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***Second Universal Review*: 9/15/25 – 10/15/25**

0336.00, Police Review Board

Refer:

- Portland City Code 3.20.140 Police Review Board
- Portland City Code 3.21 Office of Independent Police Review
- HRAR 2.02, Prohibition Against Workplace Harassment, Discrimination and Retaliation
- DIR 0330.00, Internal Affairs, Complaint Intake, and Processing
- DIR 0335.00, Corrective Action Process
- DIR 0337.00, Police Review Board Personnel Selection
- DIR 0640.52, Vehicle Collision Review Board
- DIR 0910.00, Use of Force Reporting, Review, and Investigation

Definitions:

- Action Items: Police Review Board (PRB) recommendations to the Chief regarding policies, training, supervision, tactics, and equipment to address issues identified during the PRB process.

- Case File: Administrative package containing the originals or copies of the Internal Affairs (IA) investigation or other investigation materials, including all materials related to Findings.

- Controvert: To dispute the Responsibility Unit (RU) Manager's recommended Finding or proposed corrective action.

- Executive Session: The PRB's closed meeting, after case presentation, to deliberate and vote regarding their recommended Findings, Action Items, and proposed corrective action, if any, outside the presence of the involved member.

- Finding: A conclusion as to whether a member's conduct violated Bureau directives.

- Police Review Board (PRB): An advisory body to the Chief that reviews certain incidents and investigates complaints of alleged misconduct involving current and former sworn members, and recommends Findings, Action Items, and proposed corrective action to the Chief pursuant City Code 3.20.140. The PRB may also advise the Chief regarding the adequacy and completeness of an investigation.

Policy:

1. This directive provides guidance to members regarding the Police Review Board (PRB) to supplement Portland City Code 3.20.140, Police Review Board, the ordinance that governs the purpose, process, authority, and composition of the PRB.

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***Second Universal Review*: 9/15/25 – 10/15/25**

2. The City of Portland established the PRB to conduct additional reviews of some allegations of member misconduct and certain use of force incidents. The Portland Police Bureau supports the efforts of the city and the PRB to further promote member and organizational accountability.

Procedure:

1. Powers of the PRB.
   1.1. The PRB shall review and investigate complaints of alleged misconduct and use of force by non-probationary sworn members in the following cases:
      1.1.1. Investigations resulting in a recommended sustained Finding with proposed corrective action of suspension without pay, or greater.
      1.1.2. If the supervising Assistant Chief, the Independent Police Review (IPR) Director, or the Internal Affairs (IA) Captain controverts the recommended Findings or proposed corrective action of the Responsibility Unit (RU) manager pursuant to Portland City Code 3.21.120, unless the controverted Findings are only as among the Findings other than "sustained" (i.e., "not sustained," "exonerated," or "unfounded" Findings.
         1.1.2.1. The Chief of Police will determine the final Finding among disputed Findings other than "sustained."
      1.1.3. The following incidents involving use of force:
         1.1.3.1. All use of deadly force;
         1.1.3.2. All in-custody deaths;
         1.1.3.3. Any use of force where the recommended Finding is sustained or out-of-policy; or
         1.1.3.4. Physical injury caused by a member that requires hospitalization.
      1.1.4. All investigations regarding alleged violations of City of Portland Human Resources Administrative Rules (HRARs) regarding complaints of discrimination resulting in a recommended sustained Finding.
      1.1.5. Discretionary cases referred by the Chief, an Assistant Chief, or the IPR Director.

   1.2. For cases involving probationary sworn members, the PRB shall review cases that fall under section 1.1.3. and 1.1.5. of this directive. However, City Code 3.20.140 and this directive do not require the Bureau to convene a PRB in order to impose corrective action or terminate the employment of a probationary sworn member.

2. PRB Composition.
   2.1. The PRB shall consist of five voting members and eight advisory members.

   2.2. Voting members shall include:
      2.2.1. One community member, drawn from the eligible pool of community volunteers;

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***Second Universal Review*: 9/15/25 – 10/15/25**

2.2.2. One peer member of the same rank or comparable rank or classification as the involved Bureau member;
2.2.3. The Assistant Chief or designee of the involved Bureau member;
2.2.4. The IPR Director or a designee; and
2.2.5. The RU Manager, or designee, of the involved Bureau member.

2.3. Advisory members shall include:
2.3.1. The Professional Standards Division (PSD) Commander or designee;
2.3.2. Representative from Bureau of Human Resources;
2.3.3. A representative from the City Attorney's Office (CAO);
2.3.4. The IA Captain or designee;
2.3.5. The PRB Coordinator;
2.3.6. A representative of the Commissioner in Charge of the Bureau ("Commissioner in Charge");
2.3.7. The Training Operations Manager or designee; and
2.3.8. The Bureau Equity Manager or designee.

3. PRB Hearings.
3.1. Quorum.
3.1.1. A quorum of eight total members is required to conduct a PRB hearing and for the PRB to make recommendations to the Chief.
3.1.2. At minimum, the quorum shall include:
3.1.2.1. Four voting members, which must include the community member and the involved member's RU Manager or designee; and
3.1.2.2. Four advisory members.

