

Civilian Review Board Standing Rules and Procedures

Scope:

The City of South Salt Lake Civilian Review Board (CRB), in accordance with the City of South Salt Lake (SSL) Chapter 2.70, has adopted the following set of Standing Rules. These Standing Rules are based upon Robert's Rules of Orders, with modifications to fit the needs of the CRB.

The CRB Standing Rules provide guidance and direction for the performance of the Board's duties, and shall be governed by all applicable state statutes, city ordinances, and city policies and procedures.



SECTION 1 – Calendar and Agenda

1.1- Scheduling and Calling of Meetings:

The following are the types of CRB meetings that may be called or scheduled according to the Utah Public Meetings Act.

- Regular CRB Meetings
- Special CRB Meetings
- Emergency CRB Meetings
- Closed Door CRB Meetings

Regular Meetings will be held on the 1st Monday of the month, unless that Monday falls on a governmentally recognized holiday or as determined by the Board. Then the meeting will move to the 2nd Monday of the month.

Regular Meeting will begin at 6:30pm, unless otherwise noted on the agenda.

Meeting Agendas shall be posted on the City of South Salt Lake website and the Utah Public Notice Website at least one day prior to the meeting, in accordance with the Utah Open Public Meetings Act, § 52-4-204, §52-4-205, and § 52-4-206.

Special or Emergency Meetings may be scheduled as needed. Notice shall be posted on the Public Notice Website one day prior to the meeting, in accordance with the Utah Open Public Meetings Act.

Any two (2) CRB Members may “order” a special meeting and the meeting will be noticed per Utah Code.

Regular Meetings may be held electronically or canceled when an in-person meeting would be a safety or security hazard for Members of the CRB or the public, as requested by the Chair. Meeting Agendas will be updated with the access link as soon as feasible.

1.2- Agenda

Opening Ceremonies:

Date of Approval: 3 March 2025 as Voted on by the Board. See Meeting Minutes

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Welcome and Introductions will be conducted by the Chair (See section 2.2) and the meeting will be brought to order at 6:30pm.

- State the Meeting Title (Ex.: Regular CRB Meeting, Special CRB Meeting, etc.).
- State the Date and Time.
- State your name as the Facilitator for the meeting.
- Each CRB Member will say their name for the record.

Approval of Minutes - The Chair will ask if there are any changes or corrections to the meeting minutes presented. When changes and corrections have been made, the Chair will ask for a motion and second to adopt the minutes as corrected, and a voice vote will be taken. Once the minutes have been adopted pursuant to a vote of the Board, no alterations can be made, and they are the official record of the meeting.

Meeting Minutes will be recorded electronically in accordance with the Utah Open Public Meetings Act. Meeting minutes will be available on the Utah Public Notice website within three days after the meeting minutes' approval vote. All meeting minutes are available to the public.

No Action Items:

Next Scheduled Meeting.

Citizen Comments and Questions shall not take longer than 30 minutes' total time. Each citizen is allowed 3 minutes. The citizens shall state their name and city in which they reside for the record, followed by their comment or question. Comments shall be civil in decorum. All comments shall be directed to the Board. During the comment period, no person shall be allowed to comment more than once. Speakers should not expect any debate or dialogue with the Board or City Staff during the meeting. If follow up is required, the citizen may email details to the Chair or designated point of contact.

If time allows, there may be discussion by the CRB, but no vote on citizen comments or questions will occur in the meeting. The topic may be moved to unfinished business and may be assigned to the next month's agenda.

Citizens are allowed to record the open meetings, so long as it doesn't interfere with the meeting.

If a citizen has documents, written statements, or other items of information that need to be presented or reviewed by the CRB, do not approach the dais. They are to give the items to a Member of the City staff, who will then distribute the materials to the CRB.

Board Member Comments: Each CRB Member will have the opportunity to address other members of the CRB, the City Staff, and the Public.

Any member of the CRB may introduce a topic for discussion before the Board, including the chair, however, the Board shall reserve discussion and voting on any relevant matters for a subsequent meeting that has been properly noticed pursuant to the Utah Open and Public Meetings Act.

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Training will be provided by SSL City Staff or other qualified personnel. Training topics will be aligned with CRB needs and requirements, ensuring that members receive relevant and valuable information to enhance their understanding and effectiveness in fulfilling their roles.

