



MEMORANDUM

January 08, 2009

TO: Mayor and City Council

FROM: Todd Rent, Human Relations Officer

RE: Update on the Civilian Police Review Board

The Civilian Police Review Board Ordinance was passed in August 2007. The Board has been selected, appointed, trained and seated. Since the Board began operations on April 21, 2008, six (6) complaints have been filed and investigated by the Police Department. Of those complaints, one (1) is currently under investigation.

The following tasks have been completed by the Board:

1. Develop and adopt a complaint form to be used by the CPRB and UPD. (Attachment A)
2. Develop and adopt administrative rules and procedures. (Attachment B)
3. Develop and adopt an appeals form. (Attachment C)
4. Develop and adopt a webpage links and information (i.e. FAQs and other informational content). (Attachment D)
5. Develop a recordkeeping for tracking, classification and analysis of complaints.

The following tasks are “in progress” and are scheduled for completion by the end of February:

1. Develop and distribute a brochure explaining CPRB procedures and explaining the rights of complainants.
2. Develop and distribute a “Know Your Rights” poster.
3. Develop and distribute complaint form in various languages.

Thank you for your consideration in this matter.



URBANA POLICE ACTION CITIZEN COMPLAINT FORM

FORM NUMBER

Do you have questions regarding this form? Do you need any assistance completing this form?

Please contact the Human Relations Office at (217) 384-2466.

Use this form to file a complaint against an Urbana Police Officer. Please fill it out completely. Forms must be submitted to either the (1) Urbana Police Department (1st Floor, Urbana City Building, 400 S. Vine, Urbana, IL 61802) or the (2) Civilian Police Review Board c/o Human Relations Office (2nd Floor, Urbana City Building, 400 S. Vine, Urbana, IL 61802). Upon receipt of the signed and completed form, it will be date-stamped and copied. You will then receive a copy of this form.

Upon completion of the investigation, the Chief of Police will send you his written findings. If, at that time, you disagree with the Chief's findings, you **have a right to appeal the decision within thirty (30) days of receiving the notice.** The CPRB will hold an appeals hearing within forty-five (45) days. You will receive written notice via certified mail of this hearing date at least ten (10) business days prior to the hearing.

NAME (LAST, FIRST, MIDDLE)		DATE OF BIRTH
HOME ADDRESS (STREET, CITY, STATE, ZIP)		
HOME PHONE	WORK PHONE	CELL PHONE
INCIDENT CASE NUMBER (IF KNOWN)		INCIDENT DATE/TIME
INCIDENT LOCATION (PLEASE BE AS SPECIFIC AS POSSIBLE)		
OFFICER BADGE NUMBER(S)	OFFICER NAME (S)	OTHER IDENTIFYING INFO (I.E. SQUAD CAR, PHYSICAL DESCRIPTION)
WITNESS NAME (S)	ADDRESS	PHONE NUMBER

NARRATIVE - PLEASE DESCRIBE THE INCIDENT IN DETAIL (PLEASE ATTACH ANOTHER SHEET IF NECESSARY)

By signing this form I hereby swear or affirm that the allegations contained herein are true, to the best of my knowledge. I also acknowledge and understand that anyone making willfully or intentionally false allegations within the sworn complaint may be subject to prosecution. I also understand that a finding that the complaint is unfounded or not sustained does not necessarily constitute a false statement.

COMPLAINANT SIGNATURE	DATE
NOTARY SEAL & SIGNATURE (A NOTARY PUBLIC IS AVAILABLE IN THE LEGAL DIVISION)	
State of Illinois County of Champaign Subscribed and sworn to before me this _____ day of _____ 2008. Seal & Signature of Notary _____	

NOTICE: HARASSMENT, RETALIATION, OR RETRIBUTION FOR FILING A COMPLAINT OR TESTIFYING ON BEHALF OF A COMPLAINANT WILL NOT BE TOLERATED. IF YOU BELIEVE THAT YOU ARE THE SUBJECT OF HARASSMENT, RETALIATION OR RETRIBUTION AS A RESULT OF THE COMPLAINT PROCESS, PLEASE CONTACT THE HUMAN RELATIONS OFFICER FOR APPROPRIATE INVESTIGATION AND FOLLOW-UP.