3.2. Force Cases.
3.2.1. Hearings involving the review of use of force cases require one additional community member and one additional peer member.
3.2.2. A quorum of ten total members, six voting and four advisory, is required to make recommendations to the Chief and shall include, in addition to the standard quorum requirement:
3.2.2.1. One additional community member, drawn on a rotating basis from the pool of current Citizen Review Committee (CRC) members (as described in City Code 3.21.080); and
3.2.2.2. One additional peer member.

3.3. Other PRB Hearing Attendees.
3.3.1. During the case presentation, the following additional individuals may be present:
3.3.1.1. The involved member;

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3.3.1.2. Either a representative of the involved member's bargaining unit, or an attorney;
3.3.1.3. Representatives from the investigative divisions (e.g., IA, Detective Division, etc.); and
3.3.1.4. Other individuals invited at the discretion of the IA Captain.

3.4. Executive Session.
3.4.1. After the case presentation, the involved member, their union representative, and the case investigators shall leave, except as provided in Section 3.4.3, and the PRB members shall meet in an Executive Session to deliberate and vote regarding their recommended Findings and Action Items. If any Finding is sustained, PRB members shall discuss proposed corrective action.
3.4.2. The IA Captain may allow non-involved observers (e.g., IA staff) to remain in the hearing through the Executive Session for training or similar purposes.
3.4.3. Per the Portland Police Association (PPA) collective bargaining agreement, a PPA union representative may be present during any portion of the PRB Executive Session in which non-Board member "presenter" representatives of Training Division, IA, or Detective Division are allowed to attend.

4. PRB Voting and Advisory Member Roles and Responsibilities.
4.1. Voting members shall review the case file before the PRB hearing.
4.1.1. During the case file review, if a voting member needs additional information to deliver a Finding, the voting member shall inform the PRB Coordinator, who shall then notify the IA Captain of their need. The PRB Coordinator shall seek assistance from the IA investigator to answer any questions. Any unanswered questions shall be brought to the attention of the IA Captain before the hearing.

4.2. An advisory member's role is to answer the questions of voting members and to clarify facts within their area of expertise. Advisory members shall not provide opinions or information outside of their areas of expertise.

4.3. Voting members shall reach a conclusion regarding each allegation based upon a preponderance of evidence standard.

4.4. In cases where voting members recommend a sustained Finding, they shall also recommend corrective action that is consistent with applicable City and Bureau rules, the Corrective Action Guide, and collective bargaining agreements.

4.5. Voting members may recommend Action Items regarding the following:
4.5.1. The adequacy and completeness of an investigation; and/or
4.5.2. Policy or training.

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4.6. Because all information and discussions are confidential, voting and advisory members shall only discuss cases amongst case participants and only for the purposes of that review.

4.7. By majority vote, the PRB may request that investigations return to the investigating entity for additional information necessary to reach a Finding.

4.7.1. The PRB Coordinator shall prepare a Request for Information memo, to include the specific information requested, and specific instruction outlining the investigative need.

4.7.2. The investigating entity shall conduct the additional requested investigation. The investigating entity must make reasonable attempts to conduct the additional investigation or obtain the additional information within ten business days or provide a written statement to the PRB explaining why additional time is needed.

4.7.3. The case shall return to the PRB Coordinator at the conclusion of the additional investigation.

5. IA Captain Responsibilities.

5.1. Convening a PRB.

5.1.1. Once IA administrative staff receive the Findings review from IPR, the Assistant Chief, and IA Captain, the IA administrative staff shall notify the PRB Coordinator, authorizing the scheduling of a PRB hearing.

5.1.2. The IA Captain shall approve any delays in scheduling PRB hearings and ensure the reason is documented in the case file.

5.1.2.1. On the hearing date, the IA Captain shall make themselves available to meet with the involved member and/or their bargaining unit representative or attorney (if present), along with peer and community voting members, to review the PRB's process.

5.1.3. The IA Captain shall notify the involved member, or their designated representative, and the Chief, regarding the PRB's recommended Findings and corrective action by the end of the day that the hearing is conducted.

5.1.4. IA shall facilitate the case file review by the PRB's voting and advisory members, and the involved member(s) and/or their union representatives.