Action Items:

Action Items shall be discussed, voted on, or moved to unfinished business; in the order they are placed on the meeting agenda. Action Items may be adjusted due to logistics, pending information or persons, and such changes will be decided and announced by the Chair.

No votes will be taken if the motion pertains to a topic that was not properly noticed on the meeting agenda. In such cases, the topic may be deferred to unfinished business and considered during a subsequent meeting

Unfinished Business from the previous meeting may be added to the agenda, discussed, and voted on as necessary.

Closed Meeting - When required, the Chair will bring forth to the CRB a motion to close the Meeting, in accordance with the Utah Open Public Meetings Act as provided in U.C.A. §52-4-205. Closing a meeting requires an affirmative roll call vote of ⅔ of the Board Members present at such meeting. Closed meetings may only be held for the discussion of the character, professional competence, or physical or mental health of an individual.

If the Board closes a meeting in accordance to U.C.A. §52-4-205, the Chair shall sign a sworn statement affirming that such was the sole purpose for closing the meeting.

Adjournment will be brought forth by the Chair and voted upon.

SECTION 2 – The Civilian Review Board Members

2.1 - The Organization of the Board and Responsibilities:

Civilian Review Board (CRB) Members are appointed by the Mayor for a 2-year term, with the exception of half of the CRB appointed and starting in 2022. There are 7 regular voting Members, 2 alternate Members, 1 non-voting advisory Member.

The Chair is elected at the first meeting of the new calendar year- and shall serve for a one-term year.

The Vice-Chair (VC) is elected at the first meeting of the new calendar year-and shall serve for a *one-term year*.

The Voting NACOLE member is elected at the first meeting of the calendar year and shall serve for a *one-year term*.

The CRB Members will elect one Member as Chair and one Member as VC. The elections will take place once a year at the first meeting in January.

The election shall comply with the following procedures:

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- (a) The Chair shall call for nominations, and any Member of the CRB may submit names for nomination. A voice vote is necessary to close the time for nominations.
- (b) If two or fewer names are submitted for nomination, then only one vote will be held. If three or more are submitted, then voting will take place in two rounds.
- (c) Voting shall be by written ballot which identifies the CRB Member casting the vote. The City Recorder shall collect all written votes and announce the vote cast, as well as the CRB Member who cast the vote.
- (d) In elections with two rounds, the first round shall narrow the field of candidates down to the two who received the most votes, and the CRB will vote in a second round.
- (e) Separate ballots shall be held for the Chair and VC positions.
- (f) All direct ties between the two candidates shall be resolved by an immediate coin toss by the City Recorder in the presence of the CRB Members. The CRB Member whose surname is earlier in the alphabet shall be assigned "heads." In the event of a three-way tie in an initial round of voting, the field shall be narrowed by means of drawing straws, with the CRB Member who draws the short straw being eliminated. Straws shall be drawn by CRB Members in alphabetical order by last name.

Resignations must be in writing to the Chair and the Mayor's office.

A CRB Member may be removed from the Board with or without cause by the Mayor.

The CRB will not have a line of succession from the Chair to the VC.

Transition of elected CRB Member positions shall occur before the second meeting of the year. The Past Chair and Past VC shall hand over any reference materials pertaining to the respective office, within two (2) weeks of the vote. These reference materials may include, but are not limited to contacts, items in process, training schedules, etc.

2.2 - The Chair -

The Chair will preside over meetings of the CRB. It is the responsibility of the Chair to maintain order during meetings and ensure fair and efficient voting procedures.

The Chair shall not make or second a motion. The Chair has the authority to consider or entertain a motion.

The Chair shall sign:

- all official minutes and documents of CRB meetings after meeting minutes have been approved,
- all correspondence determined by the CRB Members to be representative of the group as a whole,
- sworn statements affirming the reason for a closed meeting was to discuss character, professional competence, or physical or mental health of an individual, as per the Utah Open Meetings Act, and
- decisions to cancel or to hold electronic meetings.

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The Chair shall receive all messages and communication from the Mayor or City Staff addressed to the CRB and shall be responsible for conveying all such communications to the other CRB Members.

The Chair is responsible for drafting quarterly and annual reports, as outlined in §2.70.090 of SSL Ordinance 2024-10. Once CRB Members have voted in favor of the final report to be presented, the Chair will present the report to the SSL City Council during the next City Council Meeting or as promptly as possible.

The Chair will be the point of contact for follow-up with public comments.