**City of Urbana
Civilian Police Review Board**

POLICY AND PROCEDURE MANUAL

URBANA CIVILIAN POLICE REVIEW BOARD POLICY AND PROCEDURES

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CITIZEN REVIEW BOARD POLICY AND PROCEDURES

A Message from the Chair

The Civilian Police Review Board was established by the Urbana City Council to provide a fair and independent process for the review of citizen complaints concerning sworn police officers. The Board is charged with offering a citizen's perspective to the review of complaints and to provide a systematic means to promote and maintain positive police community relations. The Board will strive to review complaints in a fair, thorough and timely manner and report their findings to the Mayor and Chief of Police.

Section 1: PURPOSE

These policies and procedures are hereby adopted to facilitate the operations of the Urbana Civilian Police Review Board (hereinafter the "Board") in reviewing and handling citizen complaints filed against sworn police officers of the Urbana Police Department (hereinafter the "Department"). These rules are intended to provide for the oversight of internal police investigations through impartial review of such investigation. The Board shall conduct the review process in a manner consistent with the legal rights of the complainants, witnesses and officers involved.

These policies and procedures are intended to supplement Chapter 19 of the Urbana Municipal Code. In the event of any conflict with these policies and procedures, the Urbana Municipal Code, state and federal laws shall supersede only those provisions found in conflict.

Section 2: DEFINITIONS

All words used in these policies and procedures shall be given their plainly understood meaning. Words, which may be defined within these policies and procedures, shall be construed in accordance with the definition. The following terms shall be further understood to mean:

- (a) "Board" means the Civilian Police Review Board
- (b) "Citizen" means a member of the public, regardless of age, citizenship or other characteristic of the complainant.
- (c) "City" means the city of Urbana, Illinois.
- (d) "Chair" means the chairperson of the Board, the Vice Chair in the Chair's absence, or the designee of the Chair.
- (e) "Complaint" means a written complaint properly filed with the Board.

- (f) "Complainant" means a person who files a complaint with the Board.
- (g) "Council" means the Urbana City Council.
- (h) "County" means Champaign County, Illinois.
- (i) "Department" means the Urbana Police Department.
- (j) "Human Relations Officer" means the head of the Urbana Human Relations Office.
- (k) "Member" means a member of the Board.
- (l) "Officer" means the sworn police officer against whom a complaint is filed.
- (m) "Ordinance" means the Urbana Civilian Police Review Board Ordinance.
- (n) "Participant" means an individual designated by the Ordinance to take part in the appeals process.
- (o) "Vice Chair" means the vice chairperson of the Board.

Section 3: ADMINISTRATION AND PROCEDURE

3.1 Civilian Police Review Board Composition, Term of Membership, and Appointments

All matters pertaining to the composition and selection of members, term of members, and appointing of new Board members, which arise on the Board, shall be governed by law, pursuant to the Urbana Civilian Police Review Board Ordinance, Chapter 19 of the Urbana City Code.

3.2 Responsibilities of the Human Relations Officer

The Human Relations Officer (HRO) shall be the designated facilitator for all meetings of the full Board. It shall be the responsibility of the HRO to ensure the orderly proceedings of all meeting and to prepare and present the agenda. The HRO shall ensure that the Board conducts meetings in accordance with Robert's Rules of Order, Urbana Municipal Code, all applicable state and federal laws and the rules and policies adopted in this document. The HRO shall not participate in the deliberations or decisions made by the board.

3.3 Records of the Board

The Human Relations Office shall maintain custody of all documents and materials of the Board. The HRO shall be responsible for providing all information to the Board as designated in Section 19-26(a) of the Ordinance. The Chair shall submit all requests in writing to the Human Relations Office for preparation of subpoenas, production of documents, and any other administrative matters.

At the conclusion of a review process, all records provided by the Department and copies thereof shall be returned to the Department. The agendas and disposition reports of the Board shall be maintained by the office of the HRO for a period of five (5) years. All other records shall be confidentially maintained by the Human Relations Office, absent order of court, for a period of five (5) years.

3.4 Transaction of Business

The official address of the Board shall be:

City of Urbana
Human Relations Office
400 South Vine
Urbana, IL 61802

or such other location as designated by the Board or Council. The Board shall establish regular meeting places and times, which shall be made known to all members. Meetings may be held at other times and places, as needed, in accordance with law. The offices of the Board are open during regular weekday business hours. The office phone number is: (217) 384-2466.