5.1.5. The IA Captain shall not disclose how individual members voted.

6. PRB Coordinator Responsibilities.

6.1. The PRB Coordinator shall:

6.1.1. Upon receiving a qualifying case file or request from the IA Captain, set a date for the hearing. The hearing must be within 21 days of receiving the file. If a reason exists to conduct the hearing outside of the 21-day requirement, the PRB Coordinator shall notify the IA Captain of the delay and reason;

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***Second Universal Review*: 9/15/25 – 10/15/25**

6.1.2. Schedule the facilitator, voting members and advisory members for each PRB;
6.1.3. Perform all facilitator duties if there is no other facilitator available;
6.1.4. At least 14 days before the hearing:
6.1.4.1. Notify the voting and advisory PRB members and the involved Bureau member(s) of the PRB hearing date, time, and location; and
6.1.4.2. Provide information to the involved member that details the PRB hearing process and agenda.
6.1.5. Facilitate case file review by the community and peer members at least five days before the hearing.
6.1.6. Provide PRB members with a written description of the PRB procedures;
6.1.7. At the hearing's conclusion, provide a written copy of the PRB's majority Findings to the IA Captain;
6.1.8. Upon receiving the PRB Facilitator's memorandum containing the PRB's recommended Findings and recommendations, forward the memorandum through IA to the Chief within seven days.
6.1.8.1. If the Chief is unable to reach a Finding after conducting an initial review and requests additional investigation, the PRB Coordinator shall forward the PRB Facilitator's updated memorandum containing the PRB's recommended Findings and recommendations to the Chief within seven days of receiving the memorandum.
6.1.9. Serve as the custodian of all PRB records while PSD shall maintain a record of all Action Items recommended and document the actions taken in response to the recommendations; and
6.1.10. At least twice each calendar year, release a public report including the summations of the statements of Findings, and training or investigation issues written by the PRB Facilitator(s). The reports shall not include the names of involved members, witnesses or complainants. A case may not be included in the report until a final determination, including corrective action (if any), is made by the Chief or Commissioner in Charge.

7. PRB Facilitator Responsibilities.
7.1. The PRB Facilitator shall:
7.1.1. Balance participation in PRB meetings, as appropriate, pay attention to group dynamics, and strictly adhere to the established board processes and rules;
7.1.2. Remain neutral and not influence PRB members' decision-making or encourage a particular recommendation, even if the facilitator has an opinion on the subject matter. The facilitator shall allow voting board members to arrive at their own conclusions and recommendations.
7.1.2.1. The PRB Facilitator shall recuse themselves from participating in a PRB if they have a potentially strong bias regarding a particular case.

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***Second Universal Review*: 9/15/25 – 10/15/25**

7.1.3. Prepare a written statement of recommended Findings and recommendations, along with any proposed corrective action, as well as any policy, training and/or investigation issues or concerns raised by the PRB to the PRB Coordinator within seven days of the PRB meeting date and include the following:

7.1.3.1. A case summary;

7.1.3.2. The PRB's recommended Findings and a brief explanation of the board's rationale for its recommendations, including a description of the recommendations proposed by members voting in the minority, when the decision is not unanimous;

7.1.3.3. The PRB's range of recommended corrective action, if any; and

7.1.3.4. Any policy, training or supervisory issues raised by the PRB.

7.2. Facilitators shall maintain strict confidentiality of all case file information and PRB discussions and deliberations.

8. Chief (or designee) Responsibilities.

8.1. Review the case file and, considering the PRB recommendations, determine Findings and corrective action.

8.2. Notify IA of their Findings within seven days of receiving the PRB Facilitator's memorandum from IA.

8.3. If the Chief is unable to reach a Finding on the current record, they may request that investigations return to the investigating entity for additional information needed to determine Findings and corrective action.

8.3.1. The Chief shall prepare a Request for Information memorandum, to include the specific information requested and specific instructions outlining the investigative need.

8.3.2. The case shall return to the investigating entity who shall conduct the requested additional investigation. The investigating entity must make reasonable attempts to conduct the additional investigation or obtain the additional information within ten business days.

8.3.3. Investigating entity shall return the case to the PRB Coordinator at the conclusion of the additional investigation.

8.3.4. The PRB shall consider any new information offered by the investigating entity. Voting members shall again reach a conclusion regarding each allegation based upon the preponderance of evidence standard (i.e., changing their initial recommended Findings and corrective action or each component intact).

8.3.5. By the end of the day of the completed PRB review, the IA Captain shall notify the involved member and the Chief regarding whether the PRB's recommended Findings and corrective action changed.

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***Second Universal Review*: 9/15/25 – 10/15/25**

8.3.6. The Chief shall again review the case file and consider the PRB's new or reaffirmed recommendations to make a final determination of Findings and corrective action.

8.3.7. The Chief shall then notify IA of their final determination within seven days of receiving the PRB Facilitator's updated memorandum from IA.

9. Involved Member.
   9.1. The involved member shall receive at least 14 days' notice to review the case file before the PRB meeting.
   9.2. If the involved member and/or their representative elect to attend, they may, after the presentation of the case, provide a personal statement of relevant details.
      9.2.1. The involved member may provide the information to the PRB in written or oral format.
   9.3. The involved member may remain at the hearing until the Executive Session.

10. Special Case Findings.
   10.1. Findings for deadly force or in-custody death cases shall be limited to the following:
      10.1.1. In Policy: The member's actions complied with policies; or
      10.1.2. Out of Policy: The member's actions violated policy.

   10.2. Any Finding may include a recommendation for action items or a debriefing regarding any of the following:
      10.2.1. Critical Incident Stress Debriefing for the involved member and/or chain of command;
      10.2.2. Organizational Assessments to include policies, training, equipment, and/or tactics.