Vice Chair (VC)-

In the absence of the Chair, the Vice-Chair (VC) assumes responsibility for fulfilling the Chair's duties. This includes presiding over meetings, exercising leadership, and ensuring the smooth functioning of the organization.

Facilitator –

In the absence of the Chair and VC, a CRB Member may facilitate the meeting and shall sign all documents identified in these Standing Rules, and the agenda items where final actions were taken.

2.3 – Member Responsibilities

Attendance - If a CRB Member cannot attend a scheduled meeting, they should notify the Chair or VC who will then notify the alternate CRB Members, as soon as feasible. Members are expected to attend 80% of scheduled meetings to ensure they are up to date in CRB business. Alternate Members shall participate in discussion or voting items only when replacing a regular Member who is absent from a meeting.

Communication will primarily be accommodated by South Salt Lake email and verbal discussion. However, the use of texts, phone calls, and non-quorum meetings may be utilized, for non-voting, non-public information. All official CRB business shall be conducted in person during meetings or via email.

Members of the CRB shall review reports, records, and other documents pertaining to the use of force incidents in accordance with the City of South Salt Lake Ordinance §2.70.090.

All CRB Members are to read the Use of Force Reports two weeks before the next scheduled meeting, or as soon, thereafter, as new reports are added. CRB Members will be given assignments and tasks to help with ongoing projects.

Training topics and the number of ride-alongs will be reported to the City Council in the Quarterly and Annual Reports.

Training may include, but are not limited to:

- Ethics

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- Utah Public Meetings Act
- Benchmark
- NACOLE -National Association of Civilian Oversight of Law Enforcement
- GRAMA Requests – Government Records Access and Management Access
- A minimum of two (2) ride-alongs per calendar year
- Use of Force
- Force on Force
- SSLC Police Policies and Procedures
- TAC – Terminal Agency Coordinator (Records Retention within the FBI)
- Graham v. Connor

Ride-Along Training - As written in the City of South Salt Lake ordinance 2.70.040. B. Members of the board are required to participate annually in a minimum of two ride-alongs with law enforcement agencies in the State of Utah, one of which must be with the South Salt Lake Police Department.

A Ride-along is defined as a minimum of two (2) hours with an on-duty police officer. Ride-along trainings may be done sequentially on the same day, if the CRB member rides with two (2) separate on-duty police officers.

Conduct - CRB Members and the public will avoid engaging in private discourse, during the meeting, or committing any other act(s) that may distract attention from the proceedings, or which may interfere with any person's right to be heard after recognition from the Chair. Using the 'request to speak' button on the Member's podium for comments will help keep the meeting professional and orderly.

Members of the CRB shall avoid personal attacks and restrict comments to the issues before the Board. CRB Members will commit to applying tools and training to reduce internal bias and maintain integrity throughout their time appointed to the Board.

Violations of conduct or decorum by a CRB Member, shall be resolved by the Chair and Mayor.

Conflict of Interest – CRB Members are expected to comply with State law, City codes, and policy, including ethical requirements. If a Member of the CRB has a conflict of interest with a case before the Board, they shall recuse themselves from discussion and voting, for the duration of that case. Conflict of interest may be defined as but not limited to:

- knowing the citizen or officer involved in more than a professional capacity, or
- a situation arises in which a person is in a position to derive personal benefit from the actions or decisions made in their official capacity.

Confidentiality - All information shared, disseminated, discussed, etc. in a closed meeting will stay confidential and will not be shared with the public as per the Utah Open Meeting Act.

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Public Comments – Members of the CRB will not comment to the public as Members of the Board, except as per signed statements deemed to be representative of the Board.

Use of Power – A CRB Member shall not use the power of their office to seek or obtain special advantages: privileges, positions, financial, or otherwise.

Officer Participation Rule - Police officers directly involved in a case being reviewed by the CRB should not be allowed to participate in the review process. This includes attending review meetings, providing input, or influencing the discussion.

SECTION 3 - Voting

Quorum is the assembly of four (4) CRB Members. A quorum shall be required for voting.

Any Member of the CRB may introduce a topic for discussion before the Board, including the Chair, however the Board shall only vote on what is listed on the current agenda. New discussion items will be moved to a subsequent agenda for voting.

It is preferred that the CRB Member add a topic to the agenda prior to meeting if there will be discussion or potential a future vote.

