

The following documentation shows the 5.08.1 Policy Procedure as it was prior to the 9/12/2017 update.

5.08.1 — Formation and Duties of the Public Safety Oversight Committee

Introduction

The Public Safety Oversight Committee ("Oversight Committee") is an impartial body through which any citizen can make a complaint about the actions of a University Law Enforcement Officer or the Department of Public Safety and Police Services. The Committee will review the investigation of complaints received to ensure that responsible procedures have been followed and actions are taken in a timely manner, when warranted.

The Oversight Committee recognizes the responsibility of the Department of Public Safety and Police Services to safeguard the rights of all citizens, faculty, staff and students. The Committee will deal receive and address grievances by persons against the University law enforcement officers or the Department of Public Safety and Police Services; the Oversight Committee may make recommendations to the Vice President for Administration regarding disciplinary measures to be taken against any University law enforcement officer who is found responsible for misconduct in office.

The Oversight Committee has no power to change or modify state law, University Ordinance, contracts with duly recognized bargaining units, or Department policies and procedures. If in the judgment of the Oversight Committee, changes in policies or procedures are necessary, it is the responsibility of the Oversight Committee to recommend such to the appropriate body.

These procedures are in support of *University Policy 5.08 Public Safety Oversight Committee*.

Procedure

MEMBERSHIP OF THE PUBLIC SAFETY OVERSIGHT COMMITTEE

The Oversight Committee shall consist of two faculty representatives, two staff representatives, two representatives from the currently enrolled student body, and an ex-officio from the Department of Public Safety and Police Services, each of whom is appointed by the University President on an ad-hoc basis.

METHOD OF APPOINTING MEMBERS

Members will be selected on an as needed basis. The President of the University is responsible for the selection of the committee members and will insure that a committee chairperson is identified.

COMPLAINT PROCEDURE

Citizens who wish to file a complaint against a University law enforcement officer or against the Department of Public Safety and Police Services (DPSPS) may do so in person, via email or via telephone to any member of the University. Any member of the University receiving an official

The following documentation shows the 5.08.1 Policy Procedure as it was prior to the 9/12/2017 update.

complaint will, if possible, obtain the identity and contact information of the person making the complaint and forward the information to the Director of Public Safety and Police Services (Director).

The Director will ensure that the policies and procedures outlined in The Department of Public Safety and Police Services department directive “C – 14.0 Citizen Complaint Professional Standards Investigations” are followed.

Once formed, the Director will then forward a copy of the completed investigation to the Vice President for Administration and/or directly to the Oversight Committee for review.

The Oversight Committee will review the police investigation and assess whether responsible procedures have been followed. The Oversight Committee may make recommendations to the Director and/or the Vice President for Administration regarding the process, outcome, or disciplinary actions taken by the DPSPS. A summary report of the Oversight Committee’s findings and recommendations will be prepared by the Chairperson and will be provided to the Vice President for Administration, who, in turn, will provide the summary report to the University President and the outcomes of the summary report to the complainant.

MEETING RULES

If and when disagreements arise as to the conduct of the meetings of the Oversight Committee, *Roberts Rules of Order* shall prevail.

MEETING MINUTES

The Chairperson will assign a fellow Oversight Committee member to record the minutes of the meetings. The minutes will be submitted to the Chairperson within 15 days after the meeting for review and then distributed to all Oversight Committee members.

CONFIDENTIALITY

Discussions of any complaint brought against the Department of Public Safety and Police Services or any of its employees is specifically restricted to Oversight Committee members and to the President of the University or the President’s designee (normally, the Vice President for Administration).

Per MCL Act 563 of 205, 15.395 any involuntary statement made by a law enforcement officer is a confidential communication that is not open to public inspection and will not be viewable by the Oversight Committee unless the Law Enforcement Officer who made the statement gives written consent.

PRESS RELEASES

No member of the Oversight Committee will make any press releases without the express consent of the University President. The Director of University Marketing and Communications (UMC) or the UMC Director’s designee will approve any and all such press releases.

INTERVIEWS

All requests made of Oversight Committee members for interviews of any type relating to the

The following documentation shows the 5.08.1 Policy Procedure as it was prior to the 9/12/2017 update.

Public Safety Oversight Committee shall be routed through and approved by the Oversight Committee Chairperson. Only questions dealing in general with the Oversight Committee, its membership, and its function within the community will be accepted.

Specific cases will not be discussed.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Any requests made of the Oversight Committee for information specific to any record, correspondence, document, policy or procedure shall be forwarded to the University FOIA officer.