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0336.00, Police Review Board

Refer:

- Portland City Code 3.20.140 Police Review Board
- Portland City Code 3.21 ~~City Auditor's~~Office of Independent Police Review
- ~~City of Portland, Human Resource Administrative Rule~~HRAR 2.02, Prohibition Against Workplace Harassment, Discrimination and Retaliation
- DIR ~~3300~~0330.00, Internal Affairs, Complaint Intake, and Processing
- DIR ~~3350~~0335.00, ~~Discipline~~Corrective Action Process
- DIR ~~6400~~0337.00, Police Review Board Personnel Selection
- DIR 0640.52, Vehicle Collision Review Board
- DIR 0910.00, Use of Force Reporting, Review, and Investigation

Definitions:

- Action Items: ~~Recommendations~~Police Review Board (PRB) recommendations to the Chief ~~to consider the review of~~regarding policies, training, supervision, tactics, and equipment to address issues identified during the ~~Police Review Board (~~PRB~~)~~ process.

- Case File: Administrative package containing the originals or copies of the Internal Affairs (IA) investigation or other investigation materials, including all materials related to ~~findings~~Findings.

- ~~Controverted: A~~ Controvert: To dispute the Responsibility Unit (RU) Manager's recommended ~~finding~~Finding or proposed ~~discipline that is challenged by the Captain~~corrective action.

- Executive Session: The PRB's closed meeting, after case presentation, to deliberate and vote regarding their recommended Findings, Action Items, and proposed corrective action, if any, outside the presence of the ~~Professional Standards Division (PSD), an Assistant Chief, or the Independent Police Review (IPR) Director or designee.~~involved member.

- Finding: A conclusion as to whether a member's conduct violated Bureau directives.

- Police Review Board~~:~~ (PRB): An advisory body to the Chief~~. The PRB~~ that reviews certain incidents and ~~investigated~~investigates complaints of alleged misconduct involving current ~~or~~and former ~~Bureau employees, reviews certain use of force incidents involving~~ sworn ~~officers, and makes recommendations~~members, and recommends Findings, Action Items, and proposed corrective action to the Chief ~~regarding findings, action items, and proposed discipline.~~ pursuant City Code 3.20.140. The PRB may also ~~make recommendations to~~advise the Chief regarding the adequacy and completeness of an investigation.

Policy:

1. This directive provides guidance to members regarding the Police Review Board (PRB) to supplement Portland City Code 3.20.140, Police Review Board, the ordinance that governs the purpose, process, authority, and composition of the PRB.

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~~1.~~2. The City of Portland established the PRB to conduct ~~an~~ additional ~~review of qualifying cases regarding~~reviews of some allegations of member misconduct and certain use of force incidents. ~~-~~The Portland Police Bureau supports the efforts of the ~~City~~city and the PRB to further promote member and organizational accountability.

~~2. While this directive provides guidance to members regarding the PRB hearing process, Portland City Code 3.20.140, Police Review Board, more thoroughly delineates the purpose, authority and composition of the PRB.~~

Procedure:

1. ~~-~~Powers of the PRB.
   1.1. The PRB shall review ~~incidents~~ and investigate complaints of alleged misconduct and ~~inquiries regarding~~ use of force ~~incidents~~ by non-probationary sworn members in the following cases:
      1.1.1. ~~An investigation~~Investigations resulting in a recommended sustained ~~finding~~Finding with proposed ~~discipline~~corrective action of suspension without pay, or greater.
      ~~1.1.2.~~ If the supervising Assistant Chief, the Independent Police Review (IPR) Director, or the ~~PSD~~Internal Affairs (IA) Captain controverts the recommended ~~findings~~Findings or proposed ~~discipline~~corrective action of the Responsibility Unit (RU) manager~~.~~
      1.1.2. ~~The case involves~~ pursuant to Portland City Code 3.21.120, unless the controverted Findings are only as among the Findings other than "sustained" (i.e., "not sustained," "exonerated," or "unfounded" Findings.
         1.1.2.1. The Chief of Police will determine the final Finding among disputed Findings other than "sustained."
      1.1.3. The following ~~types of~~ incidents involving use of force:
         ~~1.1.3.1. Officer involved shooting;~~
         ~~1.1.3.2. In-Custody Death;~~
         1.1.3.1. ~~Proposed~~All use of deadly force;
         1.1.3.2. All in-custody deaths;
         1.1.3.3. Any use of force where the recommended Finding is sustained ~~finding for~~or out-of-policy ~~deployment of less-lethal weapons~~; or
         1.1.3.4. Physical injury caused by a member that requires ~~hospital admission~~hospitalization.
      1.1.4. ~~An investigation~~All investigations regarding ~~an~~ alleged ~~violation or~~ violations of City of Portland Human Resources Administrative Rules (HRARs) regarding complaints of discrimination ~~that results~~resulting in a recommended sustained ~~finding~~Finding.
      1.1.5. Discretionary cases referred by the Chief, an Assistant Chief, or the IPR Director.

