CITY OF RIVERSIDE
COMMUNITY POLICE REVIEW COMMISSION

POLICIES AND PROCEDURES

Amended March 25, 2026

I. PURPOSE AND SCOPE

To establish guidelines for the receipt and processing of allegations of sworn police employee misconduct, to supplement Article VII of the Commission's Bylaws governing the conduct of Commission meetings, and to provide guidelines for the evaluation of officer-involved death cases.

II. AMENDMENT

These Policies and Procedures may be amended by a majority vote of the Commission at a regularly scheduled Commission meeting where the item appears on the published agenda for discussion and / or action. Modified language will be drafted and agendized for adoption vote at the next Regular Meeting.

The Community, sworn police employees, and staff are urged to give their support, to the extent permitted by law, to ensure the effective implementation these Policies and Procedures.

III. DEFINITIONS

In addition to the definitions set out in the bylaws, the following definitions shall apply to these policies and procedures:

A. Complaint
Allegation(s) of misconduct against a sworn employee of the Riverside Police Department.

B. Complainant
The person filing the complaint

C. Discrimination
An act or omission made on the basis of race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex or sexual orientation.

D. Sexual Harassment
Engaging in any act of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.

E. Sworn Employee of the Riverside Police Department:
Any employee of the Riverside Police Department who is a sworn police officer.

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F. Excessive Force:
Unreasonable force used by a sworn police officer of the Riverside Police Department against a person or persons.

G. False Arrest:
Arrect made without probable cause that a crime has been committed and that the person in question has committed that crime.

H. Independent Homicide Investigator:
The person(s) hired and retained by the CPRC Manager to receive, administer, and/or investigate, at the direction of the Commission, all OID's.

I. Misconduct:
An allegation against a sworn police officer of the Riverside Police Department, which if true, may constitute a violation of a law, rule or regulation.

J. Probable Cause:
A condition where facts and circumstances known to the officer warrant a reasonable person to believe that the arrested person has committed a crime.

K. Subject Office:
A sworn police office of the Riverside Police Department against whom a complaint is filed.

L. Witness:
Any person who has information relevant to the complaint.

M. Policy Recommendation:
Recommendation(s) made by the Commission to RPD regarding its Policies and Procedures.

N. eComments:
Public comments that are submitted via the online agenda until two (2) hours before a meeting's start time.

O. Officer-Involved Death (OID):
The death of any individual arising out of or in connection with the actions of a sworn police officer.

P. Outreach:

The Commission's efforts to attend community meetings and events, as well as those of the Riverside Police Department, for the purpose of promoting public confidence in the professionalism and accountability of sworn members of the Riverside Police Department, and for educating the public about its duties and functions.

IV. MEETINGS

These procedures supplement Article VII of the Commission's Bylaws governing the conduct of the Commission meetings.

A. Regular Meetings

1. Regular Meetings shall be called in accordance with Article VII, Section 1, of the Commission's Bylaws. Regular Meetings are held to address all Commission business.

2. Commissioners' conduct should be professional with community members, Riverside Police Department representatives, and public officials during all Commission meetings.

3. Any item with a topic that is within the Commission's jurisdiction may be added to a future agenda by any Commissioner or the CPRC Manager and does not require Commission approval. If, during a meeting, an item is requested for future Commission consideration, Commission discussion or that item must take place during the meeting for which it will be agendized, not during the meeting in which the request was made (Brown Act).

4. A draft agenda, with detailed descriptions of the agenda items, will be made available to Commission Chair and Vice-Chair for review at least five (5) business days prior to the agenda's formal posting.

5. Agendas will include a separate "Public Comment" item.

6. Community members can address questions to any Commissioner during public sessions. The Commissioner may briefly answer any question he or she feels comfortable answering.

7. Staff will give Commissioners a copy of any eComments received prior to the meeting. The eComments will also be placed in the "Documents for CPRC Meeting" binder for public review. If and agenda item has an ecomment submitted, the commission chair will mention that when opening for public comment on that item. The eComment itself will not be read, but will be attached to the minutes.

