

- I. Complaint Intake Process**
 - a. Complaint form**
 - i. Translation access needed**
 - b. Database Entry**
 - i. Required tags and information**
 - ii. Limitations of storage/access method**
 - iii. Expectations of database functionality**
 - c. Legal Requirements for Disclosure to MPD**
 - d. Initial Meeting**
 - i. Translation access needed**
 - ii. Privacy Accommodations**
 - e. Written Response detailing the next or final steps of the complaint at this time.**
- II. Complaint Selection Process**
 - a. Limit of 3 Simultaneous Investigations:**
 - i. Complaint-led Policy Investigations**
 - ii. Individual Complaint Investigations**
 - b. Rolling List of upcoming complaints and estimated start date**
 - i. Structure**
 - ii. Prioritization of Complaints in Rolling List**
 - 1. Rubric**
 - 2. Safeguards**
- III. Investigation**
 - a. Follow-up contact with Complainant**
 - i. Schedule Second Meeting**
 - ii. Second Meeting with Complainant**
 - 1. Review of Incident**
 - 2. Critical Starting Information**
 - 3. Establish Contact Schedule**
 - 4. Explain future process steps**
 - b. First Meeting with Chief to Discuss Investigation**
 - i. Follow-up meetings as needed with Chief and knowledgeable MPD staff, as requested by either party**
 - c. First Meeting with Data Team/Accused MPD Staff**
 - i. Follow-up meetings as needed with Data Team, as requested by either party**
 - ii. Follow-up meetings with Accused MPD Staff, as requested by either party**
 - 1. Safeguards**
 - a. IM retains legal rights**
 - b. Zap Prevention - Accused MPD Staff is entitled to limited number of meetings per month**
 - 2. Union Meeting**
 - d. Outside Resources**

- i. Contracting Guidelines
 - ii. PI
 - iii. SME
 - iv. Witnesses
- IV. Report**
 - a. Initial Stages**
 - i. Initial Draft Report (Allegation Investigation)**
 - 1. Meeting with Complainant**
 - 2. Meeting with Chief**
 - a. LESI Concerns**
 - 3. Next Steps**
 - b. Initial Draft Report (Policy Investigation)**
 - i. Meeting with Data Team**
 - ii. Meeting with Chief**
 - 1. LESI Concerns**
 - iii. Paired Copies prepared**
 - iv. Board Meeting (closed session)**
 - v. FPC Meeting**
 - vi. Next Steps**
 - c. Final Draft Report (Allegation Investigation)**
 - i. Meeting with Complainant**
 - ii. Meeting with Chief**
 - iii. Meeting with Board in Closed Session**
 - d. Final Draft Report (Policy Investigation)**
 - i. Meeting with Data Team**
 - ii. Meeting with Board**
 - iii. Meeting with Chief**
 - iv. Meeting with FPC**
- V. Finalization**
 - a. LES review**
 - i. Final edits**
 - ii. Dispute Resolution**
 - b. Penultimate Meeting with Complainant**
 - i. Review of Protected Final Report and Public-Facing version of Report**
 - ii. Invitation to Board Presentation**
 - iii. Next Steps with FPC**
 - 1. Need for Representation Assessment**
 - iv. Feedback**
- VI. Presentation**
 - a. Open Session Board Presentation of Public-Facing Final Report**
 - b. Closed Session Discussion between Board and Complainant(s)/Data Analyst**

- i. Any Protected information the Complainant/Data Analyst would like to share with the Board
 - ii. Independent Monitor will leave meeting
 - iii. Complainant/Data Analyst provides feedback to Board
- VII. Publication
 - a. Discussion with Complainant(s) about any last-minute privacy accommodations
 - b. Print and Bind
 - c. Web Publication

Outlying Issues/Concerns/Blindspots to be worked out before Final Draft:

- PSIA involvement
- Union rights
- City Attorney involvement
- FPC involvement
- DPH involvement