Motions

Matters appearing on the agenda can be discussed by the CRB Member prior to a motion being made. After a matter has been discussed by the CRB Member, the Chair will ask for a motion on the matter, and a second to the motion. A motion on the matter shall not be made prior to the conducting Chair's request for a motion on the matter.

The Chair will:

- announce the originator of the motion,
- restate the motion,
- announce who seconded the motion,
- ask if there is a question on the motion, and
- call for a vote on the motion.

If further CRB Member discussion is needed on a motion, the originator of such motion is allowed to speak first.

All other CRB Member are allowed to address the issue after that. The originator of the motion is also allowed to make a summation.

The originator of a motion may amend or withdraw that motion before it has been voted on.

After a motion has been stated by the Chair, that motion belongs to the CRB, and it requires a majority vote to withdraw it. However, the originator of a motion may withdraw it unless

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another CRB Member objects.

A motion is lost or rejected which fails to receive a "second."

Reconsideration

A CRB Member may make a motion to reconsider an item already voted on during the same or at the immediately preceding meeting if new information or a changed situation makes it appear that a different result might reflect the true will of the CRB Member. A motion to reconsider must be made by a member present and voting on the prevailing side of the original motion and shall require the affirmative vote of a majority of the CRB Member.

Any action taken by the CRB Member shall not be reconsidered at any special meeting unless the number of members of the CRB present at the meeting is equal to or greater than the number of members present at the meeting when the action was approved or disapproved.

An item to be reconsidered shall appear on the unfinished business portion of the agenda and shall be identified as "Reconsideration of ... (the title of the matter previously voted upon)." Discussion of the substance of matter to be reconsidered shall occur only after a motion to reconsider has been successfully approved by a majority of the CRB Members present and voting.

Motion to rescind may be used to strike out an entire motion, resolution, rule, bylaw, section, or paragraph that has been adopted at some previous time.

A motion to rescind may be applied only to a motion on which the vote was affirmative.

Other than the main motion, the most common motion used by the CRB Member is a motion to amend. The intent of an amendment is to modify the original motion by inserting, adding to, striking out, and striking out and inserting language in the original motion. A motion to amend a main motion should relate to the same subject as the main motion. This ensures that the CRB Member will vote on one matter at a time.

Motion to amend should not have as its intent a reversal of the main motion. For example, if the main motion is to adopt an ordinance, it is not a proper motion to submit an amendment to "not" adopt the ordinance.

Substitute motions are a type of amendment motion. The difference is the striking out of an entire paragraph or more from the motion or ordinance and substituting different language.

Amendments to the main motion are discussed and voted on before the main motion. Only the amendment is discussed - not the main motion. If the amendment fails, then discussion and voting on the main motion, as originally stated, follows. If the amended motion passes, the amended motion becomes the main motion.

The Chair will proceed with an amendment motion in the same manner as a main motion.

In conducting a CRB Member discussion on an amendment motion, the originator of such motion is allowed to speak first. All other CRB Member Members are allowed to address the issue after that.

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The originator of the amendment motion is also allowed to make a summation.

Any CRB Member may move to amend any proposed ordinance or proposed resolution; provided, however, that no amendment shall change the original purpose.

Any amendments to a proposed motion recommended by a CRB Member shall be made to the appropriate document prior to its public release. Such amendment will be noted in the CRB Member minutes.

Any CRB Member may move to table a motion. The purpose of tabling a motion is to delay action until later in the same meeting. When a matter is tabled, it takes all subsidiary motions with it (e.g., amendments) to the table. A matter should be tabled no longer than necessary.

Any CRB Member may move to continue a motion. The purpose of continuing a motion is to delay action until a future date. A continued motion is preferably scheduled for discussion at the next available regular meeting of the CRB so that action can be taken as soon as possible.

The following procedural motions shall require the affirmative vote of a majority of the CRB Member present:

- To adjourn;
- To recess;
- To take up a question out of its proper order;
- To move the previous question;
- To postpone to a day certain;
- To refer to a committee;
- To limit discussion;
- To lay on the table (temporary only); and
- To amend.

Such motions shall take precedence in the order moved.

Discussion

The Chair shall recognize any CRB Member requesting recognition to speak, discuss, give a notice, make a motion, submit a report, or for any reason address the CRB Member, unless a motion taking precedence is offered.

All CRB Member shall be allowed to speak at least once on any subject.