8. Anyone wishing to speak on an agenda item must complete and submit a "Request to Speak" form located at the rear of the Council Chambers. The form should be submitted prior to the beginning of the meeting or no later than the time that the item is called for discussion. Community members attending the meeting virtually shall be provided an opportunity to make a comment on an agenda item or any CPRC business by phone during the meeting. A phone line to call in will be provided on the agenda and verbalized by the Commission Chair prior to the item being presented.

9. General public comment is limited to three (3) minutes per speaker per each agenda item.

10. When a complaint case is agendized for Commission review, the Complainant's public comment regarding that case is limited to five (5) minutes and occurs prior to the Closed Session portion of the Case Review Meeting.

11. Public comment from family members of a decedent, or their spokesperson, is limited to five (5) minutes per speaker during discussion of an officer-involved death.

12. Members of the public may ask to speak either before or after discussion of an agenda item, but may only speak one (1) time on any agenda item. Public comment will not be permitted after an agenda item has been closed or a vote has been taken (Brown Act).

13. After a presentation by an invited guest speaker, if a question is posed by a member(s) of the public during public comment, only the Commission Chair may ask the presenter the question.

14. On occasion, representatives of the media may request a comment on a particular case Commissioners are reviewing. When possible, comments to the press should be directed to the CPRC Manager. This will litigate any conflicts of interest between the Commission, members of the community and the Riverside Police Department.

15. Unapproved minutes will be made available to Commissioners for their review at least 10 business days prior to the next Regular Meeting.

B. <u>Special Meetings</u>

1. Special Meetings may be called in accordance with Article VII, Section 2, of the Commission's Bylaws. When held, Special Meetings will be conducted as prescribed under Section A above.

V. COMPLAINT PROCESS

The Community Police Review Commission shall receive, review and investigate allegations of misconduct by sworn police officers of the Riverside Police Department regarding use of excessive force, discrimination or sexual harassment in respect to members of the public, the improper discharge of firearms, illegal search or seizure, false arrest, false reporting, criminal conduct or misconduct. When necessary, the Commission may conduct hearings and subpoena witnesses and records to facilitate the fact-finding process. The Commission shall make recommendations to the City Manager and Police Chief and develop appropriate procedures to implement this policy.

A. Complaints

1. Where and How to File:
   Complaints of sworn police officer misconduct may be filed with the Community Police Review Commission or the Riverside Police Department, whether in-person, on-line or by telephone.

2. Time Element:
   Only complaints filed within six months of the date of the alleged sworn police officer misconduct will be reviewed by the Commission.

3. Receiving and Forwarding
   Complaints of misconduct, received by the CPRC, the RPD, or any other agency so designated by the CPRC, and which have been investigated, shall be forwarded by the CPRC Manager and/or CPRC Independent Consultant to the Commission for review and disposition as soon as practical.

4. Complaint File:
   The Commission shall maintain a confidential database of all complaints within the jurisdiction or the CPRC, including all cases reviewed by the commission and new complaints.

B. Review:
   After the initial investigation and review by the Riverside Police Department, the Investigative File and its contents will be forwarded to the CPRC Manager and/or the CPRD Independent Consultant for review. If the investigation is deemed incomplete or further information is needed, the case will be sent back to Internal Affairs with a written explanation. If the investigation is determined to be complete, the CPRC Independent

Consultant will write a synopsis of the case and refer the case to the CPRC Manager for placement on the next available agenda.

C. Investigations:
Investigation by the Commission may be conducted by the CPRC Independent Consultant and/or Independent Homicide Investigator. Assistance may be sought from Internal Affairs as appropriate in the judgment of the Independent Consultant and/or Commission.

D. Commissioner Notification:
Commissioners will be advised when a synopsis, prepared by the CPRC Independent Consultant, and the Investigative File are available electronically. The synopsis is **Confidential** and will be available to the Commissioners no later than ten business days before the next scheduled Case Review Meeting. It is the Commissioner's responsibility to review the case prior to the meeting when deliberations take place.

E. Complainant Notification:
When a complaint case is agendized for Commission review, CPRC Staff will advise the Complainant, in writing, of the date, time, and location of the Case Review Meeting. This gives the Complainant the opportunity to address the Commission regarding the case prior to the Closed Session portion of the Case
Review Meeting.

