PUBLIC HEARING ORDERED
- Not sooner than next regularly scheduled Board meeting
- 10 day advance notice of hearing date to parties

PRE-HEARING CONFERENCE
- No less than 15 days prior to hearing date
- 10 day advance notice to parties

PUBLIC HEARING
- Continuance of up to 10 days is permissible upon showing of good cause

DECISION
Announced publicly at a regularly scheduled Board meeting or 10 days after reaching a decision, whichever is later.

Notify:
- Complainant
- Subject Officer

Convey recommendations in writing to:
- Mayor
- Chief

PROCESS COMPLETED

Response due from Chief/Mayor within 30 working days.

Mediation Option Available with Both Parties in Agreement
**Preliminary Inquiry**
(Completed within 10 days, no more than 30 days or the next scheduled Board meeting)

**Board**

- Conduct interviews
  - Witnesses
  - Subject Officer
- Secure documents
- Establish Facts
- Conclude with recommendation

**Mediation**
(Optional with both parties agreement)
Strict confidence
Available until Public Hearing

**Full Investigation**
(Completed within 30 days; extension of 30 days with written notice to all parties)

**Board**

- One party refuses mediation

**Public Hearing Ordered**

**Board**

- Dismiss
  (Finding of no misconduct)

**Inform within 15 working days:**
- Complainant
- Subject Officer
- Chief

**Witnesses taped/signed statements taken**
Subject officer interviewed

**Close**

**Mediation Available**
INFORMAL COMPLAINT
(Unsworn; May be anonymous; by mail, in person, phone, fax, e-mail, etc.)

Pending Status
Awaiting Citizen Complaint
Request to OMI for documents
Fact finding from complainant

No further action/close
10 day letter:
- No action - with rules
- Appropriate to review
  - Rules
  - Citizen complaint
- Need additional information

Dismiss
- Unfounded
- Unsustainable
- If true, no misconduct
- Failure of Cx to cooperate

Inform
- Complainant
- Subject Officer
- Chief

Citizen Complaint
(Sworn written statement)
May be amended <30 days
- Notice to Subject Officer

PRESENTED TO BOARD
Preliminary Inquiry
(10 working days, <30 days from meeting)

Dismiss
Inform
- Complainant
- Subject Officer
- Chief

An Independent Review Board Created by the People of Pittsburgh