

APPENDIX A

Action	Timeline from Effective Date	Deadline	Paragraph
Effective Date		4/29/2022	
The City and SPD will create and staff a Settlement Agreement Implementation Unit with the skills and abilities necessary to facilitate compliance with this Agreement	Within 60 days of the Effective Date	6/28/2022	223
DOJ and the City will jointly agree on a detailed outline of key benchmarks for implementation of the Agreement	Prior to the appointment of a Compliance Evaluator	7/21/2022	194
SPD will appoint an attorney (“IIU Attorney”) who is not a sworn officer to work alongside the head of IIU.	Within 90 days of the Effective Date	7/28/2022	89
The City and DOJ will together select a Compliance Evaluator	Within 90 days of the Effective Date	7/28/2022	185
SPD will designate an individual or individuals as the “Data Collection and Analysis Coordinator.”	Within 3 months of the Effective Date	7/29/2022	132
SPD will review applicable policies and personnel regulations to ensure incorporation of the principles enumerated in Paragraphs 33-47 to which employees must adhere. *The Parties conferred regarding this provision, and the Parties agree that SPD will review the applicable policies/personnel regulations within 120 days, but will actually revise the policies ensure incorporation of those principles within 18 months of the Effective Date (paragraph 174)	Within 120 days of the Effective Date	8/29/2022	78
The Data Collection and Analysis Coordinator will develop and implement a protocol to accurately analyze the data collected, ensure that officers are accurately reporting their uses of force, and allow for the assessment required by paragraph 137	Within 4 months of the Effective Date	8/29/2022	136

Using the outline as guidance, the Compliance Evaluator will develop a plan for conducting audits and outcome assessments (“Compliance Plan”) and will submit the Compliance Plan to the Parties for review and approval	Within 90 days of assuming their duties	10/26/2022 This date assumes Compliance Evaluator assumes duties right away. If the Compliance Evaluator is unable to assume their duties immediately, some of these dates may need to be revised.	194
The City and SPD will develop and implement use of force policies	Within 6 months of the Effective Date	10/31/2022	19
SPD will revise and implement policies that require that every sworn officer, regardless of rank, be truthful at all times in spoken, written, or electronic communications, whether under oath or not, in all matters and official investigations relating to the scope of their employment	Within 6 months of the Effective Date	10/31/2022	81
SPD will require all SPD officers to wear nameplates or nametags as part of the standard uniform that will allow members of the public to identify officers with whom they interact. To the extent this requires modifications to union contracts, the City agrees to make due and diligent efforts to negotiate such modifications in accordance with this paragraph.	Within 6 months of the Effective Date	10/31/2022	82
SPD will develop policies to ensure all allegations of misconduct and courteously received, centrally documented and tracked, and fully and fairly investigated	Within 6 months of the Effective Date	10/31/2022	86
SPD shall make complaint forms and informational materials regarding the citizen complaint process, including brochures and posters, available as appropriate in Springfield	Within 6 months of the Effective Date	10/31/2022	90

SPD shall conduct a semi-annual audit of IIU's complaint intake, classification, investigations, credibility determinations, and recommendations (per paragraphs 86-111) related to use of force and document its findings in a public report to be published on the City's website	Within 6 months of the Effective Date	10/31/2022	138
SPD will develop policies and procedures to govern an effective field training program for all new SPD recruits, and specialized field training for all officers newly assigned to specialized units within SPD. The City agrees to make due and diligent efforts to negotiate modifications with the unions to create a formal Field Training Officer program.	Within 6 months of the Effective Date	10/31/2022	141, 143
SPD will develop policies and training regarding body worn cameras to ensure they are used appropriately	Within 6 months of the Effective Date	10/31/2022	170
The Data Analysis and Collection Coordinator, working with the Superintendent and the UFC, will analyze the prior six month's force data, including the force related data listed in paragraph 134, to determine if any underreporting is occurring; assess any officer-specific, bureau or unit-specific, and department-wide trends; and identify and correct deficiencies revealed by this analysis	Within 90 days of the development of the protocol	11/28/2022	137
In order to ensure consistency in the imposition of discipline, SPD will review its current disciplinary matrices, policies, and procedures. To the extent this requires modification to various union contracts, the City agrees to make due and diligent efforts to negotiate such modifications.	Within 9 months of the Effective Date	1/30/2023	129-130
SPD will create a Force Training Review Committee	Within 9 months of the Effective Date	1/30/2023	146
The City and SPD will develop and implement community engagement plans for creating opportunities for routine and frequent positive interactions between officers and community members, including those critical of SPD	Within 9 months of the Effective Date	1/30/2023	207
The City will file with the Court, with a copy to the Compliance Evaluator and DOJ, a six-month status report	Within 30 days of the Compliance Evaluator's first semi-annual report	2/27/2023	224

Within nine months of appointment of the IIU Attorney referenced in paragraph 89, SPD will develop a manual for IIU that sets forth in detail how officers will classify and investigate allegations of misconduct.	Within 9 months of appointment of the IIU Attorney	4/28/2023	87
To guide FIT practices and investigations, SPD will develop and implement a FIT training curriculum and procedural manual	Within 1 year of the Effective Date	5/1/2023	64
UFC will be formed and meet at least two times	Within 1 year of the Effective Date	5/1/2023	68
UFC will develop procedures, outlined in a manual, to govern its operations	Within 1 year of the Effective Date	5/1/2023	69
Each UFC member will receive a minimum of eight hours of training, including training on legal updates regarding use of force and curriculum utilized by the Training Division regarding use of force	Within 1 year of the Effective Date	5/1/2023	71
SPD will provide eight hours of use of force training that is adequate in quality, quantity, scope, and type	Within 1 year of the Effective Date	5/1/2023	74
SPD will provide comprehensive training to IIU investigators about proper complaint intake, investigation, and report-writing techniques	Within 1 year of the Effective Date	5/1/2023	113
The Board of Police Commissioners and the Superintendent, after consulting with the Compliance Evaluator, will draft an oversight and improvement report [regarding civilian complaint process, civilian-police communication and accountability structures, and Board of Police Commissioners' communications with the community] and present it to the City	Within 1 year of the Effective Date	5/1/2023	125
Selected officers will be trained on the field training program	Within 1 year of the Effective Date	5/1/2023	142
For all training required by this Agreement, SPD will develop and implement a system that will allow the Training Division to electronically track, maintain, and produce complete and accurate records of current curricula, lesson plans, training delivered, and other training materials in a centralized electronic file system	Within 1 year of the Effective Date	5/1/2023	148

SPD will develop and implement mandatory supervisory training for all new and current supervisors	Within 1 year of the Effective Date	5/1/2023	152
SPD will develop and implement fair and consistent policies for promotions and assignments to specialized units in order to identify officers who are effective, professional, and qualified for the role in question	Within 1 year of the Effective Date	5/1/2023	167
SPD will develop and maintain an officer assistance and support program	Within 1 year of the Effective Date	5/1/2023	169