   1.2. For cases involving probationary sworn members, the PRB shall review cases that fall under section 1.1.3. and 1.1.5. of this directive ~~and incidents and investigated complaints of alleged misconduct when referred by the Chief, an Assistant Chief, or~~

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~~the IPR Director.~~. However, ~~nothing in~~ City Code 3.20.140 ~~prohibits~~and this directive do not require the Bureau ~~from disciplining or terminating~~to convene a PRB in order to impose corrective action or terminate the employment of a probationary sworn member ~~without convening a PRB or following the procedures of the City Code or this Directive~~.

2. PRB Composition ~~of the PRB.~~.
   2.1. The PRB shall ~~be composed~~consist of five voting members and eight advisory members. ~~All PRB~~

   2.2. Voting members shall ~~be advised of every case presented to them. A quorum of four voting members, including the~~include:
      ~~2.1.1.~~2.2.1. One community member ~~and the RU Manager or designee, and four advisory members is required to be present to make recommendations to the Chief. The PRB shall be comprised of the following voting members:~~, drawn from the eligible pool of community volunteers;
      ~~2.1.2. A community member. Members shall refer to Directive 337.00, Police Review Board Personnel Selection, for the qualification standards and appointment procedures for community members of the PRB;~~
      ~~2.1.3.~~2.2.2. ~~A~~One peer member of the same rank or comparable rank or classification as the involved Bureau member ~~under review~~;
      ~~2.1.4.~~2.2.3. The Assistant Chief or designee of the involved Bureau member ~~under review~~;
      ~~2.1.5.~~2.2.4. The IPR Director or a designee; and
      2.2.5. The RU Manager, or designee, of the involved Bureau member.

   2.3. Advisory members shall include:
      2.3.1. The Professional Standards Division (PSD) Commander or designee;
      2.3.2. Representative from Bureau of Human Resources;
      2.3.3. A representative from the City Attorney's Office (CAO);
      2.3.4. The IA Captain or designee;
      2.3.5. The PRB Coordinator;
      2.3.6. A representative of the Commissioner in Charge of the Bureau ("Commissioner in Charge");
      2.3.7. ~~under~~The Training Operations Manager or designee; and
      2.3.8. The Bureau Equity Manager or designee.

3. PRB Hearings.
   3.1. Quorum.
      3.1.1. A quorum of eight total members is required to conduct a PRB hearing and for the PRB to make recommendations to the Chief.
      3.1.2. At minimum, the quorum shall include:
         3.1.2.1. Four voting members, which must include the community member and the involved member's RU Manager or designee; and
         3.1.2.2. Four advisory members.

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3.2. Force Cases.

2.1.6.3.2.1. Hearings involving the review of use of force cases require one additional community member and one additional peer member.

3.2.2. When the case involves the use of force, oneA quorum of ten total members, six voting and four advisory, is required to make recommendations to the Chief and shall include, in addition to the standard quorum requirement:

2.1.6.1.3.2.2.1. One additional community member, drawn on a rotating basis from the pool of current Citizen Review Committee (CRC) members, as described in City Code 3.21.080, and one additional peer member shall serve on the PRB, for a total of seven voting members. A quorum of six voting members, including two citizen members, and the RU Manager or designee, and four Advisory members is required to be present to make recommendations to the Chief. (as described in City Code 3.21.080); and

2.2. The PRB shall be comprised of the following advisory members:

2.2.1. The PSD Manager or designee;

2.2.2. The PPB Human Resources Manager or designee;

3.2.2.2. One additional peer member.

2.2.3.1.1.1. A representative from the City Attorney's Office (CAO);

2.2.4.1.1.1. The PRB Coordinator;

2.2.5.1.1.1. A representative of the Commissioner in Charge of the Bureau ("Commissioner in Charge");

2.2.6. The Training Division Captain or designee; and

2.2.7. The other branch Assistant Chief(s) who do not serve as the supervisor of the member under review.

2.3.3.3. Other PRB Hearing Attendees.

2.3.1.3.3.1. During the case presentation, the following additional individuals may also be present:

2.3.1.1.3.3.1.1. The involved member.;

2.3.1.2.3.3.1.2. Either a representative of the involved member's bargaining unit, or an attorney.;

2.3.1.3.3.3.1.3. Representatives from the investigative divisions (e.g., IA, Detective Division, etc.).); and

2.3.1.4.3.3.1.4. Other individuals invited at the discretion of the PSDIA Captain.

3.4. Executive Session.

2.3.2.3.4.1. After the case presentation of the facts of the case, the involved member, their union representative, and the case investigators will vacateshall leave, except as provided in Section 3.4.3, and the PRB members will convene into shall meet in an executive sessionExecutive Session to discuss the presentation findingsdeliberate and vote. regarding their recommended Findings and Action Items. If the findingany Finding is sustained, PRB members willshall discuss proposed disciplinecorrective action.

