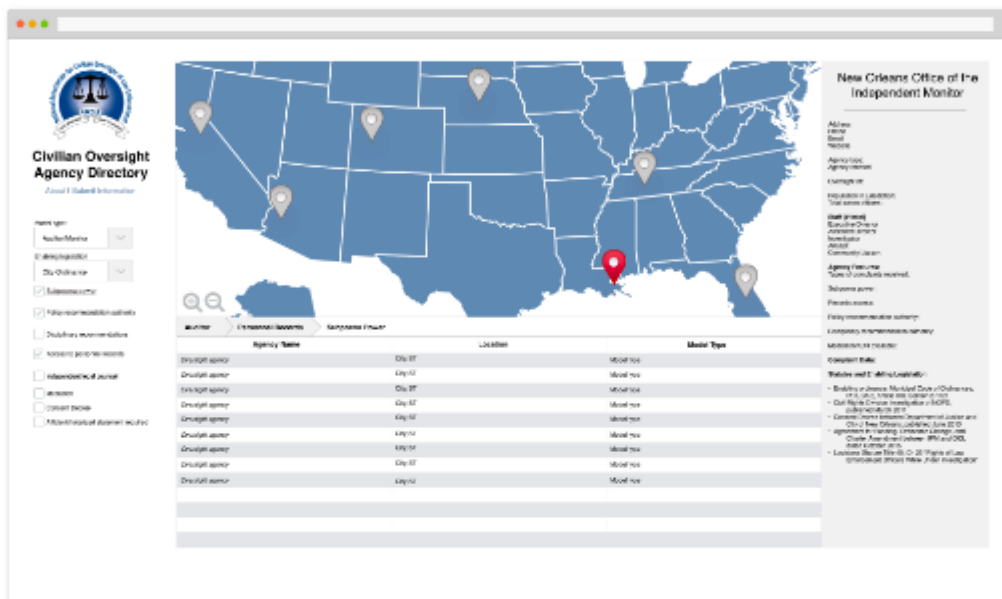


NACOLE Oversight Agency Profile Survey

The National Association for Civilian Oversight of Law Enforcement (NACOLE) is soliciting all civilian oversight entities in the United States to participate in the following survey in order to develop the first comprehensive directory of all oversight agencies and their characteristics.

The NACOLE Oversight Agency Characteristics Database (NOACD) will be updated regularly and will be made available to the public for oversight practitioners, scholars, and academics to use for further research to advance civilian oversight law enforcement.

The NOACD will also be housed within NACOLE's Civilian Oversight Directory web application. This application, developed with support from the Community Oriented Policing Services (COPS) office, will allow end users to search, filter, and compare oversight agencies across the country by various essential functions and characteristics.



This survey will take approximately 15 minutes to complete. It will ask a variety of questions about the functions, authority, and structure of your oversight agency. In addition to having an understanding of your agency's functions and structure, respondents are strongly advised to have the following information on-hand before beginning the survey:

- Total budget of your oversight agency for the most recent fiscal year;
- Total budget of the law enforcement agency overseen for the most recent fiscal year;
- Total number of staff and their positions;
- Total number of sworn personnel for all law enforcement agencies overseen and the year for this estimate;
- The most recent estimate of the civilian population under your oversight agency's jurisdiction and the year for this estimate;
- Year your oversight agency was created;
- Level of access to various internal and external sources of information (IA databases, CAD, EWS, personnel files, etc.);
- Board/Commission composition and appointment (where applicable);
- Copies of enabling legislation and any other relevant documentation in either PDF or Microsoft Word format

(file size limit: 100MB per file)

Once you begin the survey, you must complete it in order for your oversight agency's information to be submitted. Many questions require responses to advance to the next section and users cannot leave a question blank and return to it later. Respondents CANNOT complete one portion of the survey, save their results, and finish the rest at a later time. Please be prepared to respond to the survey in its entirety before beginning.

To make changes or corrections to your submission, please write to mike.vitoroulis@mac.com.

Basic Agency Information

This section captures some basic information about your oversight agency.

Name of agency: _____

Street Address: _____

City & State _____

Phone number _____

Website _____

Respondent email address: _____

For internal use. Will not be made public.

Local Oversight Structure

This section asks about the structure of civilian oversight in your jurisdiction.

