

# ACC Meeting Process Checklist

## Part I – Questions for the ACC

- \_\_\_\_\_ 1. Do you have a quorum?
- \_\_\_\_\_ 2. Do you have jurisdiction?
- \_\_\_\_\_ 3. Do any ACC members have a conflict of interest?
- \_\_\_\_\_ 4. Does the alleged violation(s) meet the definition of police misconduct?
  - a) Deprives a person of rights protected by the constitution or laws of the State or the United States;
  - b) Violates a criminal statute; or,
  - c) Violates a law enforcement agency's standards and policies.
- \_\_\_\_\_ 5. Is the complaint about or against a certified police officer?
- \_\_\_\_\_ 6. Does the complaint involve a member of the public?
- \_\_\_\_\_ 7. Will the ACC's disposition be within 1 year and 1 day of the complaint?

## Part II – Actions of the ACC

- \_\_\_\_\_ 8. Review the findings from the law enforcement agency's investigation, relevant policy or law, and any recommendations
- \_\_\_\_\_ 9. Review any Body Worn Camera or other video footage.
- \_\_\_\_\_ 10. Discuss the facts of the case. (*Does everyone have the facts of the case?*)
- \_\_\_\_\_ 11. Determine whether any information is missing that needs to be added to the case file. If so, then table the matter and send back to the agency for further information. (*This must all occur within 1 year and 1 day of the complaint.*)
- \_\_\_\_\_ 12. Discuss the case, make a motion to administratively charge or not administratively charge the officer and vote on the motion.
- \_\_\_\_\_ 13. If not administratively charging the officer, a member may but is not required to, make a motion to find the charge is unfounded or to exonerate the officer.
- \_\_\_\_\_ 14. If the ACC is administratively charging the officer, discuss what the charges should be. Review the disciplinary matrix for appropriate category-by-category definition, not the examples.
- \_\_\_\_\_ 15. ACC members vote on consolidating or not consolidating the charges.
- \_\_\_\_\_ 16. Vote on the charges.
- \_\_\_\_\_ 17. ACC members vote on category.
- \_\_\_\_\_ 18. Determine the appropriate level within the category.
- \_\_\_\_\_ 19. Consider mitigating and aggravating circumstances.
- \_\_\_\_\_ 20. Vote on the matrix disciplinary range as a disciplinary recommendation.
- \_\_\_\_\_ 21. Issue a written opinion describing in detail the findings, determinations, and recommendations.
- \_\_\_\_\_ 22. Forward the written opinion to the chief of the law enforcement agency, the police officer, and the complainant within five business days.