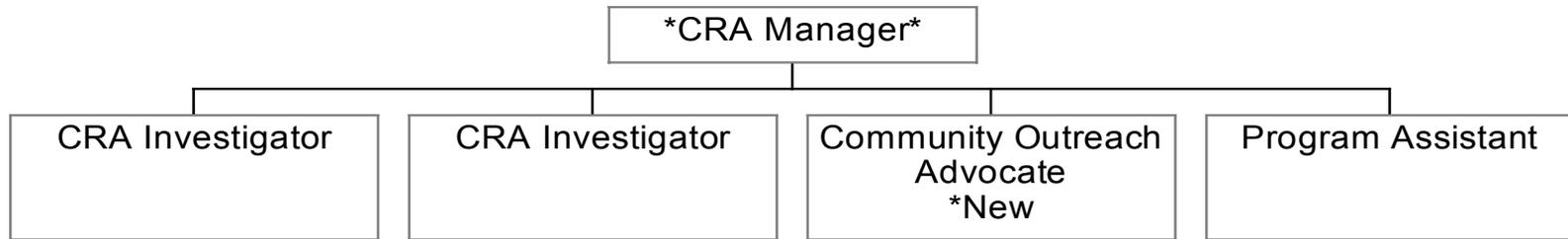


Civilian Review Authority Organization Chart



CRA Case Investigator Typical Duties and Responsibilities

A Case Investigator, under supervision of the Manager of CRA, receives complaints from the public regarding alleged police misconduct and conducts investigations to determine the facts of each case. Typical duties include, but are not limited to the following:

- Carry an average investigation caseload of twenty-five cases a month.
- Respond to telephone and in-person contacts from citizens.
- Question complainants and draft initial complaints.
- Take clear and concise verbatim statements from complainants.
- Question potential witnesses to determine if they have relevant information and record verbatim statements when necessary.
- Question police officers and other City employees and take verbatim statements when necessary.
- Secure releases for medical and other relevant information.
- Obtain all pertinent medical records from medical institutions and private physicians.
- Locate, collect and interpret relevant police reports, emergency communications records, dispatchers reports, jail records and other relevant written evidence.
- Take still photographs and/or videotape of injuries, damages, and scene of incident when necessary.
- Locate and preserve other items of physical evidence.
- *Research state and local laws, police policies and procedures.*
- Write complete, clear and concise reports summarizing the findings of investigations.
- Assist the Manager in interpreting and finding the facts of the case.
- Testify before panels as necessary.

CRA Manager duties and responsibilities

- Make final determinations on complaints by reviewing complaints, investigative data, weighing evidence and credibility, using case law, in consultation with investigators, to establish probable cause or no probable cause
- Prepare and present cases to the Civilian Review Board so that a hearing can be conducted
- Manage the intake process through review of complaints and inquiries handled by investigators; implement and provide mediation as appropriate to effect expedient and fair resolution of cases
- Hire, train, review work, discipline CRA staff including 2-4 investigators, 1 program assistant, and 1 community advocate, to further the mission of the unit
- Implement/administer procedures to ensure compliance with Administrative Rules, State Statutes, City Ordinances
- Provide community outreach to raise awareness of CRA procedures and scope of authority; advocate for the agency
- Consult with Minneapolis Police Chief and employees, City Attorneys, Police Federation, private attorneys and other governmental agencies to ensure a cooperative relationship with the CRA
- Provide training to police department and Civilian
- Review Board for effective operation in furtherance of their respective missions
- Prepare reports of summary data for city council, mayor and director to determine if objectives have been met
- Respond to media inquiries; disseminate information to community regarding CRA activities to keep the public and other interested parties informed

CRA Program Assistant

- Maintain department database and design standard and customized reports
- Prepare and report statistical information to Minneapolis Police Department
- Prepare and compose routine correspondence
- Respond to requests for information from the public and other City departments in accordance with the Minnesota Data Practices Act
- Provide administrative and secretarial support to the Board, manager, and investigators
- Manage Board appointment process
- Prepare notices to complainants and officers regarding complaint status and disposition
- Arrange Board meetings and maintain record of all meetings
- Coordinate board calendar and arrange hearing dates
- Notify officers and complainants of hearings
- Assist in preparation of board findings of fact and conclusions
- Retrieve information from Minneapolis Police Department CAPRS database
- Gather intake information from potential complainants and assign callers to investigators
- Answer, screen and handle routine telephone calls
- Maintain confidential files
- Manage supplies and equipment needs for unit
- Coordinate staff training
- Coordinate board and unit travel
- Transcription of complainant, officer and witness taped interviews