F. Deliberation:
Each case ready for review will be placed on the agenda of the next scheduled meeting. The case deliberations will occur in Closed Session. Upon review, the Commission may decide to send the case back to RPD for further investigation, have the CPRC Independent Consultant conduct a further investigation, delay a decision to a future meeting, or submit a finding to the City Manager and Police Chief.

G. CPRC Investigations:
1. All investigations conducted by the CPRC will be facilitated through the CPRC Manager.

2. The CPRC Manager, or CPRC Independent Consultant, may interview the Complainant, Subject Officer(s), and Witness(es), and should collect all relevant information, including all documentation available relative to the investigation.

3. The Investigation shall be conducted in a fair, ethical and objective manner. The CPRC Manager and CPRC Independent Consultant are agents of the Commission and personal opinions shall not be contained in the report.

4. Additionally, the Commission may conduct further investigation pursuant to Article 5 section K.

H. Preservation of Records / Evidence:
All files, documents, and related materials relating to a citizen complaint shall be kept and preserved by RPD Office of Internal Affairs for a period of five years or 15-years for sustained complaints, pursuant to CPC 832.5.

I. Investigation Timetable and Report:
All effort will be made by RPD to complete the Investigative Report within 120 days, pursuant to RPD Policy 1009. The CPRC Manager will coordinate with RPD to apprise the Commission of any delay.

The RPD Investigative Report should include the initial complaint and police report, if applicable, all evidence in the case but not limited to audio, video, photographs and statements provided by all parties involved in the incident..

J. Commission Review and Findings:
The complaint, with the stated allegations of police misconduct and the investigative data, shall be submitted to the Commission for its review. The Commission, in Closed Session, deliberates and determines an appropriate finding for each allegation. Its findings are forwarded to the City Manager for final disposition. The Commission may request the Staff to reopen the investigation for additional information or evidence. The CPRC Manager, or CPRC Independent Consultant, shall be in person or virtual to respond to questions from members of the Commission.

K. Hearings:
1. Conducting the Hearing:
With five affirmative votes, the Commission may elect to hold a hearing. The full Commission will conduct this hearing. The Commission may request or subpoena the Complainant(s), Witness(es), and Subject Officer(s) to appear before it to answer questions or provide information.

The hearing shall be open to the extent permissible by law. The Commission shall follow an informal hearing procedure in conducting its investigation of individual complaints. Any witnesses shall be questioned by the Commission or Staff only. There shall be no cross-examination by sworn Police Department employees, citizen witnesses, the Complainant, or their respective counsel.

The Commission findings shall be referred to the City Manager for final disposition. The Complainant and Subject Officer shall be notified of the final disposition by the City Manager.

All records relating to the investigation pertinent to the complaint shall be made available to the Commission to the extent permissible by applicable federal, state, and local law, and applicable contractual agreements.

2. Subpoenas:
Subpoenas shall be issued by the Commission upon the affirmative vote of six Commissioners and shall be served by the CPRC Manager or CPRC Manager's designee.

L. Findings:
The Commission shall make its findings, which may include, but not be limited to, the following:

SUSTAINED — When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

NOT SUSTAINED — When the investigation discloses that there is insufficient evidence to sustain the complaint of fully exonerate the employee.

UNFOUNDED — When the investigation discloses that the alleged act(s) either did occur or did not involve RPD personnel.

EXONERATED — When the investigation discloses that the alleged act occurred, but that the act was justified, lawful and proper.

INCOMPLETE — A matter in which the complaining party wither refuses to cooperate or becomes unavailable after diligent follow-up investigation. Depending on the seriousness of the complaint and the availability of sufficient information, incomplete matters may be further investigated.

PREVIOUS ADMINSTRATIVE REVIEW - A matter in which the actions of the employee(s) have been determined to be in policy in a previous administrative investigation and no further information, or other justification for renewed examination, is provided or discovered beyond what was already known at the time of the Previous Administrative Review.

