**University of Utah**

**Independent Review Committee (“IRC”) Guidelines**

SECTION 1: MISSION

The Chief Safety Officer for the University of Utah and the University of Utah Department of Public Safety (“U Safety” or “Department”) have established the Independent Review Committee (IRC) to help foster the campus community’s and the public’s confidence and trust in the University’s safety personnel. The IRC reviews complaints brought against University Safety personnel including but not limited to university police officers, main campus security, and health campus security by members of the University community whom these individuals serve. The IRC is independent from the University of Utah Department of Public Safety and is not intended to replace formal internal review and disciplinary procedures. The IRC advises the University’s chief safety officer (“CSO”) and the president and has no independent disciplinary authority.

SECTION 2: PURPOSE

1. To receive complaints against U Safety personnel from members of the University community and forward those complaints to U Safety for investigation.
2. To provide a neutral unbiased review of U Safety’s investigations, determinations, and sanctions (if any) regarding complaints against U Safety personnel that relate directly or indirectly to issues of excessive force, violation of rights, abusive language, or dereliction of duty.
3. To provide an annual report to the CSO of all complaints, investigations and findings. This report is made available to the campus community.

SECTION 3: MEMBERSHIP

1. The IRC is composed of one representative from each of the following units:
	* Associated Students of the University of Utah (ASUU)
	* Housing and Residential Education
	* The Staff Council
	* The Office of the Dean of Students
	* The Academic Senate
	* The Athletics Department
	* University of Utah Health
	* The Center for Student Wellness
2. The member representative from each unit shall be appointed by the unit, subject to approval by the president. Any vacancies shall be filled by the same process.
3. Members of IRC shall be appointed for staggered 2-year terms (July 1-June 30) but may be removed by the unit or the president prior to the expiration of their term. Members may serve a second term at the discretion of the president and the appointing unit.
4. A member of the University’s Office of General Counsel shall meet with and provide legal advice to the IRC.
5. The member representatives shall receive annual training from the Office of General Counsel.
6. The U Safety office shall provide staff support to the IRC.

SECTION 4: INDIVIDUAL IRC MEMBER RESPONSIBILITIES

1. IRC members have the following responsibilities:
	1. To attend all required IRC meetings.
	2. To prepare for, and conscientiously participate in, meetings to review documentation submitted by the CSO of complaints, investigations, determinations, and any sanctions.
	3. To strictly maintain the confidentiality of all information provided to the IRC for review.
	4. To attend all training opportunities recommended by the CSO and IRC chair(s).
2. IRC members who fail to carry out these responsibilities will be removed from the IRC by the IRC chair, the president or the appointing unit and replaced by the appointing unit, subject to the approval of the president.

SECTION 5: IRC CHAIRS

1. The IRC is chaired by an individual or pair of individuals appointed by the CSO and the president from among the appointed members for a term of 2 years.
2. The outgoing IRC chair(s) shall assist in the transition after the conclusion of their term.
3. The chair(s) may be replaced upon the recommendation of the CSO and the approval of the president prior to the expiration of their term(s).

SECTION 6: IRC Role and Process in Reviewing Investigations of Complaints against U Safety Personnel

1. The IRC reviews complaints, investigations, determinations and sanctions against U Safety Personnel related directly or indirectly to issues of excessive force, violation of rights, abusive language, or dereliction of duty and makes determinations and recommendations as described in this section.
2. At the conclusion of the U Safety investigation of a complaint, the CSO or their designee shall forward to the IRC chair(s) for review the complaint, all investigation materials, the determinations and the imposed sanctions (if any).
3. The IRC shall review the written record submitted from the CSO—it shall not conduct its own independent investigation. The IRC will report in writing to the CSO the specifics of whether they agree with the findings, conclusions and actions of the Department in whole or part.
4. If the IRC reaches a different conclusion on the findings, conclusions and/or actions of the Department, the concerns will be shared with the CSO and the president for documentation and consideration of possible changes to policies and procedures.

SECTION 7: Annual Report

1. In December of each year, the IRC shall provide an annual summary report to the CSO of all complaints, investigations and findings from the preceding academic year.
2. If the IRC, during its review of individual complaint investigations, identifies potential issues and concerns with University Safety policies and procedures or University regulations, the annual report may make recommendations to the CSO for review and modification of those policies and procedures and University regulations.
3. If the IRC, in review of individual complaint investigations, identifies recurring patterns or problems, the annual report may recommend to the CSO new or amended policies and procedures, additional training, or other appropriate action to address these patterns or recurring problems.

SECTION 8: Meetings and Reviews

1. The IRC shall meet monthly to review complaints filed against U Safety personnel and the investigations, determinations, and sanctions (if any) reached regarding those complaints. Scheduled meetings may be cancelled by the IRC chair(s) if/when no new complaints have been filed or investigations on complaints have not been concluded.
2. Regularly scheduled meetings may also be used for discussion and drafting of the annual report.
3. The chair(s) may call additional meetings if necessary to complete review of individual investigations and/or to produce the annual report.

SECTION 9: QUORUM AND VOTING

1. Meetings of the IRC may proceed so long as a quorum of the IRC members are present for the meeting. A quorum shall be at least 6 members of the IRC.
2. Recommendations from the IRC to the CSO and the president must have the support of at least a majority of the IRC members who participate in the review of a complaint. Recommendations may note any dissenting views.

SECTION 10: Confidentiality

1. The IRC provides an important function for the University of Utah and the University community. In the operation of its functions, IRC members receive private and confidential information regarding the employment of U Safety personnel. The IRC may also receive private and confidential information regarding complainants and/or other witnesses relating to a complaint.
2. Annually, each member of the IRC shall sign a non-disclosure agreement recognizing the confidential nature of these matters and agreeing to maintain the confidentiality of all information received through the IRC process. IRC members shall not share or discuss information learned in IRC review with any persons other than their fellow members of the IRC, the CSO or the CSO’s designee, or the president of the University.

SECTION 11: CONFLICT OF INTEREST

Any member of the IRC shall recuse themselves from consideration of a complaint or investigation if that member has a personal relationship with the complainant or the U Safety employee(s) implicated in the complaint, has independent knowledge of the facts involved in a complaint, or is otherwise unable to provide an unbiased and independent review of the complaint.