



Civilian Police Review Board Annual Report 2009



Tom Costello, Chair

Grace Mitchell, Vice-Chair

Scott Dossett, Member

James McNeely, Member

Diane Gottheil, Member

Ivy Williams, Member

Message from the Chair

The Urbana Civilian Police Review Board (the "UCPRB") 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 UCPRB 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 UCPRB will strive to review complaints in a fair, thorough and timely manner and report their findings to the Mayor and Chief of Police.

Message from the Human Relations Officer

The inaugural Annual Report of the Urbana Civilian Police Review Board is intended to provide a summary of the UCPRB's first year of operation. The report documents the UCPRB's efforts to bring meaningful effect to the language of the Ordinance Establishing a Civilian Police Review Board (the "Ordinance"). The report will show that a significant amount of the UCPRB's activities involved its establishment as a credible entity in the Urbana community. To this end, the UCPRB undertook an intensive training program designed to introduce board members to the remarkably wide and varied scope of police-citizen interactions. Next, the UCPRB worked for several months to develop and refine the procedural and informational tools necessary to administer the complaint review process as set forth in the Ordinance. At present the UCPRB stands equipped to provide meaningful and thoughtful review of the Chief's findings in regards to citizen complaints.

This is no small accomplishment, considering the breadth of experience and diverse perspectives that currently constitute the UCPRB. Oftentimes, the UCPRB's cultural, educational, professional and political diversity results in highly engaged conversations amongst board members and staff particularly in regards to balancing individuals' access to the complaint process with a police officer's right to due process. Over time these conversations have resulted in the development of common understanding and language in regards to interpretation of the Ordinance. Now that such common understanding and language has been largely established, the UCPRB has the opportunity to fully implement comprehensive community outreach measures that are focused on increasing the community awareness in regards to the Board's services. It is my hope that this increased community awareness will, in turn, improve relationships between the community, the UCPRB and the Urbana Police Department.

Respectfully Submitted,

Todd E. Rent
Urbana Human Relations Officer

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*There were no appeals within the reporting year.

Chapter 1: Introduction

Background

On September 1, 2005, Mayor Laurel Prussing established a taskforce to explore the creation of a local police oversight committee. 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 committee consisted of the following members:

Esther Patt, Director, Champaign-Urbana Tenant Union (Committee Chair)

Michael Bily, Urbana Chief of Police

Carol Ammons, C-U Citizens for Peace and Justice

Ricky Baldwin, Champaign County Coalition for Citizen Police Review

Rev. Zernial Bogan, Minister

Rev. Troy Burks, Minister

Anthony Cobb, President, Urbana Lodge #70, Fraternal Order of Police

Elaine German, Criminal Attorney

Tracy Parsons, Champaign County Urban League

Jennifer Walling, Co-Coordinator, C-U Coalition for Citizen Police Review

Over the course of the next year and a half, the committee met and drafted a proposed ordinance. The City and FOP also entered into an agreement concerning the contents of the draft ordinance with City Council approval.

Adoption of the Ordinance Establishing a Civilian Police Review Board

The draft Ordinance Establishing a Civilian Police Review Board was introduced to the Urbana City Council's Committee of the Whole (the "Committee") on July 9, 2007. At the Committee meeting approximately thirty individuals offered public input regarding the proposed legislation. The Committee determined that the draft ordinance needed revision in several areas concerning the scope and nature of the UCPRB's authority.

On July 30, 2007, the Committee considered a revised version of the ordinance. After much discussion, the new version was forwarded to the City Council with a recommendation for passage. Major revisions included:

1. Under Section 19-23, written standards for orientation and continuing education of UCPRB members were modified to be subject to Mayoral and Council oversight.
2. Section 19-25(b) was modified to more closely resemble the initial task force language. Additional language clarified that the provision was not intended to discourage members from discussing concerns relative to (1) general patterns or trends, (2) procedural matters, (3) matters of public record or (4) any other non-privileged or non-confidential information.
3. In Section 19-26(a) the second sentence was revised to authorize the UCPRB, by a majority vote, to access information not provided in the record and materials from the internal police investigations. Also, later in the same provision, language that allows redaction or withholding of information pursuant to a "law enforcement objective" was changed to information that would "compromise an ongoing law enforcement investigation".