3.5 Review Board Staff

The Human Relations Officer (HRO) shall supervise the administrative, clerical or any other personnel as necessary to discharge the functions of the Board. The HRO shall promulgate internal office procedures and prepare necessary standardized forms for the intake of complaints and conduct of the investigations by the Board. The daily operations of the Board shall be managed by the HRO, who shall oversee the regular functioning of the staff assigned to help carry out the duties of the Review Board. The Board may, in its discretion, from time to time delegate to the HRO certain of the procedural and administrative functions or duties assigned to the Board by these Policies and Procedures. The Board shall not, however, delegate to the HRO any functions, duties or responsibilities which are required by the Statute or Ordinances to be performed by the Board.

3.6 Orientation and Training

The HRO is responsible for the establishment of an orientation and training program. The HRO will work with the members of the Board to develop and maintain a program of continuing education.

3.7 Review Board Proceedings

In all proceedings not provided for by these rules, or by the enabling ordinance of Chapter 19 of the Urbana Municipal Code, Robert's Rules of Order, Newly Revised, shall govern the Review Board.

3.8 Confidentiality

As provided by law, all records, proceedings and other matters related of hearing are strictly confidential and the findings and recommendations of the Board shall not contain information declared confidential by law.

Any violation of confidentiality may result in criminal prosecution and/or removal from the Review Board, as provided by law. However, the Review Board shall have authority to notify the complainant in writing of the disposition of their complaint.

Section 4: COMPLAINT PROCEDURE

4.1 Jurisdiction

Pursuant to Chapter 19-26, the Review Board shall have jurisdiction to receive and review all citizen complaints or requests for review of an internal investigation concerning peace officers employed by the Urbana Police Department.

The Board shall not have jurisdiction regarding conduct of any non-sworn employees of the Department. Non-sworn employees include clerical or other support staff personnel, secretaries, clerks, custodians, receptionists and maintenance personnel.

4.2 Standing to file a Complaint

An alleged victim, an alleged victim's legal guardian, parent or personal representative, or any individual having personal knowledge of alleged officer misconduct shall have standing to file a complaint. Personal knowledge shall mean being an eye or ear witness to an incident involving alleged officer misconduct.

4.3 Filing of Complaint

A complaint must be submitted in writing on an Urbana Police Action Citizen Complaint Form developed by the Board and the Human Relations Office. The alleged victim, or the complainant's parent, guardian or legal representative must sign the complaint. The approved complaint form is available with instructions in

both English and Spanish. This form may be obtained by contacting the Human Relations Office.

The complainant shall receive written notice of receipt of their signed complaint. Notice of the filing of a signed complaint along with a copy of said complaint shall be promptly forwarded to the subject officer(s) and to the Department.

4.4 Departmental Investigation

Upon receipt of a complaint, the Police Department shall conduct a timely investigation of the complaint and shall report the findings to the complainant and to the Board. The Police Department shall send notice via certified letter. The department shall conclude its investigation prior to consideration by the Board.

4.5 Appeals Hearing

If the complainant is not satisfied with the determination of the Chief of Police at the conclusion of an internal investigation, he or she may file an appeal to the Board.

The hearing shall be conducted as follows:

(1) All complaint appeals shall be submitted to the Human Relations Office within thirty (30) calendar days from the date of receipt of the notice of findings. Appeals filed later than this date shall not be considered, unless the Complainant shows good cause why he/she was unable to meet the submission deadline. Upon receipt of the appeal, the Human Relations Office shall mark the appeal with a date-stamp.

The Chair shall set and hold an initial meeting to set dates to review the case. The date of the hearing shall be no later than 45 working days from the date that the appeal was received by the Human Relations Office.

(2) At the hearing, the Chair shall preside over the proceedings and exercise the powers provided by law.

(3) An agenda will be provided to the Board members before the hearing.

(4) Notice of the date, time, and location of the meeting a brief summary of the basis of the complaint shall be provided to all parties via certified mail. Notice under this provision shall be provided no fewer that ten (10) business days prior to the scheduled hearing.

(5) Hearings shall be generally conducted in the following manner:

- a. The Chair will introduce all parties, identifying the complainant and the Chief of Police or his/her designee. The Chair will open the hearing by

providing a brief of the hearing procedures as well as informing the participants that the Board is empowered to review complaints against officers, review internal investigations, and make recommendations to the Chief and Mayor regarding the appropriate disposition of the complaint.

