



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

280 City Hall

15 Kellogg Boulevard West

Saint Paul, MN 55102-1659

Telephone: (651) 266-8900

Facsimile: (651) 266-8919

TDD: (651) 266-8977

DATE

NAME

ADDRESS

ADDRESS

Dear NAME

This letter is to notify you that the Police Civilian Internal Affairs Review Commission (PCIARC) will be reviewing the complaint that you filed regarding a St. Paul police office on Wednesday, DATE.

The PCIARC is a group of nine civilians appointed by the Mayor who make recommendations to the Chief of Police regarding civilian-initiated complaints and officer discipline. These recommendations are advisory and the Chief of Police makes the final decisions.

You have the right to make a statement to the Commission when they review your complaint. Section 102.4 (b) of City of Saint Paul Ordinance 16-49 states *“Complainants shall be notified when a case they have submitted will be heard by the commission and shall be permitted to provide testimony and answer questions from the commissioners about the complaint.”*

Your attendance is not mandatory nor is it required for the commission to consider your complaint and the corresponding investigation that was conducted by the St. Paul Police Department’s Internal Affairs Unit. If you do choose to attend you will have the opportunity to make a voluntary statement which will be recorded and may be made available to the City Attorney’s Office, the Department of Human Resources, and the Saint Paul Police Department as allowed by law. It may become part of a police officer disciplinary action or released pursuant to a court order.

Following your statement you will be escorted out of the room for the case discussion. This discussion involves private employee data and thus this part of the meeting is closed pursuant to Minnesota Statutes 13D.05, subd. 2 (a) (2). Because it involves private employee data, you cannot know the outcome of the PCIARC meeting.

The Commission will make a recommendation to the Chief of Police who will make the final decision. Should that decision include discipline, the officer(s) have the opportunity to grieve the decision. When that process is complete, you will receive a letter notifying you of how the case was resolved. The timeline of this process can vary.

Should you choose to attend, the meeting it will be held at Saint Paul City Hall (15 Kellogg Blvd W., Saint Paul, MN 55102) in Room 41. **It is important that you let me know whether you**



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plan on attending so we can plan accordingly. When you arrive, please look for staff wearing nametags to check in.

Please let me know if you plan to attend the Commission Meeting and if you have any questions regarding the meeting, your right to testify or the complaint process.

Sincerely,

Libby Kantner, PCIARC Coordinator
Human Rights & Equal Economic Opportunity

DRAFT