



MEMORANDUM

December 06, 2007

TO: Mayor and City Council

FROM: Todd Rent, Human Relations Officer

RE: Review and Approval of Civilian Police Review Board Training Outline

INTRODUCTION

Pursuant to Section 19-23 of the Civilian Police Review Board Ordinance, I respectfully submit this training outline for your review and approval.

BACKGROUND

Training is a crucial factor in the success of any law enforcement oversight agency. When planned and executed properly, member training is an invaluable tool for (1) aligning group mission and values, (2) increasing group credibility through developing subject matter expertise and (3) avoiding unnecessary legal liability. The proposed training outline is structured to fulfill these functions.

TRAINING CONTENT

This training outline is drawn from several sources including “Recommended Orientation and Training: Board, Committee, and Commission Members” and “Recommended Minimum Training for A New Civilian Oversight Board or for New Members to a Board” distributed by the National Association for Civilian Oversight of Law Enforcement’s (NACOLE), Citizen Oversight of Law Enforcement edited by Justina Cintron Perino and Civilian Review of Police: Approaches and Implementation written by Peter Finn for the U.S. Department of Justice.

Once approved, staff will be able to identify training dates and coordinate outside speakers. Staff will invite and coordinate with speakers from various government agencies (i.e. Illinois Attorney General, Champaign County State’s Attorney). It is anticipated that nominal expenses will be incurred.

RECOMMENDATION

Move that the Committee of the Whole approve this training outline for consideration by the City Council.

TOPIC	DEPARTMENT	TIME
<u>I. Introduction to the Civilian Police Review Board</u>	EXECUTIVE	0:15
A. Mayoral Introduction and Charge		
<u>II. Local Oversight Agency</u>	EXECUTIVE	
A. Civilian Oversight of Law Enforcement		0:30
B. Models of Civilian Oversight (Explanation of where Urbana's model fits)		
C. Historical overview of civilian oversight and development of CPRB in Urbana		
D. Panel Discussion of Community Expectations for the CPRB (Community Leaders)		0:45
1. NAACP		
2. Urban League		
3. Champaign-Urbana Black Ministerial Alliance		
4. Champaign-Urbana Coalition for Police Citizen Review		
E. Local Government Expectations of CPRB (Introduction to City Council members)		0:45
<u>III. Ordinance Establishing the Civilian Police Review Board</u>	EXECUTIVE	1:00
A. Complaint Process		
1. Intake Procedures		
2. Case Review		
3. Hearings		
4. Development and Presentation of Findings		
5. Communications		
B. Other Duties of the CPRB		
1. Policy Review and Recommendations		
2. Quarterly Meetings		
3. Community Outreach		
4. Development and Establishment of CPRB Operational Rules		
<u>IV. Human Relations Office</u>	EXECUTIVE	

TOPIC	DEPARTMENT	TIME
A. Introduction to Human Error/Factors Analysis		0:45
V. Legal Topics		
A. Issues in Criminal and Constitutional Law	LEGAL	2:00
1. Case law concerning stops and detentions, search, seizure and arrest, rights of arrested persons		
B. Confidentiality/Privacy Issues		
1. Public records and public meeting laws		
2. Confidentiality requirements		
C. Uniform Peace Officers' Disciplinary Act 50 ILCS 725/1		
D. Basics of Criminal Justice		
1. The Role of the Police Officer		
2. The Role of the State's Attorney		
3. The Role of the Courts		
VI. Overview of Urbana Police Department (UPD)	POLICE	
A. Structure and Governance (Organizational history/culture)		
1. Chain of command and supervisory responsibilities		0:15
B. Policy, Procedure and Practice		1:00
1. Overview of UPD Policy Development, Structure and Communication		
2. Distribute Current/Relevant Policy Documents		
3. Proactive v. Reactive Policing		
4. Recruitment, Selection and Training of Officers		0:30
5. Tour of the Department		0:15
C. Control Tactics/Use of Force Guidelines and Procedures		2:00
1. Defensive Tactics		
2. Takedown and Pain Compliance Holds and Maneuvers		
3. Handcuffing Techniques		
4. Baton Use		

<u>TOPIC</u>	<u>DEPARTMENT</u>	<u>TIME</u>
5. Use of Non-Legal Weapons (OC or Pepper Spray)		
6. Firearms Use Policy		1:00
D. Interagency Agreement for the Investigation and Review of Shootings and In-Custody Deaths		0:30
E. Training, resources and procedures/mentally disturbed individuals and under the influence of intoxicants		
F. Community Relations and Outreach		0:30
1. UPD and Community Organizations (UCAP, etc)		
G. Current UPD Citizen Complaint and Disciplinary Process		
1. Conducting Fair and Impartial Internal Investigations: Principles of Investigation		
2. Procedures internal investigations, interviewing/report writing, collection/preservation of evidence		
3. Evaluating credibility and reaching findings		
4. Analysis and Retrospective of Recent Internal Investigations		2:00
H. Police Ride-Along [4 Hours Initial/20 Hours Annual]		
<u>VII. Human Resources Training</u>	HUMAN RESOURCES	1:00
A. Contract Issues and CPRB Administration		
B. Principles of Progressive Discipline		