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2.3.3.3.4.2. The ~~PSD~~IA Captain ~~shall have the discretion to~~may allow non-involved observers (e.g., IA staff) to remain in the hearing through the ~~executive session~~Executive Session for training or similar purposes.

2.3.4.3.4.3. ~~Pursuant to~~Per the ~~terms of~~ Portland Police Association (PPA) collective bargaining agreement, a PPA union representative ~~shall be allowed to~~may be present during any portion of the PRB Executive Session in which non-Board member "presenter" representatives of Training Division, ~~Internal Affairs Division~~IA, or Detective Division are allowed to attend.

~~3.~~4.PRB Voting and Advisory Member Roles and Responsibilities.

~~3.1.~~4.1. Voting members shall review the case file ~~prior to~~before the PRB hearing.

~~3.1.1.~~4.1.1. During the ~~review of the~~ case file review, if a voting member ~~deems that~~needs additional information ~~is needed in order~~ to ~~render~~deliver a ~~finding~~Finding, the voting member shall ~~apprise~~inform the PRB Coordinator~~.~~, who shall then notify the IA Captain of their need. ~~-~~The PRB Coordinator ~~will solicit~~shall seek assistance from the IA investigator to answer any questions. ~~-~~Any unanswered questions shall be brought to the attention of the ~~PSD~~IA Captain ~~prior to~~before the hearing.

~~3.2.~~4.2. An advisory member's role is to answer the questions of voting members and to ~~bring to the attention of the PRB clarifying~~clarify facts within their area of expertise. Advisory members ~~will~~shall not provide opinions or information outside of their areas of expertise.

~~3.3.~~4.3. Voting members shall reach a conclusion regarding each allegation ~~before them~~ based upon a preponderance of evidence standard.

~~3.4.~~4.4. In cases where voting members recommend a sustained ~~finding~~Finding, they shall also recommend ~~discipline~~corrective action that is consistent with applicable City and Bureau rules, the ~~Discipline~~Corrective Action Guide, and ~~obligations under~~ collective bargaining agreements.

~~3.5.~~4.5. Voting members may ~~make recommendations~~recommend Action Items regarding the following:

~~3.5.1.~~4.5.1. The adequacy and completeness of an investigation; and/or

~~3.5.2.~~4.5.2. Policy or training.

~~3.6.~~4.6. ~~All~~Because all information and discussions are confidential, voting and advisory members shall only ~~be discussed~~discuss cases amongst case participants ~~of the particular review~~and only for the purposes of ~~the particular~~that review.

4.7. By majority vote, the PRB may request that investigations ~~be returned~~return to the investigating entity for additional ~~investigation~~ information necessary to reach a ~~finding.~~ Finding.

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4.7.1. The PRB Coordinator shall prepare a Request for Information memo, to include the specific information requested, and specific instruction outlining the investigative need.

~~3.6.1.~~4.7.2. The investigating entity shall conduct the additional requested investigation. ~~-~~The investigating entity must make reasonable attempts to conduct the additional investigation or obtain the additional information within ~~10~~ten business days or provide a written statement to the PRB explaining why additional time is needed.

4.7.3. ~~PSD~~The case shall return to the PRB Coordinator at the conclusion of the additional investigation.

~~4.~~5.IA Captain Responsibilities.

~~4.1.~~5.1. Convening a PRB.

~~4.1.1.~~5.1.1. ~~Within seven days of receipt of~~Once IA administrative staff receive the ~~findings~~Findings review from IPR, the Assistant Chief, and IA~~, the PSD~~ Captain, the IA administrative staff shall ~~present a qualifying case file to~~notify the PRB Coordinator, authorizing the scheduling of a PRB hearing.

~~4.1.2.~~5.1.2. The ~~PSD~~IA Captain shall approve any delays in scheduling PRB hearings and ensure the reason is documented in the case file.

~~4.1.2.1.~~5.1.2.1. On the hearing date ~~of~~, the ~~hearing, the PSD~~IA Captain shall make themselves available to meet with the involved member and/or their bargaining unit representative or attorney (if present), along with peer and community voting members, ~~and~~to review the PRB's process.

~~4.1.3.~~5.1.3. The ~~PSD~~IA Captain shall notify the involved member, or their designated representative, and the Chief, regarding the PRB's recommended ~~findings~~Findings and corrective action by the end of the day that the hearing is conducted.

~~4.1.4.~~5.1.4. ~~The~~ IA ~~unit~~ shall facilitate the ~~review of the~~ case file review by the PRB's voting and advisory members, and the involved member(s) and/or their union representatives.

~~4.1.5.~~5.1.5. The ~~PSD~~IA Captain shall not disclose how individual members voted.

~~5.~~6.PRB Coordinator Responsibilities.

