make reasonable efforts to provide the requested accommodation using HREEO's approval process (*see Appendix B- Request for Access Form*).
2. If possible, the Review Coordinator will secure services as per the accommodations request.
3. If an individual needs an interpreter (hearing impaired, language assistance, etc.):
 - a. The Review Coordinator will, if aware ahead of time, schedule an interpreter to be available during meetings with the individual
 - b. If a individual walks into HREEO without an appointment, the Review Coordinator will follow the City of Saint Paul [Limited English Proficiency \(LEP\) plan](#) or reschedule to provide reasonable accommodation(s)
 - c. The Interpreter will assist the Review Coordinator explain the complaint process to the complainant.
 - d. If required, the interpreter will assist the complainant complete the complaint form, either online or using the paper complaint form. The interpreter and/or the complainant may use the complaint form in either English or the complainant's preferred language, if available.
 - e. If needed, HREEO will obtain a written translation of a complaint written in a language other than English.
 - f. The completed complaint form, any completed Request for Access Forms, and any applicable translations will be uploaded to the complaint tracking system and the Review Coordinator will inform IAU of the accommodation and/or language access request(s).
4. If the complainant is unable to complete the complaint form due to a disability, the Review Coordinator will provide assistance to fill the complaint form.
 - a. The Review Coordinator will record the conversation as they complete the complaint form on behalf of the complainant.
 - b. The Review Coordinator will go through the complaint form (either online or on paper) line by line and will write down verbatim, the complainant's responses to the extent possible.
 - c. Prior to asking the Complainant to sign the complaint form, the Review Coordinator will read aloud the complaint as written for the complainant to review to ensure their complaint has been accurately captured.

- d. Once the complaint form has been completed, the Review Coordinator will upload the complaint, accommodations request form, and any audio recording into the complaint tracking system.
5. If the complainant has ongoing accommodations request as part of the complaint process, the request will be included on the Request for Access Form and will be shared with IAU.
6. Language access needs will also be communicated to IAU by the Review Coordinator when known.

Appendix B: Request for Access Form



City of Saint Paul Request for Access to Services, Programs, or Activities Form under the Americans with Disabilities Act (ADA)

Requestor:

Name _____
Address _____ Apt. No. _____
City _____, State _____ ZIP Code _____
Telephone No. _____ Other Phone _____
E-mail _____

Nature of the Request:

City Department Involved: _____ Date(s) Access Needed: _____

Description of Desired Service, Program, or Activity:

Requested Action of City to Create Access to Service, Program, or Activity: _____

Signature: _____ Date: _____

<p>Return to: ADA Coordinator Department of Human Rights and Equal Economic Opportunity (HREEO) 280 City Hall 15 West Kellogg Blvd St. Paul, MN 55102 Telephone: (651) 266-8966 Fax: (651) 266-8962 E-mail: ADACoordinator@ci.stpaul.mn.us</p>

Revision Date 03/10/2010

For Office Use Only: Action Provided: _____ Date Provided: _____
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Appendix C: PCIARC Complaint Intake Letter

[On current HREEO letterhead]

[DATE]

[NAME]

[ADDRESS]

Dear [NAME],

This letter is to notify you that we have received your complaint involving officer(s) of the Saint Paul Police Department. Thank you for coming forward to the Department of Human Rights & Equal Economic Opportunity (HREEO) to share your experience and help us improve services provided to the community. Your complaint has been forwarded to the Saint Paul Police Department's Internal Affairs Unit (IAU) for investigation. You should expect to receive a second letter from the IAU confirming they received your complaint, with information about their investigative process.

The City of Saint Paul has a civilian oversight commission and a defined process for the investigation of complaints regarding Saint Paul Police officers. This process works to determine if officers violated policies as employees of the City of Saint Paul and is governed by State law and City ordinance. The IAU will conduct an in-depth investigation by gathering evidence and interviewing those with information about the incident, including you and the officers involved.

If the complaint falls within one of the categories outlined by the ordinance, The IAU will prepare a full investigation report that will be sent to the Police Civilian Internal Affairs Review Commission (PCIARC) for review. The PCIARC reviews cases regarding licensed Saint Paul Police Officers and alleged acts of:

- Excessive force
- Improper conduct
- Improper procedure
- Inappropriate use of firearms
- Discrimination (as defined by Saint Paul Legislative Code § 183.02)
- Racial profiling
- Poor public relations
- The PCIARC also reviews certain complaints referred to it by the Mayor, Chief of Police, and/or the Director of HREEO.

