

**CODE OF BALTIMORE REGULATIONS ANNOTATED**

*Regulations Effective as of January 15, 2021*

**Title 15 OFFICE OF EQUITY AND CIVIL RIGHTS**

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# **Title 15 OFFICE OF EQUITY AND CIVIL RIGHTS**

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**Title 15 OFFICE OF EQUITY AND CIVIL RIGHTS**

**Subtitle 01 {RESERVED}**

**Title 15 OFFICE OF EQUITY AND CIVIL RIGHTS**

**Subtitle 02 CIVILIAN REVIEW BOARD**

**CHAPTER 01 COMPLAINT PROCESSING**

Authority: Code of Public Local Laws of Baltimore City, §§ 16-44 and 16-53,

**15.02.01.01. Authority.**

These rules and regulations are promulgated by the Civilian Review Board (CRB) pursuant to the Code of Public Local Laws of Baltimore City, §§ 16-44 and 16-53.

**15.02.01.02. Intake.**

Any person may file a complaint with:

- A. The relevant law enforcement unit internal affairs division;
- B. The relevant law enforcement unit district office;
- C. Maryland Legal Aid;
- D. Maryland Human Relations Bureau;
- E. Baltimore Community Relations Commission;
- F. Commission on Civil Rights; or
- G. The CRB.

### **15.02.01.03. Filing a Complaint Outside the CRB.**

A. Complaints may be filed directly with the law enforcement unit.

- (1) Complaints filed with a law enforcement unit shall be forwarded to the CRB within 48 hours.
- (2) In the case of an oral complaint, the entity will provide the CRB with complaint contact information within 48 hours so that the CRB may attempt to obtain a duly signed and completed form.
- (3) Transmission of complaints filed with the Baltimore Police Department's Public Integrity Bureau (PIB) shall be in accordance with the following policies:
  - (a) PIB Complaint Intake and Classification Protocol;
  - (b) PIB/CRB Investigation Protocol;
  - (c) PIB Internal Operations and Training Manual; and
  - (d) Applicable CRB standard operating procedures.

B. Complaints may be filed with non-law enforcement units.

- (1) A complaint that falls within CRB jurisdiction is forwarded to the CRB within 48 hours.
- (2) In the case of an oral complaint, the entity will provide the CRB with complaint contact information within 48 hours so that the CRB may attempt to obtain a duly signed and completed form.

**15.02.01.04. Filing a Complaint with the CRB.**

- A. Complaints shall be filed on the required form in accordance with Code of Public Local Laws of Baltimore City, § 16-44.
  - (1) The complaint form may be obtained online through the CRB website or in hard copy at the entities included in COBRA 15.02.01.02.
  - (2) Assistance completing the form, including language and ADA assistance, is provided by Office of Equity and Civil Rights.
- B. Complaints shall be processed by the CRB in accordance with:
  - (1) CRB's standard operating procedures;
  - (2) PIB Complaint Intake and Classification Protocol;
  - (3) PIB/CRB Investigation Protocol; and
  - (4) Any other relevant laws, policies and protocols.

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**Subtitle 02 CIVILIAN REVIEW BOARD**

**CHAPTER 02 COMPLAINT ADJUDICATION**

Authority: Code of Public Local Laws of Baltimore City, § 16-53

**15.02.02.01. Authority.**

These rules and regulations are promulgated by the Civilian Review Board (CRB) pursuant to the Code of Public Local Laws of Baltimore City, § 16-53.

**15.02.02.02. Communication with Complainant.**

- A. For each adjudicated complaint, the administrative support staff will address a letter to the complainant, signed by the CRB Chair, summarizing the CRB's findings and disciplinary recommendations made to the law enforcement unit head.
- B. The letter will be mailed to the complainant within five business days.

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**CHAPTER 03 REPORTING**

Authority: Code of Public Local Laws of Baltimore City, §§ 16-53 and 16-54

**15.02.03.01. Authority.**

These rules and regulations are promulgated by the Civilian Review Board (CRB) pursuant to the Code of Public Local Laws of Baltimore City, §§ 16-53 and 16-54.

### **15.02.03.02. Regular Reports.**

- A. The CRB shall prepare, publish, and submit to the Mayor, City Council, and Baltimore Police Department Commissioner, a semiannual statistical report regarding processed complaints.
  - (1) This statutory reporting requirement is pursuant to Code of Public Local Laws of Baltimore City, § 16-54.
  - (2) This report will be published on the CRB website simultaneously with its submission to the Mayor, City Council, and Baltimore Police Department Commissioner.
- B. The CRB will prepare and publish on its website an annual report for the previous calendar year that can include:
  - (1) A summary of CRB activities;
  - (2) Complaint statistics;
  - (3) Policy recommendations;
  - (4) Complaint demographics; and
  - (5) Community feedback gathered at public meetings.
- C. An inventory of policy recommendations submitted to law enforcement units will be posted on the CRB website and can include:
  - (1) The date of the recommendation;
  - (2) Rationale for the recommendation;
  - (3) Feedback from the law enforcement unit; and
  - (4) Outcomes resulting from the implementation of the policy recommendation.

**15.02.03.03. Special Reports.**

- A. The CRB may produce special reports:
  - (1) Related to a critical incident;
  - (2) Related to a policy;
  - (3) Related to the subject of civilian oversight; or
  - (4) To bring an important matter to public attention.
- B. The CRB will authorize the production of such reports as it deems necessary.
- C. Special reports will be published on the CRB website.

**15.02.03.04. Website.**

A. Public disclosure and access to information is at the heart of civilian oversight.

B. CRB website postings will include:

- (1) Meeting agendas;
- (2) Meeting minutes;
- (3) Reports;
- (4) Complaint forms;
- (5) Information about the board members and terms of the board members; and
- (6) Contact information.

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**ADMINISTRATIVE HISTORY**

Effective date: November 19, 2020