4. In Section 19-27(a)(2) the term "location of the incident(s) giving rise to the complaint(s)" was inserted.
5. Section 19-28(c) was rewritten to address concerns that the previous language was "intentionally threatening". The language now reads: *"Complaint forms shall contain a written statement that anyone making intentionally false allegations within the sworn complaint may be subject to prosecution. An explanatory statement shall state that a finding that the complaint is unfounded or not sustained shall not necessarily be construed as a false statement."*
6. Section 19-28(e) which gives complainants the option to dictate a complaint to the HRO was inserted.
7. Section 19-28(j) was inserted to clarify that all complaints will be sent to the UCPRB for review and analysis.
8. Section 19-28(p) was inserted to provide an explicit prohibition against retaliation and/or harassment of a citizen as a result of utilizing the complaint process.
9. Section 19-32(e) was modified to require the Police Chief to select a "non-union member of his command staff" to serve as a police liaison to the UCPRB and excludes the selection of any designee who was directly involved in the underlying incident(s) giving rise to the complaint that is under appeal. The section was also modified to allow a complainant to request a substitution of the designee.
10. Section 19-33(e) added "Mediated" to the findings section. \
11. Additional language was inserted into Section 19-34(a) making the UCPRB's findings public to the extent permitted by law. This provision, however, also specifically prohibited UCPRB members from publicly identifying subject officers.
12. Section 19-36 was modified to more closely resemble the taskforce recommendations by re-inserting subpoena power. However, it should be noted that all information compelled via the subpoena is subject to the limitation imposed on the release of information under Section 19-26(a). Thus, the subpoena must be (1) issued by a majority of the UCPRB, and (2) information may be redacted and withheld by the city attorney to ensure compliance with applicable laws.
13. Section 19-36(f) was modified to require at least 10 days notice prior to a hearing.
14. Section 19-38 the term "investigation" was replaced with "review".
15. Section 19-39 restored several sections of the taskforce's "Community Outreach" language. Sec. 19-39(d) added language that requires a "Know Your Rights" posting at the Police Department. Section 19-39(f) requires distribution of the anti-harassment statement.

The final version of the Ordinance was passed on August 6, 2007.

Chapter 2: Board Establishment

Appointment Process

The quality of any municipal board or commission is highly dependent upon the quality of the individual appointments. As such, the Mayor's overarching goals in the appointment process was to identify a diverse and well-qualified pool of candidates. Candidates would also need to satisfy the requirements as set forth in Section 19-22 of the Ordinance. On August 20, 2007 the Human Relations Office (HRO) began advertising for appointees to the UCPRB. By late fall that HRO had received over thirty applications from many highly qualified candidates. Over the course of several weeks, the applications were reviewed and scored based upon relevant criteria. These included (1) academic achievement, (2) community involvement, and (3) occupation. Once top candidates were selected, interviews were conducted by the Mayor and representatives from the HRO, the Human Resources Division, the Legal Division and the Police Department. At the completion of the interviewing process, seven individuals were selected and submitted for City Council approval. On December 17, 2007 the City Council approved the seven mayoral appointees.

Civilian Police Review Board Appointees:



Thomas Costello, Assisting Managing Director – CU Mass Transit District. B.A. 1971, M.A. 1973, Doctoral Candidate from 1972 – 1976.

Chair



Grace Mitchell, Secondary Alternative Education Director - Urbana High School. B.S., M.S.W.

Vice-Chair



Scott Dossett, Retired Scientist/Consultant. B.S. Agriculture with some graduate study at UIUC.



James McNeely, General Manager – Brinks Transportation. B.S., M.S. Criminal Justice.



