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**By City Clerk at 3:51 pm, Feb 02, 2022**

## DEFINITIONS

The terms and definitions contained in the Office of the Police Accountability and Transparency Ordinance are incorporated herein by reference and the following terms when used in these Regulations shall have the following definitions unless otherwise defined in these Regulations:

“Bureau of Professional Standards” shall refer to the division within the BPD responsible for “ensuring the professional standards and integrity of the Department and its members are maintained.”

“Complaint” shall refer to a document or statement alleging police misconduct.

“Discipline Matrix” shall refer to the discipline guidelines developed by the Department Boston Police Commissioner.

“Police” shall refer to a sworn or appointed member of the Boston Police Department.

“Officer” shall refer to a sworn or appointed member of the Boston Police Department.

## QUORUM

### *Internal Affairs Oversight Panel Quorum*

Internal Affairs Oversight Panel Quorum is met when a minimum of 3 Internal Affairs Oversight Panel members are present.

### *Civilian Review Board Quorum*

Civilian Review Board Quorum is met when a minimum of 6 Civilian Review Board members are present.

## BOARD MEETING SCHEDULES

### *OPAT COMMISSION:*

March

June

September

December

### *IAOP MEETINGS:*

January (3rd Thursday of the month)

April (3rd Thursday of the month)

July (3rd Thursday of the month)

October (3rd Thursday of the month)

**CRB MEETINGS:**

February (3rd Tuesday of each month)

May (3rd Tuesday of each month)

August (3rd Tuesday of each month)

November (3rd Tuesday of each month)

**INCOMPLETE COMPLAINT PROCESS**

The OPAT Staff will consider a complaint *incomplete* if it is missing two or more of the following information:

- BPD personnel first and last name
- Only contains physical descriptive information of BPD personnel and no other identifiable information i.e. badge number, precinct etc.
- Fails to include specific location information of incident(s)
- Description or summary of incident appears to be incomplete or missing necessary details/information.

OPAT staff shall take the following steps to collect information from an incomplete complaint:

- OPAT staff shall attempt to contact the complainant by phone, if a number was provided.
- OPAT shall send an email to the complainant, if an email was provided.
- OPAT staff shall send a postcard to the complainant, if an address was provided.

The Complainant will be given (seven) 7 business days to respond to each form of contact. On but not before the twenty-first (21st) day of no contact, OPAT Staff shall send a certified letter to the complainant stating OPAT has been unsuccessful in reaching the complainant by phone, or email. In order to continue with a formal investigation, the Complainant should contact OPAT during normal business hours. If OPAT does not hear from the Complainant within 7 days of receipt of the letter, OPAT staff shall assess the file to determine whether sufficient information exists to allow an investigation into the allegation of the officer to proceed. If OPAT staff deems the information not to be sufficient, a summary shall be written and presented to the Deputy Director for review. Should the Deputy Director agree with the summary, the file will be presented to the Executive Director for final review prior to presentment before the Civilian Review Board. If the case is closed for non-contact with a Complainant such case can be reopened by Complainant per regulation.

On the forty-fifth (45th) day without contact from the complainant, the OPAT staff shall assess the file to determine whether sufficient information exists to allow an investigation into the complaint against the officer to proceed. If the OPAT Staff deems the information sufficient to investigate, the case will be presented to the CRB to initiate the investigation. If OPAT Staff

deems the information not to be sufficient, a summary shall be written and presented to the Deputy Director for review. Should the Deputy Director agree with the summary, the file will be presented to the Executive Director for final review prior to presentment before the Civilian Review Board. If the case is closed for non-contact with Complainant, the case can be reopened by Complainant upon request.