~~5.1.~~6.1. The PRB Coordinator shall:

~~5.1.1.~~6.1.1. Upon ~~receipt of~~receiving a qualifying case file or request from the ~~PSD~~IA Captain, set a date for the hearing. The hearing must be within 21 days ~~from receipt~~ of receiving the file. ~~-~~If a reason exists to ~~convene a~~conduct the hearing ~~on a date~~ outside of the 21~~-~~-day requirement, the PRB Coordinator shall notify the ~~PSD~~IA Captain of the delay and reason;

~~5.1.2.~~6.1.2. Schedule the facilitator, ~~community~~voting members~~,~~ and ~~peer~~advisory members for each PRB;

6.1.3. Perform all facilitator duties if there is no other facilitator available;

6.1.4. At least 14 days ~~prior to~~before the hearing~~, notify~~:

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5.1.2.1.6.1.4.1. Notify the voting and advisory PRB members and the involved Bureau member(s) of the PRB hearing date, time, and location ~~of the PRB hearing;~~ ; and

6.1.4.2. Provide information to the involved member that details the PRB hearing process and agenda.

5.1.3. Facilitate ~~the review of the~~ case file review by the community and peer members at ~~a Bureau facility selected by the PRB Coordinator;~~

5.1.4.6.1.5. ~~Distribute copies of the case file to the voting and advisory members of the PRB at~~ least five days ~~prior to~~before the hearing~~;~~.

5.1.5.6.1.6. Provide PRB members with a written description of the PRB procedures;

5.1.6.6.1.7. At the hearing's conclusion ~~of the hearing~~, provide a written copy of the PRB's majority ~~findings~~Findings to the ~~PSD~~IA Captain;

5.1.7.6.1.8. Upon ~~receipt of~~receiving the PRB Facilitator's memorandum containing the PRB's recommended ~~findings~~Findings and recommendations, forward the memorandum through IA to the Chief within seven days.

5.1.7.1.6.1.8.1. If the Chief is unable to reach a ~~finding~~Finding after conducting an initial review and requests ~~an~~ additional investigation, the PRB Coordinator shall forward the PRB Facilitator's updated memorandum containing the PRB's recommended ~~findings~~Findings and recommendations to the Chief within seven days ~~receipt~~ of receiving the memorandum.

5.1.8.6.1.9. Serve as the custodian of all PRB records~~,~~ while PSD shall maintain a record of all ~~action items~~Action Items recommended and document the actions taken in response to the recommendations; and

5.1.9.6.1.10. At least twice each calendar year, release a public report including the summations of the statements of ~~findings~~Findings, and training or investigation issues written by the PRB ~~facilitator~~Facilitator(s). ~~-~~ The reports shall not include the names of involved members, witnesses or complainants. ~~-~~A case may not be included in the report until a final ~~decision~~determination, including ~~discipline~~corrective action (if any), is made by the Chief or Commissioner in Charge.

6.7.PRB Facilitator Responsibilities.

6.1.7.1. The PRB Facilitator shall:

6.1.1.7.1.1. Balance participation in PRB meetings, as appropriate, pay attention to group dynamics, and strictly adhere to the established board processes and rules;

6.1.2.7.1.2. Remain neutral and not influence PRB members' decision-making or encourage a particular recommendation, even if the facilitator ~~possesses~~has an opinion on the subject matter. ~~-~~ The facilitator shall allow voting board members to arrive at their own conclusions and recommendations.

6.1.2.1.7.1.2.1. The PRB Facilitator shall recuse themselves from participating in a PRB if they have a potentially strong bias ~~with regard to~~regarding a particular case.

6.1.3.7.1.3. Prepare a written statement of recommended ~~findings~~Findings and recommendations, along with any proposed ~~discipline~~corrective action, as well as any policy, training and/or investigation issues or concerns raised by the PRB~~.~~

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~~The completed statement must be submitted~~ to the PRB Coordinator within ~~two weeks~~seven days of the PRB meeting date and include the following:

~~6.1.3.1.~~7.1.3.1. A case summary ~~of the case~~;

~~6.1.3.2.~~7.1.3.2. The PRB's recommended ~~findings~~Findings and a brief explanation of the board's rationale for its recommendations, including a description of the recommendations proposed by members voting in the minority, when the decision is not unanimous;

~~6.1.3.3.~~ The PRB's range of recommended ~~discipline, if any; and~~

~~6.1.3.4.1.1.1.1. Any policy, training or supervisory issues raised by the PRB.~~

~~6.1.3.5.~~7.1.3.3. ~~If the Chief is unable to reach a finding after conducting an initial review, prepare an updated written statement of recommended findings and~~ corrective action, ~~which reflects any changes to or reaffirms the PRB's initial recommendations. The completed statement must be submitted to the PRB Coordinator within two weeks of the PRB's additional review and should include the information outlined in Sections 7.1.3.1. through 7.1.3.4. of this directive.~~if any; and

7.1.3.4. Any policy, training or supervisory issues raised by the PRB.

7.2. Facilitators shall maintain strict confidentiality of all case file information and PRB discussions and deliberations.

~~6.2.1.1. Facilitators shall maintain strict confidentiality of all case file information and PRB discussions and deliberations.~~

~~7.~~8. Chief (or designee) Responsibilities.