Diane Gottheil, Retired. Former Director of community corrections program. Former corrections consultant to Governor of Illinois. B.A., M.A. and Ph. D. Political Science.



Ivy Williams, Special Education Teacher – Champaign Public Schools. B.S. Special Education, M.S. Education.

Phillip Chong Ho Shon (Resigned), Assistant Professor of Criminology – Indiana State University, B.S. Philosophy, M.S. Criminal Justice and Linguistics, Ph. D. Criminal Justice.

Board Training

Training is a crucial factor in the success of any citizens' driven law enforcement oversight agency. Section 19-23 of the Ordinance directs the HRO to develop written standards for orientation and continuing education for all CPRB members, subject to Mayor and City Council approval. Pursuant to that direction, the training outline developed by the HRO was intended to (1) align group mission and understanding, (2) increase group credibility through developing subject matter expertise and (3) avoid unnecessary legal liability.

The 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.

The outline provided in Appendix 1 was approved by the Mayor and City Council on December 17, 2007.

Complaint Form

Section 19-28(b) of the Ordinance directs the UCPRB and Chief to collaborate on the development of a citizen complaint form. Based upon the key role that the form would have in the complaint process, the UCPRB viewed the development of this form as a matter of first importance. As such, a draft of the Urbana Police Action Citizen Complaint Form (the "Complaint Form") was first reviewed by the UCPRB at its second meeting on May 28, 2009. The UCPRB members recommended several revisions be made. Those revisions included:

- Resizing for improved readability
- Insertion of contact information for assisting complainants with the form
- Modification of font (bold and underline) for key language

- Insertion of additional complainant information fields
- Insertion of additional lines for complaint narrative
- Insertion of field "Other Identifying Information" to provide opportunity for complainants to more specifically identify officers when more traditional means (badge number, name) are unavailable

In addition to the revisions mentioned above, there was extensive discussion about whether complaints must be notarized in order to comply with the Ordinance and/or state law. Specifically, UCPRB members expressed concern that the notarization requirement might constitute a barrier for some complainants. After consultation with the City of Urbana Legal Division, the notarization requirement was retained. However, the UCPRB also noted the need to ensure that complainants are made aware of alternative locations where notarization services are offered.

The final version of the Complaint Form [Appendix 2] was approved by the UCPRB on June 25, 2009.

Appeals Form

The Urbana Civilian Police Review Board Appeals Form [Appendix 3] was developed by the HRO in consultation with the Urbana Police Department to further clarify the UCPRB's appellate role in the administration of police complaints. The Appeals Form is distributed to complainants as an enclosure to the Chief of Police's findings, if (1) the Chief's findings do not sustain the citizen complaint and (2) the complaint is otherwise eligible for appeal based upon the requirements set forth in the Ordinance.

It should be noted that the Ordinance does not direct the development of an appeals form. However, the UCPRB authorized its development to provide complainants with a convenient and accessible mechanism for submitting appeals in accordance with Sec. 19-32(a) of the Ordinance. As such, complainants wishing to appeal the Chief's determination are not required to submit the Appeals Form in order to comply with the Ordinance.

Administrative Rules and Procedures

Administrative rules are intended to provide detailed guidelines for party participants within the context of any administrative review proceeding. A draft of the UCPRB's Administrative Rules and Procedures ("Administrative Rules") [Appendix 4] was first reviewed by the UCPRB at its May 28, 2008 meeting. Over the course of three subsequent meetings, the UCPRB made several revisions to the initial draft. Notable revisions are as follows:

- Abbreviation of the initial paragraph in order to make the document more readable to individuals filing complaints.
- Addition of "Human Relations Officer" to defined terms
- Insertion of the "Message from the Chair"
- Significant reordering of rules sections to improve alignment of subject matter
- Insertion of rules regarding the use of UCPRB subpoena power

In addition to the revisions mentioned above, there was some discussion regarding the authority and scope of the Administrative Rules. The UCPRB noted that the Administrative Rules were intended to supplement the Ordinance and that in the event of conflict, the language of the Ordinance would take precedence.