OTHER JUDICIAL REVIEW — The finding is intended to address complaints in which the matter has been handled or would most appropriately by handled, by a judicial authority having jurisdiction over the matter.

Example 1: A member of the public complains that an officer failed to interpret a child custody order in the same manner as the community member interpreted

Example 2: A motorist complains about a traffic citation and the only issue is the motorist's guilt or innocence for the violation. No other issue of employee behavior is raised.

Example 3: A person complains that they were convicted of a crime that they did not commit. Assuming that no new evidence is provided beyond what the defendant raised or had the opportunity raised in court, the appropriate finding would be Other Judicial Review.

FRIVOLOUS — Complaints that are totally and completely without merit, or which are made for the sole purpose of harassing a police employee may be classified with a finding of frivolous as defined in Section 128.5 of the California Code of Civil Procedure.

NOTE: If, in the course of its deliberations, the Commission finds that consideration should be addressed to policy, training, supervision, or other issues, the Commission may refer such suggestions or recommendations to the Police Chief and City Manager.

M. Distribution of Findings:
The Commission shall send its findings to the City Manager and the Police Chief. In cases where the findings between the Chief of Police and the CPRC differ, the information will be sent to the City Manager for review and any action deemed necessary.

N. Confidentiality:
1. Commission Limitation:
All matters shall be kept confidential as required by law. Commissioners shall refrain from issuing individual media statements and shall refer all statement requests to the Commission Manager.

2. Penalty for Violation:
Failure to comply with the legal requirement shall be grounds for removing a Commissioner from the Commission.

VI. OFFICER-INVOLVED DEATH (OID) CASE EVALUATIONS

The Community Police Review Commission shall review and investigate the death of any individual arising out of or in connection with the actions of a sworn police officer regardless of whether a complaint regarding such death has been filed. Upon receipt of the Criminal Casebook, all stages of the Commission's public review should be completed within nine months, or sooner, if practical.

Once an Officer-Involved Death (OID) incident occurs, RPD Command Staff notifies the CPRC Manager or designee, as soon as possible after the event. The CPRC Independent Consultant will notify the Commissioners and the Commission's Independent Homicide Investigator, alerting them of the incident.

The CPRC Independent Consultant, with the Commission's Independent Homicide Investigator, may attend the Chiefs Briefing of the incident once it is scheduled by RPD Command Staff.

RPD Command Staff will then provide an oral briefing to the Commission at its next Regular Meeting after the incident, unless there is insufficient time to do so between the incident and the Regular Meeting. Pursuant to the City Charter, the Commission's Independent Homicide Investigator may begin the investigation of the incident once the incident scene is released by RPD. The CPRC Independent Consultant will coordinate this investigation between the Independent Homicide Investigator and RPD that may include a site visit to the scene once cleared by the official investigations team, contact witnesses or involved parties and photograph or in some way document the scene. The Independent Homicide Investigator shall not interfere with the official homicide investigation. The Independent Homicide Investigator will complete an initial written report of his or her activities and submit it to the CPRC Independent Consultant and Commission.

Upon completion of the Riverside District Attorney's review an RPD/RSO OID investigation, RPD will notify the CPRC Manager’s office and CPRC Independent Consultant when the redacted Criminal Casebook has been posted in Laserfiche. The CPRC Independent Consultant will notify the Independent Homicide Investigator that the redacted Criminal Casebook is available to begin his/her review. The CPRC Independent Consultant will review the Criminal Casebook and prepare a “Fact Sheet” for use by the Commission. In addition, the CPRC Independent Consultant will prepare a “Rationale Work Sheet,” for the Commission to use during the review process. The purpose of the Rationale Work Sheet is for Commissioners to document notes for discussion and prepare a Rationale Statement in support of their finding.

The CPRC Independent Consultant will guide the Commission through their deliberations through adopted OID Review Stages I-VII. Once the review process is completed, the CPRC Independent Consultant will collect all Rationale Work Sheets and prepare the first draft of

the OID Public Report. The Commission will then have the opportunity to finalize the Public Report for posting on the CPRC website.

