



Lansing Police Department Manual

200.6 — BOARD OF POLICE COMMISSIONERS — COMPLAINT REVIEW COMMITTEE

Administrative Procedure

Effective Date: 12/2016

Rescinds: 02/2001

PURPOSE

The purpose of this procedure is to establish guidelines for the review of discipline of Department employees by the Board of Police Commissioners.

COMPLAINT REVIEW COMMITTEE

- [Lansing City Charter, Duties - Section 5-301.6](#) provides: “The Board shall act as the final authority of the City in imposing or reviewing discipline of the Department employees consistent with the terms of state law and applicable collective bargaining contracts.” In furtherance of the objectives of this Charter provision, the Chairperson of the Police Board shall appoint a subcommittee of the Board to review citizen complaints, dispositions, and when applicable, corresponding disciplinary investigations and sanctions imposed pursuant to the disciplinary procedure.
- The Complaint Review Committee may receive and review citizen complaints, dispositions, disciplinary investigations and sanctions in a closed session. Since such records are confidential records according to the provisions of [MCL 423.501](#); otherwise known as the Employee Right to Know Act (ERKA), the City Attorney has ruled that such records may be reviewed in a closed session without violating the terms of the Open Meetings Act [MCL 15.261](#).
- Limitations: In order to remain consistent with applicable law and collective bargaining agreements, the following review limitations shall apply:
 - Board members may not impose discipline pursuant to the review process.
 - All investigative files relating to alleged criminal activity or violation of agency rule by an employee are **confidential** and may not be disclosed to any third party [MCL 423.501](#).
- The purpose of the review process is to allow the Board, through the sub-committee, to monitor and otherwise more properly discharge administrative or advisory board responsibilities prescribed by City Charter. Examples of such a function would include review and recommendations to the full Board relating to the adequacy of policies, procedures, disciplinary rules and regulations, or training needs of law enforcement personnel.