Frequently Asked Questions and Web Summary

Development and dissemination of informational materials is a vital component of establishing the UCPRB's services in the community. The UCPRB first reviewed the Frequently Asked Questions and web summary (FAQs) [Appendix 5] information at its meeting on May 28, 2008. The FAQs are intended to serve as a mechanism for the ongoing development of UCPRB communications with the public. Because the FAQs are aimed at the general public, emphasis

has been placed on clarity, accessibility and readability. With this emphasis in mind, the UCPRB refined the language to teach its intended target audience.

The current version of the FAQs was published to the external website in October 2008.

Chapter 3: Complaint Process

The fair and impartial processing of citizen complaints regarding police conduct is a major role for the UCPRB. As a result, the UCPRB has spent a considerable amount of time assuring that the Ordinance's directives in regards to complaint processing are strictly followed. In addition, the UCPRB has also endeavored to balance the need to make the complaint process readily accessible with the need to provide sufficient due process to the police officers who are subject to the complaint process.

Complaint Process

A flowchart of the complaint process is provided in Appendix 6.

The complaint process is initiated by the submission of a Complaint Form to either the Department or the HRO. Complaint forms may be obtained from the Department, the HRO or online at <http://www.city.urbana.il.us/urbana/>. Once completed, the complaint form may be notarized at several community locations. Local notary services may be obtained, free of charge, at the Urbana Free Library, the Urbana Post Office, and the Champaign County Clerk's Office, to name a few. In addition to these community locations, within the City of Urbana municipal building there are notaries in the Finance Department (1st floor), the City Clerk's Office (1st floor), and the Legal Division (2nd Floor). Complainants may receive assistance with the citizen complaint process at the Urbana Human Relations Office.

Once filed, the citizen complaint catalogued and is distributed to both the Department and the UCPRB c/o the HRO. Upon notification that a complaint has been filed, the Chief will assign a member of the police command staff to conduct an internal investigation into the allegations, the CPRB is notified of the initiation of the complaint and the complaint filed at the HRO office for CPRB review. Once all relevant and available information has been gathered, the findings are then submitted to the Chief of Police for review. The Chief reviews the findings and mails a certified letter to the complainant and UCPRB stating his determination. For those complaints that are eligible for appeals according to the requirements set forth in the Ordinance, an Appeals Form is forwarded as an attachment to the determination letter.

Once the determination letter is received via certified mail, the complainant has thirty (30) calendar days in which to appeal the Chief's findings. As discussed above, the complainant may choose to complete the attached Appeals Forms or notify the Human Relations Office that he or she wishes to file an appeal. Upon notification of an appeal, the UCPRB has forty-five (45) working days in which to either hold the hearing or provide a written explanation as to why the time limit could not be met. Once the hearing is scheduled, the HRO will provide the UCPRB members with copies of the complaint as well as any materials gathered in the course of the Department's internal investigation.

Once the hearing is convened the complainant will have an opportunity to present the basis for his/her appeal. A representative from the Police Department will also provide an explanation of the Department's investigation, findings and conclusions. Once both parties have had the opportunity to present their various perspectives, the UCPRB members will have an opportunity to pose questions to either party.

At the conclusion of the hearing, the UCPRB will deliberate and vote on a ruling. The possible rulings as outlined in the Ordinance are as follows:

Not Sustained: Where the members determine that the Chief's finding is not supported by the evidence.

Sustained: Where the members determine that the Chief's finding is supported by the evidence.

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.

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.

Mediated: Where the complaint was successfully mediated pursuant to Sec. 19-30.

After reaching a ruling, the UCPRB will notify both the complainant and the Police Department. If the ruling does not sustain the Chief's finding, the Human Relations Office will convene a meeting between the UCPRB and the Chief to discuss the differences that resulted in the non-concurrence. The Human Relations Office will then develop and transmit a thorough and objective written summary of the meeting to the Mayor.