During discussion, the Chair shall be responsible for maintaining order. If, in the opinion of the Chair, private discourse among or between CRB Member or any other disturbance disrupts the CRB Member's business, the Chair may call the CRB Member to order. If the Chair calls the CRB Member to order, all CRB Member business shall cease until such time as the Conducting CRB Member resumes the CRB Member's business.

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Any CRB Member may make a motion that a CRB Member be called to order. The following questions will be decided without discussion:

- To adjourn;
- To recess; and
- Questions relating to order of business.

Voting

A motion to vote may be made by any CRB Member, with the exception of the Chair. A motion must include the fact that they are presenting a motion for voting and what the motion is titled.

A motion to vote may be made by any non-Chair CRB Member. A motion must include the fact that they are presenting a motion for voting and what the motion is titled.

A second to the motion may be made by any remaining non-Chair voting CRB Members.

When the vote is taken, the Chair will vote last.

Point of Order is used when there is a breach of rules by a CRB Member.

The CRB Members will vote by voice or roll call, for the record.

- Voice Vote is when all CRB Members answer in the affirmative, the negative, or abstain without a roll call, and may be used on non-controversial or diplomatically discussed agenda items. Voice votes will be used when the motion is non-controversial in nature.
- Roll Call Vote is when each CRB Member votes individually. A roll call vote will be used on controversial agenda items. Any CRB Member may call for a roll call vote.

A roll call vote is required on the following matters:

- An ordinance;
- Governing Documents;
- Any action creating a liability against the City; or
- All budget and financial items.

CRB Members shall be present at the meeting to vote. If a CRB Member cannot be present for an in- person meeting, an Alternate Member will be designated as a voting Member for that meeting. A CRB Member who can't attend may be able to listen to and participate in the conversation electronically, but the Alternate Member will remain the voting Member.

Any CRB Member can change their vote before the results of the vote are announced.

Every CRB Member who is in Chambers when a question is stated from the Chair shall vote; but no CRB Member shall be obliged to vote upon any question unless he or she shall be within the

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CRB Member Chambers when their name is called.

A CRB Member who is participating in a meeting electronically shall be considered to be within the CRB Member Chambers as long as the CRB Member is able to hear and audibly respond by electronic means when the question is stated.

Any CRB Member entering the Chambers after the question is stated, but before it is decided, may have the question restated, cast their vote and be counted.

There will be no secret ballots or votes by proxy.

On the occasion of a non-unanimous vote, the Chair or Facilitator may ask any CRB Member why they voted a certain way. At the conclusion of a vote, any CRB Member may state a 'point of personal privilege' and explain their vote, if they choose to do so.

In the event of a tied vote, the motion fails. The minimum number of "yes" votes required to pass an item, or to take any action by the CRB, unless otherwise prescribed by law, is four (4), as per the Utah Code Administration §10-3-507.

SECTION 4 - Conduct

The South Salt Lake City Council is working to lead through example and adopted a resolution in 2024 to uphold dignity in South Salt Lake. [Click here](#) to view A Resolution of the South Salt Lake City Council Affirming Its Goal to Uphold Dignity in South Salt Lake.

Citizens and attendees at the CRB meeting(s) are hereby instructed to avoid personal attacks, demonstrations, or outbursts. Citizens may not make remarks without being recognized. Individuals shall address their remarks directly to the Board as a body concerning the business agenda.

When speaking to the Board, all persons shall confine their remarks to the topic under discussion. Comments, concerns, and suggestions will be pertinent to the CRB, policing, and citizen engagement. Anyone engaging in discussion beyond the scope of the meeting agenda may be ordered to stop by the Chair or Facilitator, and no further discussion will be allowed by the said person.

Board Conduct – The CRB Members will practice civility and professionalism in discussions and debate, maintaining order and recognition of the selected speaker, and avoid personal commentary. CRB Members should avoid engaging in private discourse, side conversations, or committing any other act which may tend to distract the attention of the Board or the audience from business before the Board, or which might interfere with any person's right to be heard after recognition by the Chair.

Robust debates and differences of opinion will occur and should center on policy, actions, and ideas; CRB Members shall avoid personal attacks and restrict comments to issues before the body.

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CRB Members should respect the personal and work life of other CRB Members and should refrain from showing up at fellow CRB Member's homes or places of work uninvited.

