

MINUTES OF REGULAR MEETING

URBANA CIVILIAN POLICE REVIEW BOARD

DATE: May 28, 2008

TIME: 5:30 p.m.

PLACE: Urbana City Building
2nd Floor Conference Room
400 S. Vine Street
Urbana, IL 61801

MEMBERS PRESENT: Tom Costello, Phillip Shon, James McNeely, Scott Dossett, Grace Mitchell, Ivy Williams

MEMBERS ABSENT: Diane Gottheil

STAFF PRESENT: Todd Rent, Human Relations Officer, Jolinda Ross, Secretary to Human Relations Officer

OTHERS PRESENT: Brian, I Mag

1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM

The meeting was called to order at 5:35 p.m. Roll call was taken, and a quorum was declared present.

2. CHANGES TO THE AGENDA

There were no changes made to the agenda.

3. APPROVAL OF MINUTES

The minutes of the meeting of April 21, 2008 were reviewed. A motion was made by Grace Mitchell to approve the minutes as submitted. The motion was seconded by James McNeely. All voted aye. The minutes of the meeting of April 21, 2008 were approved.

4. OLD BUSINESS

There was no old business to be discussed.

5. NEW BUSINESS

A. Review and Discuss Complaint Form

Todd Rent reported that he developed a draft of a complaint form that was included in the packet for discussion tonight. He indicated that he reviewed the technical points of the ordinance and incorporated them into the complaint form. He also stated that Chief Bily and the Legal Department have done a first review of the form.

A discussion followed.

It was agreed that Mr. Rent will make suggested changes and discuss them with Chief Bily. Mr. Rent also reviewed the process that he currently uses for Human Relations complaints and how he sits down with each complainant to complete the form and walk them through the process.

B. Review and Discuss Rules and Procedures

The Board discussed the proposed Policy and Procedure Manual. There were questions raised about whether or not the ordinance gave the Board the power to gather information.

Phillip Shon asked about the availability of completing the form online. Mr. Rent indicated that it will be made available online.

Mr. Shon stated that he felt it should be important to have outlets available for positive police relations and things that the police are doing well. He suggested having one form for complaints and another for positive feedback.

Chair Costello suggested that Section 1: Purpose should be abbreviated. He indicated that it is important for a person filing a complaint to know exactly what authority the Board has and that its role is to advise the Mayor and Police Chief if there is a valid complaint.

Grace Mitchell suggested using the paragraph from the website summary.

It was also recommended that the Human Relations Officer be added to the definitions.

After additional discussion, Chair Costello asked that everyone review the Rules and Procedures and Mr. Rent will make suggested changes and send a draft to all Board members.

C. Review and Discuss Website Summary

The Website Summary was reviewed. There was a discussion on the time limit for filing complaints. It was also discussed about whether or not complaints could be filed online.

Mr. Rent will incorporate the comments and provide a draft to the Board.

6. PUBLIC PARTICIPATION

There was no public participation

7. STAFF REPORT

There was no report this month.

8. ANNOUNCEMENTS

There were no announcements.

9. ADJOURNMENT

A motion was made by Ivy Williams to adjourn. Motion seconded by Scott Dossett. All voted aye. The meeting was adjourned at 6:35 p.m.

Submitted,

Jolinda Ross
Recording Secretary