Complaint Data

Section 19-27(a)(1) of the Ordinance requires that the HRO develop and maintain a database that will track certain complaint information as indicated in Section 19-27(a)(2):

1. Complaint type and number
2. Incident location
3. Complaint disposition
4. Discipline imposed (if applicable)
5. Complainant demographics
6. Comparison between CPRB findings and Police Department findings (if applicable)

Appendix 7 lists the incident classification codes used in the Section 19-27(a)(2) report.

Appendix 8 provides the above-enumerated information from April 21, 2008 to April 21, 2009.

There were a total of eight cases during the reporting period. Of those eight, three were filed by a single individual based upon issues arising from a single initiating incident. Note that several independent and contingent factors may influence the number of formal complaints filed, which include but are not limited to: (1) number of police contacts, (2) number of police arrests, (3) number and type of calls, (4) number of potential complaints resolved through informal means, as well as (5) UCPRB outreach activities.

Of the total eight complaints, the most frequent allegation was that of rude conduct on the part of the police officer. The second most frequent complaint allegation was that the officer did not adhere to UPD policy or procedure.

The racial and gender breakdown of complainants is as follows: two African-American females, two Caucasian males, one African-American male and one complainant of unknown race.

Of the total eight cases, disciplinary action was taken in two cases. Overall, no complainants appealed the Department's determination within the UCPRB's first year of operation.

Appendix 9 identifies complaint incident location by ward.

Chapter 4: Review and Reauthorization Process

Section 19-40 of the Ordinance requires that the Ordinance be reviewed and reauthorized by March 30, 2009. The language states as follows:

This Ordinance shall be subject to review and reauthorization by March 30, 2009. The review shall include public hearings and written comment from a broad cross-section of the Urbana community as well as the Police Department, the Human Relations Commission, the City Attorney, and the CPRB, itself. The purpose of the review is to evaluate the strengths and weaknesses of the present ordinance, and determine what changes, if any, are appropriate to the ordinance in the interest of strengthening police-community relations.

On March 16, 2009 at the request of the HRO, the City Council amended Section 19-40 to grant an additional thirty (30) days for the completion of the review and reauthorization process. At that time, the HRO also submitted a schedule for completion of the review and reauthorization process. The schedule was as follows:

Review and Reauthorization Schedule

March 18, 2009	Letter to Urbana’s civic and community leaders soliciting Written Public Comment
April 7, 2009	Written Public Comment Period Ends
April 1, 2009 to	Compilation and Evaluation of Written Public Comments
April 8, 2009	
April 8, 2009	Special Meeting of the Civilian Police Review Board Discuss Written Public Comments
April 13, 2009	Public Hearing to Review the Reauthorization of the Civilian Police Review Board Ordinance
April 13, 2009	Committee of the Whole Consideration of Motion to Reauthorize the Civilian Police Review Board Ordinance
April 20, 2009	City Council Meeting Consideration of Motion to Reauthorize the Civilian Police Review Board Ordinance

Public Comments

On March 18, 2009 the HRO forwarded a letter to twelve community organizations and individuals soliciting public comment on the existing ordinance. Letters were sent to the following:

Esther Patt, Chair Mayor’s Task Force on Citizen Police Review	Jennifer Walling, Member Mayor’s Task Force on Citizen Police Review
Ricky Baldwin, Member Mayor’s Task Force on Citizen Police Review	Carol Ammons, Member Mayor’s Task Force on Citizen Police Review
Rev. Zernial Bogan, Member Mayor’s Task Force on Citizen Police Review	Jerome Chambers, President Champaign County NAACP
Troy Burks, Member Mayor’s Task Force on Citizen Police Review	Dr. Evelyn Underwood, President Champaign-Urbana Ministerial Alliance
Elaine Gehrmann, Member Mayor’s Task Force on Citizen Police Review	Danielle Chenoweth Independent Media Center
Tracy Parsons, Member Mayor’s Task Force on Citizen Police Review	

Requests for public input were also distributed to the Urbana Police Department, Fraternal Order of Police, Lodge #70, and the Human Relations Office.