- b. The chair will administer an oath to all the witnesses present.
- c. The Board shall be provided with full-access to case-specific records and tangible evidence, subject only to the limitations set forth in Sec. 19-26 of the Ordinance.
- d. The Board shall conduct the hearing respecting the rights of all participants as enumerated in all applicable in all federal, state and local laws.
- e. Following the administration of an oath, the Chair shall conduct the hearing in the following manner:
 - i. The complainant will be given an opportunity to make a statement which outlines the basis of the appeal.
 - ii. The Chief of Police or his/her designee will be given an opportunity to explain the basis for the Department's findings and conclusions.
 - iii. After each participant's statement, the Board members shall submit questions to the Chair.
 - iv. At the completion of all statements, the Chair shall facilitate the Board's deliberation process. Participants shall not be present during Board deliberations, except where the Board requests an individual to return and respond to specific questions. Once such questions are addressed, the participant shall leave the room.
- f. At the conclusion of its deliberations, the Board shall render one of the following findings as provided in Sec. 19-33 of the Ordinance
 - i. Not Sustained: Where the members determine that the Chief's finding is not supported by the evidence.
 - ii. Sustained: Where the members determine that the Chief's finding is supported by the evidence.
 - iii. Remanded for Further Investigation: Where the members find, by a majority vote, that there exists new, relevant evidence that was not presented to, or investigated by, the Chief of Police or his/her designee and that it is in the community's best interest to do so, it may remand a matter back to the Chief for further investigation or consideration.
 - iv. No Finding: Where the complainant failed to produce information to further the investigation; the complainant withdrew the complaint; or the complainant is unavailable to clarify the complaint.
 - v. Mediated: Where the complaint was successfully mediated pursuant to Sec. 19-30 of the Ordinance.

The Board shall issue its written findings to the department, the subject officer(s) and complainant. These recommendations should be prepared within ten days of the conclusion of all evidence.

- g. The HRO may be present to advise the Board as to any matters. Except that the HRO shall not participate with the Board during deliberations and voting. The Chair may also consult with the City Attorney to rule on objections made or other legal issues as they may arise, after consultation with and consent by the chair. The rules of evidence applicable in court proceedings shall not apply and all evidence shall be given appropriate weight as determined by the Board.
- h. Each Board member shall endeavor to conduct himself/herself in a fair and impartial manner; and to assure that the facts are fully elicited. A Board member shall be disqualified from sitting on that hearing Board if he/she has a demonstrated personal bias or prejudice, or the appearance thereof, in the outcome of a specific Complaint. This does not include holding or manifesting any political or social attitude or belief, which does not preclude objective consideration of a case on its merits.
- i. Each party in need of an interpreter shall make their own arrangements to have an interpreter present. The Chair shall have discretionary authority to provisionally qualify and utilize interpreters if a party is unable to procure the services of an interpreter on their own.
- j. Unless otherwise determined by a majority vote of the Board, the entire hearing on a given complaint shall be conducted on one occasion.
- k. Hearings shall be conducted in closed session and members of the Board shall keep confidential all matters disclosed during hearings.
- l. The Board shall not consider any information that has not been received as part of the hearing.

4.6 Access to Internal Investigation Information

Access to Review Board files and records shall be limited to Board members, and the HRO. All files and documents shall be maintained by the HRO in the Human Relations Office and shall be made available for review by Board members prior to the scheduled hearings. No person shall remove any records from the files or make any copies thereof, absent approval of the HRO.

4.7 Solicitation of Additional Investigative Information

The Board may solicit additional testimony and evidence as it deems necessary for the adjudication of a pending appeal. Such information shall be solicited for the purposes of determining whether significant and relevant addition information

was not considered in the Chief's initial determination. If the Board determines that such additional information should be considered, the information shall be remanded to the Chief for primary investigation and consideration, as specified in Sec. 19-33(c).

4.8 Subpoenas

Upon majority vote, the Board may direct the City Attorney to issue subpoenas to compel witness attendance, the release of case-specific records and tangible evidence, subject to the limitations as outlined in Sec. 19-26 of the Ordinance. The subpoena shall be accompanied by a brief statement stating:

- (1) The relevance of the appearance, testimony, records or tangible evidence.
- (2) The person to whom it is directed;
- (3) The documents or other items sought by the subpoena, if any;
- (4) The date for the appearance of the witness and the production of the documents or other items described in the subpoena;
- (5) The time for the appearance of the witness and the production of the documents or other items described in the subpoena; and
- (6) The place for the appearance of the witness and the production of the documents or other items described in the subpoena.