~~7.1.~~8.1. Review the case file and, considering the PRB recommendations, ~~make a final determination of findings and discipline.~~determine Findings and corrective action.

~~7.2.~~8.2. Notify ~~the PRB Coordinator~~IA of ~~the Chief's findings~~their Findings within ~~two weeks~~seven days of ~~receipt of~~receiving the PRB Facilitator's memorandum from ~~the PRB Coordinator~~IA.

~~7.3.~~8.3. If the Chief is unable to reach a ~~finding~~Finding on the current record, they may request that investigations ~~be returned~~return to the investigating entity for additional ~~investigation necessary to make a determination of findings and discipline~~information needed to determine Findings and corrective action.

8.3.1. The Chief shall prepare a Request for Information memorandum, to include the specific information requested and specific instructions outlining the investigative need.

~~7.3.1.~~8.3.2. The case shall return to the ~~purview of the PRB, and the~~ investigating entity who shall conduct the requested additional ~~requested~~ investigation. The investigating entity must make reasonable attempts to conduct the additional investigation or obtain the additional information within ~~10~~ten business days ~~or provide a written statement to the PRB explaining why additional time is needed~~.

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8.3.3. Investigating entity shall return the case to the PRB Coordinator at the conclusion of the additional investigation.

~~7.3.2.~~8.3.4. The PRB shall consider any new information offered by the investigating entity. ~~-~~Voting members shall again reach a conclusion regarding each allegation ~~before them~~ based upon the preponderance of evidence standard (i.e., changing their initial recommended ~~findings~~Findings and corrective action or each component intact).

~~7.3.3.~~8.3.5. ~~The PSD~~By the end of the day of the completed PRB review, the IA Captain shall notify the involved member and the Chief regarding ~~the PRB's recommended findings and corrective action by the end of the day of the completed PRB review,~~ whether ~~or not~~ the ~~PRB changes its~~PRB's recommended ~~findings or~~Findings and corrective action changed.

~~7.3.4.~~8.3.6. The Chief shall again review the case file and consider the PRB's new or reaffirmed recommendations to make a final determination of ~~findings~~Findings and ~~discipline~~corrective action.

~~7.3.5.~~8.3.7. The Chief shall then notify ~~the PRB Coordinator~~IA of their ~~findings~~final determination within ~~two weeks~~seven days of ~~receipt of~~receiving the PRB Facilitator's updated memorandum from ~~the PRB Coordinator~~IA.

~~8.~~9.Involved Member.

~~8.1.~~9.1. The involved member shall ~~be given~~receive at least 14 ~~days~~days' notice to review the case file before the PRB meeting.

~~8.2.~~9.2. If the involved member and/or their representative elect to ~~be present~~attend, they may, after the presentation of the case, provide a personal statement of relevant details.

~~8.2.1.~~9.2.1. The involved member may provide the information to the PRB in written or oral format.

~~8.3.~~9.3. The involved member may remain ~~in~~at the hearing until ~~executive session~~the Executive Session.

~~9.~~10. Special Case Findings.

~~9.1.~~10.1. Findings for deadly force or in-custody death cases shall be limited to the following:

~~9.1.1.~~10.1.1. In Policy: ~~-~~The member's actions complied with policies; or

~~9.1.2.~~10.1.2. Out of Policy: ~~-~~The ~~member was found to be in violation of~~member's actions violated policy.

~~9.2.~~10.2. Any ~~finding shall~~Finding may include a recommendation for action items or a debriefing regarding any of the following~~, if~~:

~~9.2.1.~~10.2.1. Critical Incident Stress Debriefing for the involved member and/or chain of command;

~~9.2.2.~~10.2.2. Organizational Assessments to include policies, training, equipment, and/or tactics.

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#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, April 02, 2025 8:15:23 AM
Last Modified: Wednesday, April 02, 2025 8:18:44 AM
Time Spent: 00:03:21

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Q1

Please provide feedback for this directive

Please strengthen IPR. Do not design it to fail. Our General Fund should not be covering the misdeeds of commuters who work for PPB. It doesn't affect them so provides no discipline or reason not to do it again, as evidenced by the continuing brutality claims we pay in the face of resistance to culture change within the ranks. Too many WA-based MAGA KKKops got bonuses for recommending their violent MAGA friends. HIRE LOCAL!!!!

Q2

Contact Information (optional - your name will be visible on PPB's website)

Name	**DoNotTargetMe**

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, April 08, 2025 11:41:54 AM
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Q1

Please provide feedback for this directive

Section 1 requires a PRB where certain people disagree with the initial findings. I think this is appropriate where one person thinks an allegation is sustained and another reviewer thinks it is not (any of the other three categories). However, if the disagreement is about whether the allegation is not sustained, exonerated, or unfounded, the best course of action is to make one entity (CHO or IPR), the final decision maker and go with that finding. It doesn't make any sense to spin up a PRB when everyone in the chain of review thinks that none of the findings should be sustained.

Q2

Respondent skipped this question

Contact Information (optional - your name will be visible on PPB's website)