Oversight of (select all that apply):

- Municipal police department
- County sheriff
- Municipal jail
- State prison or correctional facility
- State law enforcement agency
- Native American Reservation
- Campus law enforcement
- Special police agency (e.g. transportation police)
- Private Police Agency

Does your agency oversee prisons, jails, or other correctional facilities?

- Yes
- No

Enabling Legislation:

- State Statute
- County/Municipal Ordinance
- Executive Order
- City/County Charter
- Contract

Year oversight agency was created: _____

Choose year that the most relevant and current enabling legislation was enacted/passed.

Total sworn personnel under jurisdiction:

Please indicate year of estimate in parenthesis. For agencies conducting oversight of multiple law enforcement agencies, provide the sum of all sworn personnel.

Civilian population under jurisdiction:

Please indicate year of estimate in parenthesis.

Total budget for oversight agency:

Please indicate fiscal year in parenthesis.

Total budget for all law enforcement agencies overseen:

Please indicate fiscal year in parenthesis. For agencies conducting oversight of multiple law enforcement agencies, provide the sum of all budgets.

Who does your agency report to?

- Mayor/County Executive
- City Manager
- City Auditor
- City Council/City Commissioners
- Director of Public Safety
- Attorney General/Solicitor General
- Legislature

Has the law enforcement agency you oversee been the subject of a formal pattern or practice investigation by the Civil Rights Division of the Department of Justice?

- Yes
- No

Has the law enforcement agency you oversee entered into a settlement agreement (i.e. collaborative reform agreement) or court-enforced consent decree concerning the practices of the overseen department?

- Yes, at the federal level
- Yes, at the state level
- No

Agency Type and Oversight Functions

Civilian oversight agencies are typically categorized as one of three oversight models: investigation-focused, auditor/monitor-focused, or review-focused. For more information about models of civilian oversight, please see NACOLE's report "Civilian Oversight of Law Enforcement: Assessing the Evidence". The report can be downloaded from NACOLE's website at http://www.nacole.org/reports_publications.

Contemporary oversight agencies often utilize one general approach to oversight, and may take on additional oversight functions outside the traditional definition of their general approach. The first question asks how your agency would be primarily categorized. This is based off the functions your agency spends most of its time conducting. The second question asks whether or not your oversight agency conducts any additional oversight functions. Please select all that apply, including the option most similar to your selection in the first question.

The general approach of our oversight agency is:

Auditor/monitor-focused. The office primarily conducts audits of completed department investigations and/or compliance with department policy and procedures OR actively monitors open department investigations and/or compliance with department policies and procedures.

Review-focused. The office primarily reviews completed complaint investigations conducted by the overseen law enforcement agency's internal affairs unit for thoroughness, completeness, or accuracy.

Investigation-focused. The office primarily conducts investigations of the overseen law enforcement agency separately and independently of the overseen agency's internal affairs unit.

Please indicate any additional oversight functions your agency performs (Check all that apply, including the option that corresponds best to your response to the previous question.):

Reviews of completed complaint investigations conducted by the overseen law enforcement agency's internal affairs unit for thoroughness, completeness, or accuracy.

Audits of completed department investigations and/or compliance with department policy and procedures.

Active monitoring of open department investigations and/or compliance with department policies and procedures.

Investigates civilian complaints separately and independently of the overseen agency's internal affairs unit.

Conducts analyses of patterns or trends in complaints, discipline, and/or department activities, policies, and/or procedures.

Staffing and Personnel

The following set of questions ask about staffing in your oversight agency. Staff titles vary across agencies, so please respond to each question with the position that best matches the functions and roles within your office. Some staff perform multiple roles within their oversight agency. Please note that if this is the case, one staff member can be counted more than once if their day-to-day duties span across multiple positions. The counts for paid staff in each position does not need to add up to the total number of paid staff response in the following question.

Please approximate the number of paid staff employed by your _____

Does your oversight agency have legal counsel?

Yes, through city attorney, corporation counsel, or similar

Yes, through independent legal counsel

No

Please approximate the number of paid staff in the following positions.

Director:

Deputy Director:

Attorney (acting as agency counsel)

Investigators:

Auditors:

Monitors:

Community Outreach Specialists:

Analysts (i.e. research, policy, or legal analysts):

Database/IT Managers:

Office Manager:

Administrative Assistant:

Are current or former sworn law enforcement members permitted to work as staff at your oversight agency?