If the IAU determines your complaint is not eligible for PCIARC review, you will receive a letter from the IAU.

The PCIARC is made up of nine Saint Paul community members appointed by the Mayor and approved by the Saint Paul City Council that provides civilian oversight of the Saint Paul Police Department. **If your complaint is scheduled to be reviewed by the PCIARC, you**

will receive a letter from me inviting you to give testimony at the meeting. The choice to attend and give testimony is optional.

After each case review, the PCIARC makes a recommendation to the Chief of Police on what should happen as a result of the complaint. The Chief of Police will decide whether officers violated department policies and, if so, what discipline should be issued as a result. The Chief of Police decides the disposition and discipline imposed.

When the process is complete, you will receive a letter from the Chief of Police notifying you of the final outcome of the complaint. Please note, if discipline is implemented as a result of the complaint, officers have the right to file a grievance and challenge the decision. If this happens, it may take a while for you to hear about a final decision for your case. You may always call to request updates on your case, but the information we can share with you may be limited by Minnesota's data privacy laws.

Thank you again for taking the time to submit your complaint. Please let me know if there is another way you would prefer to receive communications regarding your complaint and don't hesitate to contact me with questions about this process.

Sincerely,

[NAME]

Coordinator, Police Civilian Internal Affairs Review Commission (PCIARC)

CivilianReview@ci.stpaul.mn.us

651-266-8970

Appendix D: Complainant Notification of PCIARC Meeting Letter

[On Current HREEO Letterhead]

DATE

NAME

ADDRESS

ADDRESS

Dear NAME,

This letter is to notify you that the Police Civilian Internal Affairs Review Commission (PCIARC) will be reviewing the complaint that you filed (Internal Affairs Investigation File #XX-XXXX) regarding Saint Paul Police Officer(s). You may choose to attend the meeting and give testimony if you would like.

Meeting Details

The PCIARC is made up of nine Saint Paul community members appointed by the Mayor and approved by the Saint Paul City Council to provide civilian oversight of the Saint Paul Police Department. The PCIARC reviews complaints and makes recommendations to the Chief of Police regarding whether officers violated policies as employees of the City. **The PCIARC meeting will take place on DATE at TIME at LOCATION (ADDRESS).** The meeting is broken into two parts, a public portion and a closed portion where cases are discussed.

The public portion of the meeting will start at 6:00 pm. While you are welcome to attend the public portion of the meeting, your time to speak to the Commission about your case will be in the closed portion of the meeting, which generally begins around 7:00 pm. Under the PCIARC Ordinance, you have the right to give testimony to the Commission, but you are not required to do so. **Please let me know by DATE OF MONDAY BEFORE MEETING whether you plan on attending to give testimony.**

If you choose not to speak to the Commission, the PCIARC will move forward with discussing your case and issuing a recommendation the night of the meeting. If you choose to give testimony, here is the process for the night of the meeting:

1. At 6:00 pm, the public portion of the meeting begins. During this portion, anyone is free to attend in person or stream the meeting online (links available at www.stpaul.gov/PCIARC).
2. After the public portion, the online stream ends and the room is cleared so only PCIARC Commissioners, HREEO staff, and Internal Affairs Unit staff are present.
3. Anyone wishing to speak to the PCIARC, including Complainants like yourself, are asked to remain in the hallway until their case is called.
4. After the closed portion begins, the PCIARC Coordinator will lead you into the room and read a notice into the record. You will be asked to sign the notice, state your name, and then you may testify.
5. Testimony is limited to 10 minutes and is recorded by the PCIARC Coordinator.

6. You may bring a single support person to accompany you as you provide testimony. The support person will not be allowed to provide testimony to the Commission.
7. The Commission is not allowed to ask you any questions. Following your testimony, the Review Coordinator will escort you out of the room.
8. If the officer listed in your complaint is present and interested in providing testimony, they will be escorted into the room next to provide testimony.

