



## MEMORANDUM

**TO:** Board of Police Commissioners  
**FROM:** QuanTez Pressley, Chairperson Citizen Complaint Committee  
**DATE:** October 1, 2024  
**RE:** Citizen Complaint Committee Meeting Memo

Dear Colleagues,

On behalf of the Board of Police Commissioners Citizen Complaint, please see the key updates from the committee meeting held on October 1, 2024:

**Board Attendees:** Committee Chairperson QuanTez Pressley, Commissioner Woods

**Community/Committee Attendees:** Chief Investigator – Rev. Jerome Warfield, Board Secretary – Lydia Garnier, Administrative Assistant – Jasmin Taylor, Civilian Oversight Analyst– Mary Barber, Policy Manager– Felecia Tyson, Molly Moening – Post Graduate Fellow, Wayne State

- **Update from Chief Investigator:** the Chief Investigator provided an overview of the current staff headcount in the Office of the Chief Investigator (OCI) and detailed the existing caseload. He noted that there are currently two vacancies in the office. The Chief Investigator outlined the structure of OCI, emphasizing its role in overseeing investigations and ensuring accountability. To address the backlog, he presented a plan that included prioritization by implementing “TIP” (Timeliness Initiative Program) Chief Warfield explained how the new input process has reduced typing time from 7 to 2 hours. Chief Investigator outlined his strategy for enhancing the TIP system. He plans to modify the investigative plan for a targeted 6 to 8 month period and implement audits every two months. This approach aims to effectively manage the current case inventory of 2,200 cases.

Chief Investigator discussed the WingSwept Case Management Tracking System (CTMS). He highlighted that his department, along with members from IT and other departments, participated in 15 collaborative sessions to familiarize themselves with the new system. Initially, the live launch date was set for September 16, but it has been postponed due to technical issues related to the API tool. The Chief Investigator is now optimistic about a launch by the end of October.

- **CCR Dashboard Review:** Civilian Oversight Analyst, Mary Barber discussed the development of a public-facing Citizen Complaint dashboard. Key features include: CCR Report Date, demographics,

allegations and their findings. Ms. Barber also reviewed necessary adjustments to ensure the dashboard is ready for a successful launch. Overall, the meeting focused on refining these features to enhance transparency and accessibility for the public.

- **Review of Digital CCR Dashboard:** Ms. Barber reviewed how the dashboard will integrate with the Open Data Portal. This integration will allow users to access a comprehensive spreadsheet of all complaints categorized by CCR (Citizen Complaint Report) and BPC (Board of Police Commissioner Number) in raw data format. Citizens will have the ability to locate their own CCR by filtering the spreadsheet by date or CCR number, enabling them to check the status of their complaints. Ms. Barber explains that this feature aims to enhance transparency and empower citizens by providing direct access to complaint data and progress updates

The next Citizen Complaint Committee meeting is tentative and will be announced in the forthcoming weeks.

Sincerely,

QuanTez Pressley  
Commissioner, Member at Large  
Chairperson, BOPC Citizen Complaint Committee