The Commission's goal is to complete the public evaluation of the OID within nine months after receiving the Criminal Casebook from RPD and consists of the following seven stages.

A. Stage One – Commissioner Review

1. Commissioners will review the OID investigation materials(s) after being notified by Staff that RPD has released the OID Criminal Casebook. Commissioners may review the casebook in Laserfiche or on the CPRC website once it is posted.

2. The CPRC Independent Consultant (Consultant) will provide Commissioners with a Tab Review Sheet containing pertinent details of the investigation as well as a Rationale Worksheet for use during the review and deliberation process. It is suggested that Commissioners use the Tab Review Sheet to begin their review process.

   The Consultant will inform the Independent Homicide Investigator of the Criminal Casebook's availability so he/she can complete the investigative review of the case. The Independent Homicide Investigator will prepare a written report containing the investigative review, case evaluation, and expert opinion on the investigation conducted by RPD/RSO/DA Homicide Detectives. If the California Department of Justice (CA-DOJ) conducts a California Government code section 12525.3 investigation of the OID, this will be included for Commissioner Review. The Commission's Independent Homicide Investigator may offer recommendations on any additional investigative work deemed necessary to aid the Commission in their assessment of the case. The Independent Homicide Investigator will also provide the Commission with an oral presentation at a Commission meeting.

3. Commissioners and the Consultant should commence review of the Criminal Casebook within 30-days after it has been posted.

B. Stage Two – Fact Finding, Request for Training & Investigation

1. Commissioners identify and discuss important facts of the case at the first Regular Meeting within 30- days after the Stage One review period expires. Commissioners have the opportunity to request clarification and may request further investigation or training by an RPD Investigator, RPD Staff, the Consultant, Commission's Independent Homicide Investigator or a subject matter expert.

2. The Consultant or the CPRC Manager will obtain requests for additional training and / or follow-up requests by Commissioners if needed. The requested training or

clarification requests will be presented at the next Regular Meeting or, dependent on the OID caseload, a Special Meeting. The Consultant and / or the Independent Homicide Investigator will provide a report to the Commission on any additional work product, if this was requested.

The various aspects of Stage Two will continue to occur until all factual questions have been answered, all means to gather that information have been exhausted, and requested training has been completed.

3. Once the Commission has informed Staff that all factual questions have been answered and it is satisfied with supplied training or additional investigation, the Commission will close the fact finding, training, and additional investigation process by Commission consensus of the majority and proceed to the next stage. The Commission should strive to complete this process within 60 days of receiving the Criminal Casebook from RPD.

C. Stage Three – Policies and Procedures Process
   1. The Consultant and Commissioners identify and present all relevant RPD Policies and Procedures associated with the OID. The Consultant will also identify any other generally accepted law enforcement policies or procedures that may be applicable. The purpose is to identify areas that may give rise to Policy Recommendations.

   2. Immediately upon receiving any Commission-approved education and/or training on policy, procedure, technical, or tactical issues, Commissioners will review all provided materials and prepare for further discussion. Commissioners will identify any new factual questions or issues raised through the review of policy, procedure, technical or tactical functions and, if necessary, request a follow-up response by the consultant or Independent Homicide Investigator.

   3. The Consultant will provide a follow-up report to the Commission on the Independent Homicide Investigator's response to new factual questions that needed to be clarified or investigated.

   4. The Commission will close the Stage Three, Policies and Procedures Process by consensus of the majority and proceed to the next stage. The Commission should strive to complete the Stage Three, Policies and Procedures Process within 30-days of completing Stage Two.

D. Stage Four – Deliberation and Finding Process
   1. Immediately upon completion of Stage Three, Policies and Procedures Process, the Chair gives notice to the Commission that each Commissioner is responsible to

develop a rationale for a finding on whether or not the OID is consistent with RPD policy.

Commissioners are encouraged to be specific in reference to facts and policy as a basis for a potential finding. Every rationale should rely solely on the facts of the case, investigation, and training, and Commissioners should be prepared to discuss their rationales for their findings. Commissioners will submit completed rationales to the Consultant.