If You Provide Testimony

If you choose to give testimony to the Commission, the PCIARC will not discuss the case the same night you provide your testimony. A transcript of your testimony will be made, and the officer(s) listed in the complaint will have the opportunity to provide a response.

The Internal Affairs Unit will also review the transcript to determine if there is new information that they need to add to their investigation. At a future meeting, the Commission will review the case materials and discuss your complaint.

After the Meeting

Because PCIARC cases involve private employee data, the PCIARC's recommendation cannot be shared with you (Per Minnesota Statutes § 13.43, subd. 4). While the PCIARC makes a recommendation to the Chief of Police about the complaint, the Chief of Police will decide whether officers violated department policies and, if so, what discipline should be issued. If discipline is issued, officers have the right to file a grievance and challenge the decision. If an officer files a grievance about discipline imposed by the Chief of Police, it may take a while for you to hear about a final decision for your case.

When the process is complete, you will receive a letter notifying you of the final outcome of the complaint. You may always call to request updates on your case, but the information we can share with you may be limited by Minnesota's data privacy laws.

Please let me know by DATE OF MONDAY BEFORE MEETING whether you plan on attending and providing testimony. Please let me know if you have any questions regarding the meeting, your right to testify, and/or the complaint review process.

Sincerely,

NAME

Coordinator, Police Civilian Internal Affairs Review Commission (PCIARC)
Department of Human Rights & Equal Economic Opportunity
15 Kellogg Blvd W., Suite 280, Saint Paul, MN 55102
CivilianReview@ci.stpaul.mn.us (651) 266-8970

Appendix E: Complainant Post Testimony Next Steps

[On Current HREEO Letterhead]

Dear Community Member,

Thank you again for coming forward with your complaint and for taking the time to provide testimony to the Police Civilian Internal Affairs Review Commission (PCIARC). This letter is to inform you of the next steps in the complaint review process.

Tonight, the officer(s) named in your complaint will also be given the opportunity to provide testimony to the Commission. The PCIARC will not ask the officer(s) any questions.

Following Tonight's Meeting:

1. The PCIARC will not discuss the case tonight.
2. A transcript of your testimony will be made.
3. The Internal Affairs Unit will review the transcript to determine if there is new information that needs to be added to the investigation.
4. The officer(s) listed in the complaint will have the chance to review the transcript of your testimony and respond in writing.
5. At a future meeting, the Commission will review the case materials, discuss your complaint, and issue recommendations to the Chief of Police.

Because PCIARC cases involve private employee data, the PCIARC's recommendation cannot be shared with you (Per Minnesota Statutes § 13.43, subd. 4). While the PCIARC makes a recommendation to the Chief of Police about the complaint, the Chief of Police will decide whether officers violated department policies and, if so, what discipline should be issued. If discipline is issued, officers have the right to file a grievance and challenge the decision. If an officer files a grievance about discipline imposed by the Chief of Police, it may take a while for you to hear about a final decision for your case.

When the process is complete, you will receive a letter notifying you of the final outcome of the complaint. You may always call to request updates on your case, but the information we can share with you may be limited by Minnesota's data privacy laws.

Please let me know if you have any questions regarding the meeting, your right to testify, and/or the complaint review process.

Sincerely,

NAME

Coordinator, Police Civilian Internal Affairs Review Commission (PCIARC)
Department of Human Rights & Equal Economic Opportunity
15 Kellogg Blvd W., Suite 280, Saint Paul, MN 55102
CivilianReview@ci.stpaul.mn.us (651) 266-8970

Appendix F: Officer Notification of PCIARC Meeting

[On current HREEO letterhead]

DATE

NAME

367 Grove St.
Saint Paul, MN 55101

Dear [TITLE & NAME]

This letter is to notify you that the Police Civilian Internal Affairs Review Commission (PCIARC) will be reviewing the complaint filed about you (Internal Affairs Investigation File #XX-XXXX). Section 102.4 (b) of the PCIARC ordinance states in part "Complainants shall be notified when a case they have submitted will be heard by the commission and shall be permitted to provide testimony." If the complainant provides testimony to the PCIARC, you will also have an opportunity to provide testimony at the meeting. **Your attendance is not mandatory and any testimony you choose to provide is voluntary.**

Meeting Details

The PCIARC is made up of nine Saint Paul community members appointed by the Mayor and approved by the Saint Paul City Council to provide civilian oversight of the Saint Paul Police Department. **The PCIARC meeting will take place on DATE at TIME at LOCATION (ADDRESS).** The meeting is broken into two parts, a public portion and a closed portion where cases are discussed.

