

G. Stage VII – Administrative Review

1. Once the Public Review of an OID is complete, and the final OID Public Report is posted on the CPRC website, the Commission is ready to begin the Administrative Case Review conducted in Closed Session.
2. The Manager will inform RPD Internal Affairs that the Public Review of an OID is complete and will request that the Administrative Casebook and unredacted Criminal Casebook be placed on Laserfiche. Once there, Commissioners will have access to both casebooks and will begin the Administrative Review. When the Commission is prepared to conduct the Closed Session Administrative Review, the case will be placed on the Case Review agenda.
3. To begin the Administrative Review, the Chair will open discussions in Closed Session. Although a finding or findings “Within Policy” or “Not Within Policy” have been previously rendered in the Public Review, Commissioners will be tasked with rendering a separate Administrative Finding. This new finding is based upon a full review of previously unseen administrative and unredacted information. This new Administrative Finding need not match the Public Finding.

Upon a majority vote, Commissioners may consider and recommend an addition or revision to the RPD Policy Manual. If a recommendation for a policy revision and / or training is made, Commissioners will draft the language and vote to finalize it.

4. The CPRC Manager will meet with the City Manager to review the case. Once the case has been reviewed, the findings of the Police Department and the Commission will be discussed. The final decision will be determined by the City Manager and provided to the Chief of Police and the Involved Officers.

If a Policy Recommendation has been approved by the Commission, the Manager will prepare a memorandum to the Chief of Police. The Chief of Police will review the recommendation and decide to adopt, modify, or decline the Policy Recommendation. The CPRC Manager will ensure a written or oral response is obtained from the Chief of Police.

5. No portion of the Administrative Review may be discussed outside of Closed Session. Administrative Findings and Recommendations may not be discussed in later Public Sessions.