2. The Chair will call for all Commissioners to publicly offer their rationales and findings as a starting point for discussion. Commissioner rationales will be used to construct the Commission's summarized findings in the Commission's OID Public Report.

3. Commissioners will commence discussion of rationales and findings upon conclusion of all of the above steps. Commissioners discuss whether one unified rationale is sufficient to cover Commission positions, views, and concerns. Commissioners with dissenting points of view, if any, should articulate and discuss their specific areas of concern by identifying and applying facts from Stage Three and Four using RPD policies in existence at the time of the OID.

4. If any dissenting rationales are identified and developed, the Commission will include dissenting rationale in the Commission's OID Public Report.

5. After all rationales have been discussed, a Commissioner should make a motion as to whether the OID is consistent with RPD Policy and Procedures. The findings may be based on the "totality of circumstance.: The Commission should strive to complete Stage Four, Deliberation and Finding Process, within 30-days of completing Stage Three, Policies and Procedures Process.

6. The OID Public Report will be prepared based upon the input provided by Commissioners during discussions, deliberations, and the Commissioners' rationales and findings.

E. Stage Five – Policy Recommendation Process (if desired)
   1. The Policy Recommendation Process commences immediately upon completion of Stage Four, Deliberation and Finding Process. The Chair gives notice to the Commission that any Commissioner who has identified a possible recommendation(s) to RPD policies, practices, tactics, training, or other areas is asked to provide such recommendations, or ideas for recommendations, to the Commission for consideration and discussion. The Staff prepares any

recommendation documents based on the above guidelines and presents them to Commissioners for review and further discussion.

2. After presentation of any recommendations and subsequent discussion, if any, Commissioners will decide by consensus of the majority whether to approve and submit the recommendations the Chief of Policy.

3. The Commission should strive to complete the Stage Five, Policy Recommendation Process within 30 days of completing Stage Four, Deliberation and Finding Process.

F. Stage Six – Officer- Involved Death Case Public Report
   1. Upon completion of the preceding stages, the Commission shall direct the Consultant to write a draft of the OID Public Report containing information, rationales, and findings from all of the above stages. The Consultant will draft the report and distribute the completed draft to the Commissioners prior to the next Regular Meeting. Once Commissioners have addressed any changes and potential inclusion of dissenting opinions, the Consultant will modify the draft and distribute it to Commissioners for their final review.

   2. At the next Regular Meeting, the Chair calls for final discussion and a **majority vote** of approval of the Commission's OID Public Report.

G. Stage Seven – Public Report is sent to the Chief of Police and Posted on the CPRC website as public information.

VII. POLICY RECOMMENDATIONS

A. In accordance with Section 810 of the Riverside City Charter, the Commission can make recommendations to the RPD regarding its Policies and Procedures.

B. A Policy Recommendation can be proposed by any Commissioner and can result from complaint case review, officer-involved death case evaluations, or knowledge obtained in any other manner.

C. A proposed Policy Recommendation will be agendized for Commission discussion and vote.

D. Upon Commission approval of a proposed Policy Recommendation, it will be signed by the Commission Chair, after which the CPRC Manager will forward the document, with cover memo, to the Chief of Police or City of Riverside Safety, Wellness and Youth Committee for review and approval, as the case may be.

E. The CPRC Manager will ensure a written or oral response is obtained from the Chief of Police within 60 days.

VIII. ELECTIONS OF CPRC CHAIR AND VICE-CHAIR

A. City Charter and Brown Act Requirements

1. In accordance with Section 804 of the Riverside City Charter, elections for the Commission's presiding officers shall take place during the first meeting after the last day of February each year.

2. The Brown Act prohibits members of a board or commission from using e- mail to discuss, deliberate or otherwise address any issue within the subject matter jurisdiction of the body. It is legally irrelevant whether or not a collective concurrence is reached outside of a properly noticed meeting. The mere act of e-mailing a quorum in an attempt to influence is a violation of the law.

   Consequently, all discussions relative to officer elections, including nominations and the vote for Chair and Vice-Chair, must occur as part of the formal meeting agenda.

B. Eligibility to Serve

1. Commissioners wishing to serve as Chair or Vice-Chair may do so unless they have already served two consecutive terms in the office they currently hold.