The public portion of the meeting will start at 6:00 pm. While you are welcome to arrive at 6:00, your time to speak to the Commission about your case would be in the closed portion of the meeting, which generally begins around 7:00 pm.

You will be able to testify only if a complainant first provides testimony. After the complainant's testimony, you will be admitted to the meeting room to appear before the Commission. Please let me know by DATE OF MONDAY BEFORE MEETING whether you plan on attending and providing testimony.

If the complainant chooses not to speak to the Commission, you will not be able to testify before the Commission. The PCIARC will move forward with discussing the case and issuing a recommendation the night of the meeting.

If you and the complainant both choose to provide testimony, here is the process for the night of the meeting:

1. At 6:00 pm, the public portion of the meeting begins. During this portion, members of the public are free to attend in person or stream the meeting online.

2. After the public portion, the online stream ends and the room is cleared so only PCIARC Commissioners, HREEO staff, and Internal Affairs Unit staff are present.
3. Anyone wishing to speak to the PCIARC, including complainants and officers, is asked to remain in the hallway until their case is called.
4. If the complainant is in attendance and chooses to provide testimony, the PCIARC Coordinator will lead them into the room and read a notice into the record. complainant testimony is limited to ten minutes and is recorded by the PCIARC Coordinator. After their testimony, the complainant will be escorted out of the room.
5. The PCIARC Coordinator will then lead you into the room and read a notice into the record. You may bring a single support person to accompany you as you provide testimony. The support person will not be allowed to provide testimony to the Commission. Additional attendees may be allowed pursuant to the Peace Officer Discipline Procedures Act.
6. Officer testimony is also limited to ten minutes and is recorded by the PCIARC Coordinator. Your testimony may be made available to the Saint Paul City Attorney's Office, the Department of Human Resources, and the Saint Paul Police Department as allowed by law. It may become part of a disciplinary action or be released pursuant to a court order.
7. The Commission is not allowed to ask you any questions. Following your testimony, the PCIARC Coordinator will escort you out of the room.

If the Complainant Provides Testimony

If the complainant chooses to give testimony to the Commission, the PCIARC will not discuss the case the same night the testimony is provided. Regardless of whether you also give testimony to the PCIARC the night of the meeting, a transcript of the complainant's testimony will be made, and you will have the opportunity to provide a response. The Internal Affairs Unit will also review the transcript to determine if there is new information that they need to add to their investigation. At a future meeting, the Commission will review the case materials and discuss the complaint.

After the Meeting

Because PCIARC cases involve private employee data, the PCIARC's recommendation cannot be shared (Per Minnesota Statutes § 13.43, subd. 4). While the PCIARC makes a recommendation to the Chief of Police about the complaint, the Chief of Police will decide whether you violated department policies and, if so, what discipline should be issued.

Please let me know by DATE OF MONDAY BEFORE MEETING whether you plan on attending the PCIARC meeting. Please let me know if you have any questions regarding the meeting, your right to testify, and/or the complaint review process.

Sincerely,

NAME

Coordinator, Police Civilian Internal Affairs Review Commission (PCIARC)

Department of Human Rights & Equal Economic Opportunity

15 Kellogg Blvd W., Suite 280, Saint Paul, MN 55102

CivilianReview@ci.stpaul.mn.us (651) 266-8970

Appendix G: PCIARC Meeting Location Requirements and Meeting Room Setup

The Review Coordinator is responsible for arranging all room reservations and providing public notice of the meeting locations. The PCIARC meeting room must be open and accessible to all commissioners and members of the public.