Yes

No

Boards and/or Commissions

Does your oversight agency have a volunteer board and/or commission? Yes
No

Boards and/or Commissions

How are board/commission members appointed? Appointed or confirmed by Mayor/City Manager/County Executive
Appointed or confirmed by City Council/City Board
Appointed or confirmed by Police Chief/Sheriff
Appointed or confirmed by Police Commission
Appointed or confirmed by law enforcement union
Selected by oversight director
Selected by a committee
Elected by civilian population

Are former law enforcement members permitted to serve on the board/commission? Yes
Yes, as nonvoting members
No

Are current sworn law enforcement members permitted to serve on the board/commission? Yes
Yes, as nonvoting members
No

Are board/commission members eligible to receive stipends? Yes
No

Do board/commission members receive training on department policy and procedure? Yes
No

Scope of Authority & Operations

Does your oversight agency have the ability to receive, investigate, or issue findings on anonymous complaints? Yes
No

Are affidavits or notarized statements required to receive, Yes
No

Does your oversight agency have the authority to issue recommendations on:

	Yes No
Departmental policies or procedures	_____
Discipline	
Investigative findings	
Officer training or retraining	

Is the department you oversee required to formally respond to any of the recommendations issued by your agency?

Yes
No

Does your oversight agency have the authority to implement or impose any of the following:

	Yes No
New or revised departmental policies or procedures	_____
Discipline	
Sworn personnel training or retraining	

Does your oversight agency release any of the following information to the public?

	Yes No
Annual reports	_____
Special reports (on policies, procedures, specific issues and/or cases, etc.)	
Complaint information and/or statistics	
Analyses of department policies and/or trends in discipline, and/or department practices	

Is the performance of your oversight agency evaluated by an external stakeholder?

Yes, by a city/municipal auditor or a similar governmental entity
Yes, by an external and independently contracted consultant or similar
Yes, by a civilian panel or board
No

Does your oversight agency have a mediation program?

Yes, officer participation is mandatory
Yes, officer participation is voluntary
No

Access to Information

The following set of questions will be used to characterize the amount of information your oversight agency has access to in order to conduct its work.

"Yes" responses indicate that your board and/or agency has reliable and consistent access to a particular set of information. This level of access is usually formally codified in either law or agreement with the overseen law enforcement agency.

"No" responses indicate that your board and/or agency is not permitted to access a particular set of information.

"Sometimes" responses indicate that your board and/or agency is permitted to access a particular set of information only at particular times during its work, and usually does not have reliable or consistent access to said information otherwise.

Some examples of instances in which a "sometimes" response is most appropriate:

- A board/commission may only have access to the personnel file of an individual officer when deliberating and adjudicating a complaint.
- Access to certain types of information is informal and relationship-based, i.e. not formally codified by law or agreement.

Does your oversight agency have access to the following information from the internal affairs unit of the overseen law enforcement agency?

	Yes	No	Sometimes
Copies of open internal affairs files and investigations			_____
Copies of closed internal affairs files and investigations			
Front-end access to internal affairs databases			
Back-end access to internal affairs databases			

Does your oversight agency have access to the following additional information?

	Yes	No	Sometimes
Early Warning System records			_____
Computer-aided dispatch records			
Officer Personnel files			
Body-Worn/In-Car Video			
Stop, search, or arrest records			
Use of force records			
All electronic department databases including but not limited to the items listed above (e.g. roll call, internal memos, internal investigations not initiated by citizen complaint, etc.)			

Does your access to any of the information above depend on the cooperation of the law enforcement agency overseen?

- Yes, by law
- Yes, through a memorandum of understanding or contractual agreement with the overseen department
- Yes, through department policy
- No

Does your agency have the right to issue subpoenas?

Yes, including to sworn officers
Yes, excluding sworn officers
No

Does your agency have the authority to be present on-scene following an officer involved shooting, in-

Yes
No

Upload Documentation

Preview Your Survey Response

To ensure accuracy, please review all of your responses below. Use the "Back" button go to back to a section you would like to make changes to. Press "Submit" when you have completed and reviewed the survey. Thank you again for participating in this exciting project!
