

**NON-CONFIDENTIAL INVESTIGATIVE SUMMARY PROCEDURE    Administrative General Order 3.3**

The purpose of this Order is to set forth Citizens' Police Review Board (CPRB) policy regarding the creation of Non-Confidential Investigative Summary reports and their dissemination for public review.

**I.        Non-Confidential Investigative Summary (NCIS) Report**

The NCIS report shall consist of the following six (6) sections:

**A.    Cover Page**

The Cover Page shall contain the following information:

- i.    Complainant(s) Name
  1.    Complaint name(s), as indicated on the complaint form shall be used for all adult complainants
  2.    Complainant(s) shall be identified as Jane Doe or John Doe when:
    - a.    The complainant(s) allege sexual assault and/or sexual contact by an officer; and
    - b.    The complainant(s) are minors.
- ii.   CPRB Case Number
- iii.   Subject Officer(s)
  1.    Subject Officer(s) (SO) shall be identified as SO #1, SO #2 (in the case of multiple officers) and so on throughout the non-confidential summary report regardless of rank or assignment; and
  2.    Masculine pronouns (he, his, and him) shall be used throughout the non-confidential summary report regardless of SO gender.
- iv.   Witness Officer(s)
  1.    Witness Officer(s) (WO) shall be identified as WO #1, WO #2 (in the case of multiple officers) and so on throughout the non-confidential summary report regardless of rank or assignment; and
  2.    Masculine pronouns (he, his, and him) shall be used throughout the non-confidential summary report regardless of WO gender.
- v.    Civilian Witness(es)
  1.    Civilian Witness(es) (CW) shall be identified as CW #1, CW #2 (in the case of multiple civilian witnesses) and so on throughout the non-confidential summary report; and
  2.    Masculine pronouns (he, his, and him) shall be used throughout the

non-confidential summary report regardless of CW gender.

vi. Date of Incident

vii. Location of Incident

1. Do not use exact locations, names of buildings and/or institutions, or any other information that could be used to identify exact locations of incidents.
2. The following are examples of terms/phrases you may use to identify locations of incidents:
  - a. City Street, Oakland, CA;
  - b. Parking Lot, Oakland, CA;
  - c. Inside/Outside residence, Oakland, CA;
  - d. Inside/Outside business, Oakland, CA;
  - e. Inside/Outside restaurant, Oakland, CA;
  - f. Inside/Outside entertainment venue, Oakland, CA; and/or
  - g. Public Park, Oakland, CA

viii. Date Complaint Filed

ix. Investigator Name

x. 3304 Date

#### **B. Disclaimer**

The following disclaimer shall be included after the 3304 date and before the description of the complaint:

***“This is a brief summary designed only to enumerate salient points regarding allegations of misconduct by sworn members of the Oakland Police Department (OPD) and does not reflect the entirety of the extensive investigation by the Complaint Investigators of the Citizens’ Police Review Board (CPRB) or the deliberations of the CPRB Commissioners. In evaluating this matter, the CPRB considered the information contained, in part, on the following pages including: statements from complainants, witnesses, subject officers and witness officers; police reports and other related OPD documentation; and any related third-party evidence obtained during the course of the CPRB investigation.*”**

***In accordance with state law, divulging the identity of police officers in public reports is prohibited, so the masculine pronouns (he, his, and him) will be used in this report in situations where the referent could in actuality be either male, female or non-binary.”***

**C. Description of Complaint (see Appendix A, CPRB Form 17A)**

**D. Allegation(s) (see Appendix A, CPRB Form 17A)**

**E. Background (see Appendix A, CPRB Form 17A)**

**F. Analysis (see Appendix A, CPRB Form 17A)**

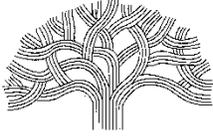
## **II. NCIS Report Review/Release**

The Executive Director shall designate a minimum of two CPRB personnel members to review each NCIS report created to make sure it does not contain any information which may be used to identify any officers involved (subject and/or witness), the location of the incident, or any information which is prohibited by California state law from being released to the public.

The Executive Director must approve the release of an NCIS report. NCIS reports shall also be made available on the CPRB website, included in non-confidential agenda packets, and included with the CPRB's annual and semi-annual reports.

**APPENDIX A**

**NON-CONFIDENTIAL SUMMARY REPORT**



**CITY OF OAKLAND  
CITY ADMINISTRATOR'S OFFICE  
CITIZENS' POLICE REVIEW BOARD**

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**CLOSURE REPORT: DATE COMPLETED**

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250 FRANK H. OGAWA PLAZA \* SUITE 6302 \* OAKLAND, CA 94612 \* 510-238-3159 \* FAX 510-238-6834 \* TTY 510-238-2007

**Complainant's Name:** Complainant Name #1  
Complainant Name #2

**CPRB Case Number:** ##-####

**Subject Officer(s):** Unknown OPD Officers  
Officer #1

**Witness Officer(s):** None Identified

**Civilian Witness(es):** None Identified

**Date of Incident:** ###/###/####

**Location of Incident:** School Parking Lot, Oakland, CA

**Date Complaint Filed:** ###/###/#### (IAD)  
###/###/#### (CPRB)

**Investigator:** xxxxxx xxxxxxxx

**3304 Date:** ###/###/####

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**DESCRIPTION OF COMPLAINT:**

*(May cut and paste from investigative report.)*

**ALLEGATIONS:**

*(May cut and paste from investigative report)*

**BACKGROUND:**

*(May cut and paste from investigative report.)*

**ANALYSIS:**

*(May cut and paste from investigative report.)*

**REASON CASE IS PROPOSED FOR CLOSURE:**

Oakland City Council Ordinance No. 12454 C.M.S, section (6)(G)(9) provides “After appropriate investigation and upon the recommendation of staff, the Board may dismiss a complaint without a hearing if it concludes: (1) that a hearing would not facilitate the fact-finding process, and (2) that no good cause is shown for further action.”

**EFFORTS MADE TO CONTACT THE COMPLAINANT AND THE SUBJECT OFFICERS ABOUT THIS PROPOSED CASE CLOSURE:**

An administrative closure letter was sent to the Complainants by regular and certified mail and to the subject officer(s) via inter-office mail on **(Date Sent)**.