

List of questions to answer in researching review boards  
(Commissioner Handelman building off list by Commissioner Aiona)

\* Not all categories will be present in all systems.

\* Other items may need to be added as research continues.

A: Types of conduct/complaints the new agency will investigate and determine outcomes  
(bureau complaints vs community complaints)

A-a: Does the Board review every complaint that gets filed?

B: Complaint process: community member vs. internal bureau complaints

B-a: Time limits to file complaints

B-b: Materials given to complainant

B-c: Who can make a complaints

C: Mediation options (community member and police officer)

D: Case handling and investigative processes, including work flow description

D-a: Timeline for investigation to be completed

D-b: Hearing process

(this should really be its own category but I already got to “Z” on the list)

E: Subpoena power and access to police records

E-a: Does the board have access to all the records it needs?

E-b: Can the board compel officer testimony, if so how is it accomplished?

F: Potential findings in misconduct cases

F-a: Standard of review to determine findings

G: Discipline process – due process and just cause requirements

H: Appeal process – will police and community members be allowed to appeal their cases?

H-a: Standard of review to examine/determine findings in appeal phase

I: Will city council continue to be part of the process?

J: Will all or part of the oversight board be involved in appeals and other case-related decisions?

K: Process for making policy and training recommendations from both community board and agency staff

L: Chief and police commissioner's obligation to respond and follow oversight board's decisions and recommendations

**M: Board membership:**

M-0: In what way are community members involved in the oversight system?

M-1: How many

M-2: Qualifications

M-3: Recruitment, replacement [removal-- see M-10]

M-4: Appointment process

M-5: Representation/Diversity

M-6: Length of terms – renewable or not

M-7: Training requirements

M-8: Quorum requirements

M-9: Paid or unpaid

M-9a: If paid, how?

M-10: Removal

M-11: How does the board break down its time?

M-12: Rules for vacancies [relates to M-3, M-8 and M-10]

M-13: What officers are there for the board?

**N: Transparency and public access:** guidelines around open meetings and public participation within limits of personnel regulations

N-a: What happens at meetings (other than hearing cases)?

**O: Agency director** – qualifications, hiring process, authority, performance reviews

O-a: What other staff does the board have? [also see Q: Independent Legal Counsel]

**P: Office location** – How/where does it exist to be? free-standing? Where is the bureaucratic structure?

**Q: Independent legal counsel**

**R: Reporting requirements** – quarterly and annual reports, required contents, consultation with oversight board, presentation to city council and the public

R-a: What is included in the public reports other than required contents?

**S: Public and police bureau member education** on the new system

**T: Independent expert review** of shootings and deaths in custody

**U: Inspector General or Police Auditor** with full access to Bureau records, trainings, and staff

**V: What is the board's budget?**

**W: How are internal rules made for the Board?**

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**X: What are barriers that you are facing?**

**Y: If you could add other powers and authorities to your board, what would you like to add?**

**Z: Is there anybody else we should talk to?**