Comments were received from the Champaign-Urbana Citizens for Peace and Justice, Carol Ammons, the Ministerial Alliance of Champaign-Urbana, Ricky Baldwin and Police Chief Michael Bily. Those comments have been included as attachments to this report.

Special Meeting of the Civilian Police Review Board

On April 8, 2009, the CPRB held a special meeting to hear and discuss public comments regarding the Ordinance. Brian Dolinar, 303 West Locust, Ricky Baldwin, 801 East California, Danielle Chynoweth, 412 West Illinois Street and Rev. Troy Burks, 809 East Park Street provided public input.

Subsequent to receiving public input, the UCPRB deliberated on the issues and concerns raised. As a result of those deliberations, the UCPRB made the following recommendations:

Recommendation #1:

By consensus, the CPRB recommended that the City Council add language to the Ordinance setting time requirements for police department response to complaints. Accordingly, the UCPRB recommended the following language revision:

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 CPRB. The Police Department shall send all notices regarding the complaint via certified letter. Complainants shall receive confirmation that their complaint has been resolved within 14 days. Every effort shall be made to resolve the complaint within 30 days. In the event that it is not resolved in 30 days, a status report shall be mailed to the complaint every 30 days until it is resolved. The Department shall conclude its investigation prior to consideration by the CPRB.

Recommendation#2:

By consensus, the CPRB also recommended that the City Council strike language prohibiting the appointment of ex-felons to the UCPRB. The majority viewed this prohibition as unnecessarily discriminatory given the diversity of people convicted of felonies and the potential value to the UCPRB of input from some of these people. It was noted that Tom Costello and Grace Mitchell advised against the recommendation. While both (Costello and Mitchell) expressed support for further exploring the issue, neither felt that the UCPRB possessed sufficient background information to make such a recommendation.

The UCPRB also discussed ideas aimed at raising the Board's profile in the community. Such ideas were:

- Developing and publishing a schedule of reporting (both quarterly and annually).
- Collaborating with local agencies and community groups to educate the public on the services provided by the UCPRB.
- Increasing the frequency of UCPRB meetings to increase work product.
- Add local agencies and community groups to the list of entities receiving specific notification of regular UCPRB meetings.
- Compiling a complete list of UCPRB activities and accomplishments.

Public Hearing

On April 13, 2009 the City Council held a special public hearing to receive public input regarding the strengths and weaknesses of the Ordinance. At this hearing, Scott Dossett summarized the public input received at the UCPRB's special meeting. In addition, Mr. Dossett also provided the City Council with the UCPRB's two recommendations for amending the Ordinance. Robert Dunn, 919 W. Wright Street, Champaign, and Rev. Troy Burks, 809 East Park Street, Urbana, provided public input.

Adoption of the Revised Ordinance

On April 20, 2009 the Urbana City Council adopted a revised version of the Ordinance. The revised Ordinance contained the following modifications:

1. Additional Time Requirements and Modifications

Section 19-28(k) was amended to set forth time and reporting requirements for the Urbana Police Department’s response to complaints. The modified language requires that the Department verify receipt of a complaint within fourteen (14) days. The new language also states that the Department will make every reasonable effort to resolve complaints within forty-five (45) working days. If the complaint is not resolved within that specified time period, the Department must provide the complainant with a status report every forty-five (45) working days thereafter until the complaint is resolved.

The Council also voted to amend Section 19-28(g) to require filing of the initial complaint within 45 *working* days as opposed to the existing *calendar days*.

2. Date of Reauthorization

Section 19-40 was amended to require review and reauthorization by April 30, 2011.

Chapter 5: Board Year 2009-2010 Goal and Reporting Schedule

UCPRB Goal

The UCPRB goals and initiatives for the operational year 2009 – 2010 are as follows:

- To increase the UCPRB’s profile within the Urbana community by initiating ongoing interaction with key constituents, including community leaders, community organizations, non-governmental agencies and faith organizations.