2. In accordance with Article V, Section 5, of the Commission's Bylaws, Commissioners elected as Chair and Vice-Chair serve in these positions for a one-year term and may serve no more than two consecutive terms in the same office.

C. Nomination Process

1. Commissioners interested in serving as Chair or Vice-Chair can inform the Commission of their interest or can nominate a fellow Commissioner during either of the meetings noted below. Those who are nominated by a fellow Commissioner must accept or decline the nomination.

2. Nominations for Chair and Vice-Chair may be made during the February Regular Meeting.

3. Nominations for Chair and Vice-Chair may also be made during the first meeting in March when the elections take place.

D. Notification and Election Process

1. Each year, in preparation for the annual elections, the January Regular Meeting agenda will contain an item to notify Commissioners of the elections that will take place during the first meeting in March. There will be no nominations during the January meeting.

2. Each year, the February Regular Meeting agenda will contain an item regarding nominations for Chair and Vice-Chair.

3. Each year, Item 2 on the agenda for the first meeting in March will be for the elections of the Chair and Vice-Chair. During this meeting, the candidates may speak about their qualifications for the office they are seeking.

4. When all discussion has been completed, the Commission's Administrative Assistant will call for the vote for the offices of Chair and Vice-Chair.

5. The nominees receiving a majority affirmative vote of those Commissioners present will be elected.

IX. OUTREACH

A. Riverside Municipal Code Requirements

1. In accordance with Ordinance 6516, Chapter 2.76 of the Riverside Municipal Code, the Commission is tasked with ensuring good relations between those who enforce the laws and the Riverside populace they serve so that the public will take pride in local law enforcement and those that enforce the laws will take pride in their service to the public.

B. Community Police Review Commission Efforts

1. In an effort to enhance community cohesiveness and communication between Riverside citizens and sworn members of the Riverside Police Department, it is strongly encouraged that all Commissioners participate in Outreach events throughout their years of service.

2. Outreach efforts can be originated by a Commissioner or the entire Commission or may be conducted in response to a request by citizens, community leaders, and members of City government or Riverside Police Department. At Outreach events, Commissioners should accept comments regarding the quality of RPD and CPRC.

3. Examples of Outreach events can include Mayor's Night Out, City Council sponsored events, National Night Out, cultural events, neighborhood meetings and events, youth and senior events, veterans' events, police department ride-alongs,

sit-alongs, and fly-alongs, and roll call presentations and citizen one-on-one conversations.

4. Each Commissioner shall as part of his or her duty as a CPRC Commissioner participate in at least two CPRC presentations each year, and return any completed self-assessment project surveys to the CPRC Admin within one month of the presentation.

C. Media Request

1. All media inquiries shall be directed to the Commission Manager, who will notify the Commission Chair. Requests for a Commission statement shall be answered only by the Commission Chair or the Commission Manager upon agreement between these two individuals.

2. Prior to issuing a statement to the media, the Commission Manager shall seek input from the individual Commissioners and, when necessary, the RPD. Commissioners should refrain from issuing individual media statements on items related to Commission business, and, instead, should route comments to the Commission Chair or the Commission Manager to be considered as part of the official Commission statement.

3. Commissioners and the Manager are prohibited from making any comments to the media in regard to closed session confidential cases or personnel matters.

4. Inquiries seeking only publicly available or procedural information may be answered by CPRC staff directly

CHRONOLOGY OF AMENDMENTS AND ADOPTIONS

Original Adoption: July 30, 2001
Amended: April 22, 2009
Amended: November 18, 2012
Amended: October 24, 2015
Amended: February 22, 2017
Amended: August 23, 2017
Amended: December 13, 2017
Amended: October 1, 2018
Amended: October 24, 2018
Amended: January 24, 2024
Amended: March 25, 2026

Respectfully Submitted,

Steven Bell
Steven Bell (Apr 28, 2026 06:57:40 PDT)

Steven Bell, Chair
Community Police Review Commission

Apr 28, 2026

Date

Policies and Procedures 2026

Final Audit Report 2026-04-28

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