

**Police Auditor**  
**Communication and Reporting Protocols**  
**Updated: March 24, 2021**

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**Background**

**The Police Auditor Receives the following reports weekly from the Office of Professional Standards:**

Each Report Contains the following information:

- All new use of force checklists entered into Record Management System which includes several documents:
  - Race, sex, age of subjects
  - Name, rank, race and sex of officers [race and sex will be available by end of 2021]
  - Type of force used
  - De-escalation efforts
  - Injuries and medical treatments
  - Weapons used by subjects or officers
  - Influence of drugs, alcohol, or mental illness
  - Arrests or charges
  - Witness statements
  - Photos
  - Videos
  - Associated case reports
  - Other documentary evidence
- Immediate Supervisor review reports and determinations
- Management review reports and determinations
- Defensive Tactics Use of Force Team reviews and training points [monthly report]
- Information regarding all internal and external complaints regarding OPD officers
  - Complaint
  - Classification
  - Investigation details and finding
  - Corrective actions

**Police Auditor's Process Includes:**

- Tracking all data listed above
- Examining the data for trends
- Reviewing all files to determine
  - Completeness
  - Thoroughness
  - Objectiveness
  - Fairness
- Areas that may be improved by process or policy changes

# Police Auditor Communication and Reporting Protocol and Schedule

## General Government

### 1. Monthly Status Report

- Summary of use of force reports, complaints, and recommendations for further action

#### **2021 Schedule due to Assistant City Manager:**

1st Friday of the month

Report will be distributed to City Manager and Police Chief

#### **Presented to General Government under Reports and Updates**

### 2. Quarterly Report

- Types of complaints
- Summary of use of force statistics
- When additional complaint investigations were requested and OPD's
  - i. Responses
  - ii. Findings on each complaint case audited
    - Whether the internal investigations met Department standards
- Summaries of data in graphic and narrative form
- Analysis of key trends and patterns
- Recommendations for revisions to Department policies and practice

#### **2021 Schedule due to Assistant City Manager:**

April 9

July 16

October 15

Report will be distributed to General Government, City Manager, and Police Chief

#### **Presented to General Government:**

January 27

April 28

July 28

October 27

January 27, 2022

## City Council

### 1. Mid-Year and Annual Written Report and Oral Presentation

Police Auditor will provide a mid-year and an annual written report to Council with copies to the City Manager and Police Chief that will include:

- Summary of use of force statistics
- When additional complaint investigations were requested and OPD's
  - Responses
  - Findings on each complaint case audited
    - Whether the internal investigations met Department standards
- Summaries of data in graphic and narrative form
- Analysis of key trends and patterns
- Recommendations for revisions to Department policies and practice

**Schedule:**

August 10

January 2022

### **City Manager and Police Chief**

#### **Matters of Immediate Concern**

The Police Auditor will immediately notify the City Manager and Police Chief of matters of concern that warrant:

- Request for additional information
- Review
- Policy revision
- Other formal action from OPD

If requested, the Police Auditor will file a report with the City Manager and Police Chief regarding specific critical or high-profile incidents warranting immediate review.