4.9 Mediation

Either the Complainant or the subject officer(s) may request that a complaint be referred to mediation. However, in order to initiate a mediation attempt, both the complainant and subject officer(s) must agree to mediation as provided in Sec. 19-30 of the Ordinance. Successful mediation will result in the complaint being dismissed by the Board. The mediation process shall terminate when either party announces its unwillingness to continue mediation or when the parties resolve the disputed issues.

Complaints that are filed by someone other than the alleged victim are not subject to mediation unless the alleged victim also participates.

4.10 Return of Records

Except as otherwise provided herein, the complaint and all other records of proceedings shall be confidentially maintained by the Human Relations Office. All records and any copies thereof provided by the Department to the Board shall be returned to the Department upon the conclusion of the investigation of the complaint, as provided by law. Internal memorandum of the Board or HRO staff shall be confidentially maintained as work product by the Board." Internal

memorandum " refers to research, legal and investigative materials prepared in anticipation of the investigation of a complaint. Informal notes of Board members, staff or the HRO may be removed from the official records and file and destroyed at anytime. " Informal notes " refers to any written matters not prepared in anticipation of an investigation by the Board, e.g., a member's handwritten notes of testimony, a staff member's " things to do " notes or any notes which merely reflect a person's thoughts or personal matters.

4.11 Judicial Interpretation

If any section, paragraph, sentence, clause or phrase in this Policy and Procedures manual is held to be invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy and Procedures Manual.

4.12 Amendments to Policy and Procedure

Any amendments to these policies and procedures must be by majority vote of the Review Board.

WHEREAS, there being a majority vote of the Board, and the members having voted to approve these provisions, the foregoing Policy and Procedures is hereby adopted as amended by the Board this _____ day of _____, 2008.

Approved as to form and Content:

Todd E. Rent
Human Relations Officer



URBANA CIVILIAN POLICE REVIEW BOARD APPEALS FORM

FORM NUMBER

Do you have questions regarding this form? Do you need any assistance completing this form?

Please contact the Human Relations Office at (217) 384-2466.

Use this form to appeal the Police Chief's finding in regards to your complaint. You **have a right to appeal the decision within thirty (30) days of receiving the notice.** The CPRB will hold an appeals hearing within forty-five (45) days. You will receive written notice via certified mail of this hearing date at least ten (10) business days prior to the hearing.

NAME (LAST, FIRST, MIDDLE)		DATE OF BIRTH
HOME PHONE	WORK PHONE	CELL PHONE

PLEASE BRIEFLY DESCRIBE WHY YOU BELIEVE THE CHIEF'S DECISION WAS WRONG (PLEASE ATTACH ANOTHER SHEET IF NECESSARY)

COMPLAINANT SIGNATURE	DATE

Urbana Civilian Police Review Board

A Message from the Chair

The Civilian Police Review Board was established by the Urbana City Council to provide a fair and independent process for the review of citizen complaints concerning sworn police officers. The Board is charged with offering a citizen's perspective to the review of complaints and to provide a systematic means to promote and maintain positive police community relations. The Board will strive to review complaints in a fair, thorough and timely manner and report their findings to the Mayor and Chief of Police.

HISTORY

Mayor Laurel Prussing established a task-force to consider creation of a review board for [police complaints](#). The task force consisted of members from a broad spectrum of the community including city staff, concerned citizens, the Fraternal Order of Police (FOP), as well as representatives from community groups. The task force met over a year and issued final written recommendations.

The City and FOP also entered into an agreement concerning the contents of the proposed ordinance with city council approval.

The recommendations of the task force and the FOP have been incorporated into the [Civilian Police Review Board Ordinance](#) which was passed by the City Council on August 6, 2007.

Frequently Asked Questions (FAQs) and Facts:

What is the [Civilian Police Review Board](#)?

The CPRB is a 7-member board of Urbana citizens appointed by the Mayor to serve 3-year staggered terms. The CPRB provides an appeals process for complainants who are not satisfied with the findings of a police misconduct investigation. The CPRB also serves as a forum for discussion and resolution of community concerns in regards to police conduct.

The Civilian Police Review Board meets the fourth Wednesday of each month, at 5:30 p.m. at:

Urbana City Building
2nd Floor Executive Conference Room
400 S. Vine, Urbana IL 61801
(217) 384-2466

What is the mission of the CPRB?