PCIARC Meeting Location Checklist:

- Located on a bus/transit line
- Ability to stay open until deliberations are complete
- Adequate parking for Commissioners and the public
- Ample power outlets
- Handicapped-accessible
- Has wireless internet access
- Ability to accommodate visitors during public portion
- Appropriate waiting area for complainant(s)
- Appropriate waiting area for officer(s)

Review Coordinator Responsible for Bringing:

- Extension cords and/or power strips
- Coordinator laptop and/or Meeting OWL to stream the public portion of the meeting and allow for remote participation (*see Appendix M- Remote Attendance Policy*)
- Directional signage
- Interpreter available poster (per City [Limited English Proficiency plan](#))
- Blue painters' tape to hang signs without damaging walls
- Projector and screen, as needed
- Audio recorder/s
- Snacks and water
- Name table tents for Commissioners and staff
- Clip board for testifiers to sign the Notice Regarding Testimony
- Coordinator bin with roll call vote sheets, PCIARC stipend reimbursement forms, and physical copies of meeting agendas, and minutes from previous meeting

Location Setup

- Ample signage placed directing Commissioners and the public to meeting location
- Signage directing attendees to waiting locations

Room Setup

Commissioners, HREEO, and IAU staff will be seated in a U-Shape at tables with access to power outlets. Members of the public will be seated in rows across from the U shape or on the sides of the room. If necessary, a screen, projector, and meeting OWL will be set up.

Appendix H: PCIARC Stipend Reimbursement Form
POLICE CIVILIAN INTERNAL AFFAIRS REVIEW COMMISSION
ATTENDANCE RECORD

I, _____, HEREBY CERTIFY THAT I WAS IN ATTENDANCE FOR
(Print name)

THE _____ MEETING OF THE POLICE CIVILIAN INTERNAL AFFAIRS
(month/date/year)

REVIEW COMMISSION.

Commissioner's Signature

Do Not Write Below This Line

Vendor # _____
Commodity C-10391
Council File # Ord 16-49
Accounting Unit 10015600-63410
Accounting Unit Manager Andrea Ledger
Amount \$50.00

POLICE CIVILIAN INTERNAL AFFAIRS REVIEW COMMISSION
ATTENDANCE RECORD

I, _____, HEREBY CERTIFY THAT I WAS IN ATTENDANCE FOR
(Print name)

THE _____ MEETING OF THE POLICE CIVILIAN INTERNAL AFFAIRS
(month/date/year)

REVIEW COMMISSION.

Commissioner's Signature

Do Not Write Below This Line

Vendor # _____
Commodity C-10391
Council File # Ord 16-49
Accounting Unit 10015600-63410
Accounting Unit Manager Andrea Ledger
Amount \$50.00

Appendix I: Notice to Complainant Regarding Testimony

Now is your opportunity to make a statement to the Commission. Thank you again for coming forward with your complaint and making time to attend tonight's meeting. Your statement today is completely voluntary, meaning you are not required to make one. Your statement will be subject to a time limit of 10 minutes. Your statement will be recorded. The officer(s) will be allowed to respond to these statements, and the length of time to complete the review process may increase. In addition, your recorded statement may be made available to the City Attorney's Office, the Department of Human Resources, and the Saint Paul Police Department as allowed by law. It also may become a part of a police officer's disciplinary action or released pursuant to a court order. Please note, under state law, it is a crime to report police misconduct when you know the information you are providing is false.

Question 1: Did you understand this notice?

Question 2: Would you still like to make a statement?

Question 3: Do you have any questions?

Please sign a copy of the notice I have provided to you, and please state your name for the record.

Printed Name: _____

Signature: _____

Date: _____

Appendix J: Notice to Officer Regarding Testimony

Now is your opportunity to make a statement to the Commission. Thank you for making time to attend tonight's meeting. Your statement today is completely voluntary, meaning you are not required to make one. Your statement will be subject to a time limit of 10 minutes. Your statement will be recorded. Your recorded statement may be made available to the City Attorney's Office, the Department of Human Resources, and the Saint Paul Police Department as allowed by law. It also may become a part of a disciplinary action or be released pursuant to a court order.

Question 1: Did you understand what I just read to you?

Question 2: Would you still like to make a statement?

Question 3: Do you have any questions?

Please sign a copy of this notice which has been provided to you, and please state your name for the record.

