



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

240 City Hall
15 West Kellogg Boulevard
Saint Paul, MN 55102-1681

Telephone: (651) 266-8966
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DATE

NAME

ADDRESS

ADDRESS

Dear NAME,

This letter is to notify you that we have received your complaint involving a Saint Paul Police Department officer. Thank you for coming forward to share your experience and help us improve our Police Department. Each complaint is taken seriously.

The City has a strong process in place to review complaints. Your complaint has been forwarded to the Saint Paul Police Department's Internal Affairs Unit. You should expect to receive a second letter from the Internal Affairs Senior Commander confirming their receipt of your complaint and citing details of the investigative process.

The Internal Affairs Unit will conduct an in-depth investigation by gathering evidence and interviewing those with information about the incident. Following the investigation, the City's Police Civilian Internal Affairs Review Commission (PCIARC) reviews most cases.

The PCIARC is a group of nine civilians appointed by the Mayor. Prior to their meeting to review your case, you will receive a letter inviting you to give a statement at the meeting. The choice to attend and give a statement is optional. After case review, the Commissioners make a recommendation to the Chief of Police, who will make the final decision on complaint disposition and discipline. When the process is complete, you will receive a letter notifying you the case resolution. The timeline of this process can vary.

Thank you again for taking the time to submit your complaint. Your coming forward will assist the City of Saint Paul and the Saint Paul Police Department in attaining its stated goal of achieving excellence and providing trusted service with respect. Please don't hesitate to contact me with questions throughout this process.

Sincerely,

Libby Kantner

Police Civilian Internal Affairs Review Commission (PCIARC), Coordinator

Department of Human Rights and Equal Economic Opportunity

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