The CPRB was established to improve relations between the Urbana Police Department and the community by:

- (1) Providing a systematic means by which to achieve continuous improvement in police community interactions;
- (2) Providing oversight of internal police investigations through review of such investigations;
- (3) Providing an independent process for review of citizen complaints;
- (4) Oversee a monitoring system for tracking receipt of complaints lodged against sworn officers;
- (5) Adding a citizen perspective to the evaluation of these complaints;
- (6) Contributing to timely, fair and objective review of citizen complaints; and
- (7) Providing fair treatment to and protect the rights of police officers.

Which law enforcement agencies fall under the CPRB?

The Urbana Police Department is the only law enforcement agency that falls under the scope of the CPRB. As a result, the CPRB has authority to review only those appeals involving Urbana police officers.

Who can file a complaint?

Complaints may only be filed by individuals who have first-hand knowledge of alleged misconduct by an Urbana Police Officer, except that minors must be represented by a parent or guardian.

Where do I file a complaint?

Complaints may be filed at either the Urbana Police Department (400 S. Vine, Urbana IL, 61801) or to the Civilian Police Review Board c/o the Urbana Human Relations Office (400 S. Vine, Urbana, IL 61801).

How do I file a complaint?

A [complaint form](#) must be completed and submitted at the locations listed above. Please note that complaints must be signed and notarized. The City of Urbana Legal Department has three individuals available to notarize your complaint. Notary signatures require identification, so **please remember to bring valid photo identification.**

Is there a time limit for filing a complaint?

Yes. Individuals who are physically able, **must file complaints within 45 days** of the incident giving rise to the complaint. Individuals who are not physically able to file, must file complaints within 15 days of the date that they are physically able to file.

What happens after the complaint is filed?

1. You will receive a copy of the signed and notarized complaint. Members of the CPRB will be notified of the filing.
2. The Urbana Police Department will conduct an internal affairs investigation into the allegations.
3. Both you and the police officer will be offered an opportunity to participate in a voluntary mediation process. This process will be offered at no cost to you by a trained mediation professional.
4. Upon reviewing the results of the internal affairs investigation, the Chief of Police will issue departmental findings.
5. The Chief of Police will forward notification via certified mail of departmental findings to the complainant. The findings will also be made available to the CPRB.
6. After receiving the Chief's determination, you will have (30) thirty days in which to submit an [appeals form](#).
7. The CPRB will conduct an appeals hearing within (45) forty-five working days. You will be notified of the hearing date at least (10) days prior to the date.

8. At the appeals hearing, you will have the opportunity to tell the CPRB why you disagree with the Chief's decision. The CPRB may also ask you specific questions about the incident.

At the conclusion of the appeals hearing, the CPRB will make one of the following determinations based upon the preponderance of the evidence:

- (a) **Not Sustained:** Where the members determine that the Chief's finding is not supported by the evidence.
- (b) **Sustained:** Where the members determine that the Chief's finding is supported by the evidence.
- (c) **Remanded for Further Investigation:** Where the members find, by a majority vote, that there exists new, relevant evidence that was not presented to, or investigated by, the Chief of Police or his/her designee and that it is in the community's best interests to do so, it may remand a matter back to the Chief for further investigation or consideration.
- (d) **No Finding:** Where the complainant failed to produce information to further the investigation; the complainant withdrew the complaint; or the complainant is unavailable to clarify the complaint.
- (e) **Mediated:** Where the complaint was successfully mediated.

What happens after the CPRB makes its determination?

The determination of the CPRB will be reported to the Chief. If the determination differs from the Chief's initial determination, then the CPRB and Chief will discuss those differences and forward a report to the Mayor. The Mayor will have final authority in this matter.

Does the CPRB have any authority over police officer discipline?

No. Only the Chief of Police has authority over the discipline of Urbana police officers.

Can I be harassed or retaliated against because I filed a complaint?

No. The [Ordinance](#) expressly forbids retaliation or harassment in any form for exercising your right to pursue a complaint. Specifically, the Ordinance provides:

Harassment, retaliation, or retribution for filing a complaint or testifying on behalf of a complainant will not be tolerated. If you believe that you are the subject of harassment, retaliation or retribution as a result of the complaint process, please contact the Human Relations Officer for appropriate investigation and follow-up.

If you have additional questions, please contact the Human Relations Office at (217) 384-2466.