Printed Name: _____

Signature: _____

Date: _____

Appendix K: Recommendations Memo Template

[On current HREEO letterhead]

[DATE]

TO: Saint Paul Police Chief [NAME]

FROM: [NAME], Coordinator
Police Civilian Internal Affairs Review Commission

SUBJ: Police Civilian Internal Affairs Case Review Deliberations [DATE] Meeting

On [DATE] the Police Civilian Internal Affairs Review Commission (PCIARC) met to review completed Internal Affairs investigations. Those present during the review were:

1. [LIST OF NAMES OF THOSE IN ATTENDANCE]

The PCIARC reviewed and deliberated on the investigations, cast their votes, and now submits their recommendations to you. The rationale for each recommendation has been included, as required by the PCIARC Ordinance, City of Saint Paul Administrative Code § 102.03 (i).

INTERNAL AFFAIRS UNIT CASES

1. Case # XX-XXXX

Classification:

Complainant:

Principal(s):

COMMISSION RECOMMENDATION:

[NAME] - [DISPOSITON]

Commission Vote: Yeas:

Nays: Abstain:

Rationale:

Best regards,

[NAME], Coordinator
Police Civilian Internal Affairs Review Commission (PCIARC)
CivilianReview@ci.stpaul.mn.us
(651) 266-8970

Appendix L: Complaint Form



**SAINT PAUL
MINNESOTA**

Police Civilian Internal Affairs Review Commission (PCIARC)

Complaint Intake Form

This form is only to file a complaint against a sworn police officer of the Saint Paul Police Department (SPPD). Reasonable accommodations under the Americans with Disabilities Act (ADA) and assistance, including language interpretation and translation, are provided upon request. Please contact the PCIARC Coordinator with requests for assistance and questions about the process: CivilianReview@stpaul.gov or 651-266-8970.

1. Complainant Information

Name	Pronouns
Street address	Primary phone number
City, state, zip code	Secondary phone number
E-mail address	
What is generally the best time day and time to contact you?	
Is there another person we can contact, in case we cannot reach you directly? (not required)	
Contact person email	Contact person phone

2. Incident Description

Location of incident	Date and time of incident
----------------------	---------------------------

If a police report was filed, what is the case number?		
Were you injured? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did you seek medical treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did you file this complaint with another agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
If injured, please describe your injury		
Please tell us why you are filing this complaint of police misconduct		

Please describe the incident. Tell us what happened and how it impacted you. Attach additional pages if needed.

3. Officer Information

Names of the officer(s) involved. If unknown, please provide a physical description of the officer(s).

Badge number(s):	Vehicle number(s):	Did you receive a business card from any of the officers involved in this incident? <input type="checkbox"/> YES <input type="checkbox"/> NO
If anyone was arrested or issued a citation during the incident, what number(s) are on the citation(s)? If you do not know the citation number(s), what was the name of the person arrested or cited?		

4. Witness Information

Full name	Email address	Phone number
Full name	Email address	Phone number
Full name	Email address	Phone number

5. Personal Information

The City of Saint Paul collects demographic and personal information on complaints of police misconduct to identify patterns, improve services, and strengthen our complaint intake process. This information is optional.

<p>Gender</p> <p><input type="checkbox"/> Woman</p> <p><input type="checkbox"/> Man</p> <p><input type="checkbox"/> Nonbinary</p> <p><input type="checkbox"/> Prefer not to answer</p> <p><input type="checkbox"/> Other</p>	<p>Please indicate your age range</p> <p><input type="checkbox"/> 0 – 18 years old</p> <p><input type="checkbox"/> 19 – 25 years old</p> <p><input type="checkbox"/> 26 – 34 years old</p> <p><input type="checkbox"/> 35 – 54 years old</p> <p><input type="checkbox"/> 55 – 64 years old</p> <p><input type="checkbox"/> Age 65 +</p> <p><input type="checkbox"/> Prefer not to answer</p>
<p>Race or ethnicity</p> <p><input type="checkbox"/> Black or African-American</p> <p><input type="checkbox"/> American-Indian or Alaska Native</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> White (Caucasian)</p> <p><input type="checkbox"/> Two or more races</p> <p><input type="checkbox"/> Prefer not to answer</p> <p><input type="checkbox"/> Other</p>	<p>Income</p> <p><input type="checkbox"/> Less than \$20,000</p> <p><input type="checkbox"/> \$20,000 to \$34,999</p> <p><input type="checkbox"/> \$35,000 to \$49,000</p> <p><input type="checkbox"/> \$50,000 to \$74,999</p> <p><input type="checkbox"/> \$75,000 to \$99,999</p> <p><input type="checkbox"/> Over \$100,000</p> <p><input type="checkbox"/> Prefer not to answer</p> <p><input type="checkbox"/> Other</p>
<p>Preferred language</p>	

If you would like to request a reasonable accommodation under Title II of the Americans with Disabilities Act (ADA), please describe:

Public and Not Public Information.