CRB Member Conduct in Other Public and Professional Settings - As an individual of a deliberative body do not make promises or assurances on behalf of the Board, or the city. Refrain from sharing unfavorable personal commentary or personal opinions of your CRB colleagues as individuals.

In dealing with other public agencies, be clear in communications that you are either leadership representing the city or are there representing your personal interests.

When attending a city meeting, state explicitly whether you are attending as a CRB member or are providing your personal opinions.

With the media, choose words carefully and best practice is never to go "off the record."

In Public Meetings be welcoming to speakers and treat them with respect. Actively listen to presenters and commenters with an open mind. Avoid debate and argument with the public during meetings. Strive to be succinct and keep comments and debate related to topics discussed. Be fair and equitable in allocating public hearing time to individual speakers.

Disagreements with the public will occur. Comments and questions should focus on policy, ideas, and actions. Refrain from criticizing an individual person.

CRB Member Conduct while Traveling on City Business (*approved* travel paid with taxpayer funds) - Taxpayer funds cover CRB Member travel, conferences, seminars, and meetings to benefit the City by providing enrichment and opportunities for CRB Members. Members should act professionally and appropriately according to the setting of each activity. When traveling, be mindful of the following considerations:

- You are a representative of the city through the duration of the travel.
- Comments or positions may be attributed to you or the city.

Section 5 - Minutes of the Civilian Review Board

Recordings

The City Recorder shall keep the minutes of the proceedings of all open CRB meetings or any meeting during which official action of the CRB is taken.

Within one (1) month of the open meeting, the City Recorder or designee shall present the draft minutes to the CRB for final approval. When convenient and possible, the CRB shall approve, amend, or reject the minutes at its next meeting.

Minutes which are submitted for approval, but upon which action is not taken within one month, shall be deemed approved without action of the board and stand as proposed. Draft minutes are public records and must be clearly designated as "draft" minutes on any copy

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provided to the public.

There shall be no minutes or records of closed CRB meetings as per Utah State Annotated Code Closed meeting held pursuant to Utah Code Annotated, 1953, as amended, Sec. 52-4-204, Sec.52-4-205 (1) (a), et seq. for the following purposes: Discussion of character, professional competence, physical or mental health of an individual.

The minutes of all meetings will include the time and date, the names of those speaking, reflect the essence of the proceedings and the perceived intent of the person speaking and will not necessarily be a verbatim transcript. Where necessary, as determined by the CRB, to accurately reflect the proceedings, a specific and/or verbatim transcript of the proceeding will be included in the minutes. If a CRB Member, the Mayor, a citizen or any other person wishes something to be entered verbatim into the minutes, a written copy of such entry will be provided to the City Recorder. Minutes may not be amended to include information which was not a part of the meeting.

The City Recorder or designee shall make and keep an audio or audio-visual recording of all meetings, unless excepted pursuant to state law. The recording shall be made and kept in a format conducive to long-term storage. Recordings of open meetings shall be available to the public for inspection or purchase within five (5) business days of the CRB hearing.

SECTION 6 – Reports and Recommendations

All Reports and Recommendations made by the Chair, from the CRB pertaining to use of force, statistics, and annual and quarterly reports will be voted on and approved by the CRB, before being presented to the City Council, Mayor, Chief of Police, the public, or posted on the website. Reports will be voted on and presented within a reasonable time after the end of the quarterly or yearly timeframe.

Quarterly and Annual Reports shall include:

- Total Number of Use of Force cases given to the Chair.
- Total Number of Use of force cases where the board issued an advisory ~~position~~ opinion finding a violation of law, policy, or procedure
- Total number of use of force incidents reviewed
- Total Number of Vehicle Pursuits given to the Chair
- Total number of Vehicle Pursuits given to the Board
- Total Number of Ride-alongs

Procedures for reporting to the city council, etc., require the information to be collected and formed into a public presentable form. This information shall be added, in its entirety, to the appropriate CRB meeting agenda. The CRB shall vote on the information.

Upon completion of voting the information shall be sent to the City Recorder or designee, so that the information may be added to an upcoming City Council meeting agenda, as time allows.

The Chair will present this information to the City Council and all present in Chambers and online at the designated City Council Meeting.

All Report shall be posted on the CRB webpage.

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SECTION 7 - Supplemental

This document shall be reviewed annually, or when there are changes in policies or procedures, ordinance, or statutes.

This document shall be available to the public.