You are being asked to voluntarily provide information that will be used to review your complaint. This information is subject to the Minnesota Government Data Practices Act. Although it is not available to the public, you may access this statement provided by you. All other information collected or created in connection with this complaint is not public and not available to you. If there is final disciplinary action after a complete investigation, the reasons for imposing final discipline will be public and will be available to you.

True and Accurate Statement

The City seeks to ensure that officers perform their duties with professionalism. Honest feedback is essential to maintaining a police department this is trustworthy and responsive to the communities it serves. It is therefore crucial that truthfulness be maintained in the filling and investigation of complaints against the police. Please be advised that Minnesota law (Minn. Stat §609.505) makes it a criminal offense to make a knowingly false and defamatory report of police officer misconduct.

By signing this complaint, I certify that the information in this complaint is true and accurate to the best of my knowledge and belief. I understand that this is the first step to initiating an investigation and that I may be asked to provide additional information about my complaint or give a recorded statement.

Complainant Signature

Date

Appendix M: Remote Attendance Policy

BACKGROUND

Per § 102.03 of the [PCIARC Ordinance](#):

The commission shall conduct all of its meetings consistent with and subject to all city ordinances and published policy directives. Further, the commission shall be subject to statutes regarding government data practices, open meetings, peace officers' bill of rights and related law.

Under [Minnesota Statutes § 13D.05](#), the PCIARC holds case deliberations during the closed portion of the meeting as case data discussed has been classified as not public.

Minnesota Statutes [§ 13D.02, subdivision 1](#) provides conditions to satisfy open meeting requirements when a member attends the meeting using interactive technology. In such cases, the Open Meeting Law is satisfied so long as:

1. All members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
2. Members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;
3. At least one member of the body is physically present at the regular meeting location; and
4. All votes are conducted by roll call so each member's vote on each issue can be identified and recorded.

Minnesota Statutes § 13D.02 provides notice requirements when members of the meetings will attend remotely. If telephone or interactive technology is used to conduct a regular, special, or emergency meeting, the City shall provide notice of the regular meeting location and the fact that some members may participate by interactive technology. The entity must post the notice on its website at least ten days before any regular meeting per the requirements of Minn. Stat. § 13.04. Meeting minutes must include the names of members attending via interactive television technology and state the reason for their remote participation.

POLICY

If a PCIARC Commissioner must attend via interactive technology, the PCIARC Commissioner will notify the Review Coordinator as soon as possible, along with the reason for their remote attendance.

The Review Coordinator is responsible for providing public notice that a Commissioner may attend the public portion via interactive technology. The Review Coordinator will work with the Commissioner to ensure they will have proper access to the meeting through interactive technology. The Review Coordinator will also ensure the PCIARC meeting room has the ability to display video and audio feed to ensure the Commissioner can participate fully, per the requirements of § 13D.02.

Public Portion

The PCIARC Commissioner will join the meeting through interactive technology no less than 15 minutes prior to the scheduled start time, to provide time to troubleshoot technology issues.

Closed Portion

Because there is no law governing attendance at meetings that are closed to the public, remote participation in the closed portion of the PCIARC meeting must be due to necessity and will be approved on a case-by-case basis by the Director of HREEO or their designee, in consultation with the PCIARC Chair.

The Commissioner will connect to the closed portion via a unique link established by the PCIARC Coordinator for this purpose. The Commissioner will join the private portion of the meeting from a private space where no other person can hear the information that is being discussed.

The Commissioner will be on video for the duration of the closed portion of the meetings and this portion of the meeting will be recorded by the PCIARC Coordinator. At the start of the closed portion of the meeting, the Commissioner will provide a full 360-degree view of the room they are in to confirm there are no other parties present. The Commissioner will prevent the disclosure of nonpublic data to unauthorized entities and uphold the City of Saint Paul's Data Privacy standards at all times.