Reporting Schedule

In compliance with Sections 19-28(l) and 19-27(a)(2) the UCPRB issues the following projected reporting schedule:

June 15, 2009	Publication of CPRB Annual Report
July 27, 2009	Submission of Quarterly Report to Mayor and City Council
October 26, 2009	Submission of Quarterly Report to Mayor and City Council
January 25, 2010	Submission of Quarterly Report to Mayor and City Council
April 26, 2010	Submission of Quarterly Report to Mayor and City Council
June 1, 2010	Publication of CPRB Annual Report
July 26, 2010	Submission of Quarterly Report to Mayor and City Council
October 25, 2010	Submission of Quarterly Report to Mayor and City Council

Thursday January 24, 2008	<u>COURSE</u>	<u>INSTRUCTOR</u>
5:30pm to 6:15pm	Ordinance Establishing the Civilian Review Board (Overview) (Ill. A and B)	RENT
6:15pm to 6:30pm	Contract Issues/Progressive Discipline/CPRB Administration	CLARK
6:30pm to 8:00pm	Open Meetings Act /Freedom of Information Act	ILLINOIS ATTORNEY GENERAL
8:00pm to 8:30pm	Uniform Peace Officers' Disciplinary Act 50 ILCS 725/1 (V.C.)	BORMAN
8:30pm to 9:30pm	Basics of Criminal Justice (V. D. 1,2,3)	RIETZ

Monday January 28, 2008	<u>COURSE</u>	<u>INSTRUCTOR</u>
5:30pm to 5:45pm	Mayoral Introduction and Charge (I.A.)	PRUSSING
5:45pm to 6:30pm	Local Government Expectations of CPRB (City Council Panel) (II.E.)	PANEL
6:30pm to 7:15pm	Local Community Expectations of CPRB (Community Leaders) (II.D)	PANEL
7:15pm to 7:30pm	BREAK	PANEL
7:30pm to 8:30pm	Issues in Criminal and Constitutional Law (V.A)	O'NEAL
8:30pm to 9:30pm	Introduction to Human Factors/Factors Analysis (IV. A)	RENT

Monday February 4, 2008	<u>COURSE</u>	<u>INSTRUCTOR</u>
5:30pm to 6:00pm	Organizational History/Culture (VI.A.1.)	BILY
6:00pm to 6:15pm	Police Administration Function (Policy, Procedure and Practice)	BILY/CONNOLLY
6:15pm to 7:15pm	Police Patrol Function (Policy, Procedure and Practice)	COBB
7:15pm to 7:45pm	Police Investigations Function (Policy, Procedure and Practice)	CONNOLLY
7:45pm - 8:00pm	Police Services Function (Policy, Procedure and Practice)	JEPSEN
8:00pm to 9:00pm	Control Tactics/Use Of Force Guidelines and Procedures (VI.C.)	PTI INSTRUCTOR / UPD STAFF
9:00pm to 9:30pm	Internal Use of Force Review	JEPSEN

Monday February 11, 2008	<u>COURSE</u>	<u>INSTRUCTOR</u>
5:30pm to 6:00pm	Firearms Use and Policy (VI.C.6)	JEPSEN
6:00pm to 6:30pm	Serious Use of Force Team	CONNOLLY / SERAPHIN
6:30pm to 7:00pm	UPD and Community Organizations	COBB
7:00pm to 7:45pm	Current UPD Citizen Complaint and Disciplinary Process / Conducting Fair and Impartial Internal Investigations	BILY, CONNOLLY, COBB
7:45pm to 8:45pm	Analysis and Retrospective of Recent Internal Investigations	BILY, CONNOLLY, COBB



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

**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 additional 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

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 proposed ordinance.

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 a written notice of appeal.
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.

CPRB Annual Report Appendix 5 – FAQs and Web Summary

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.

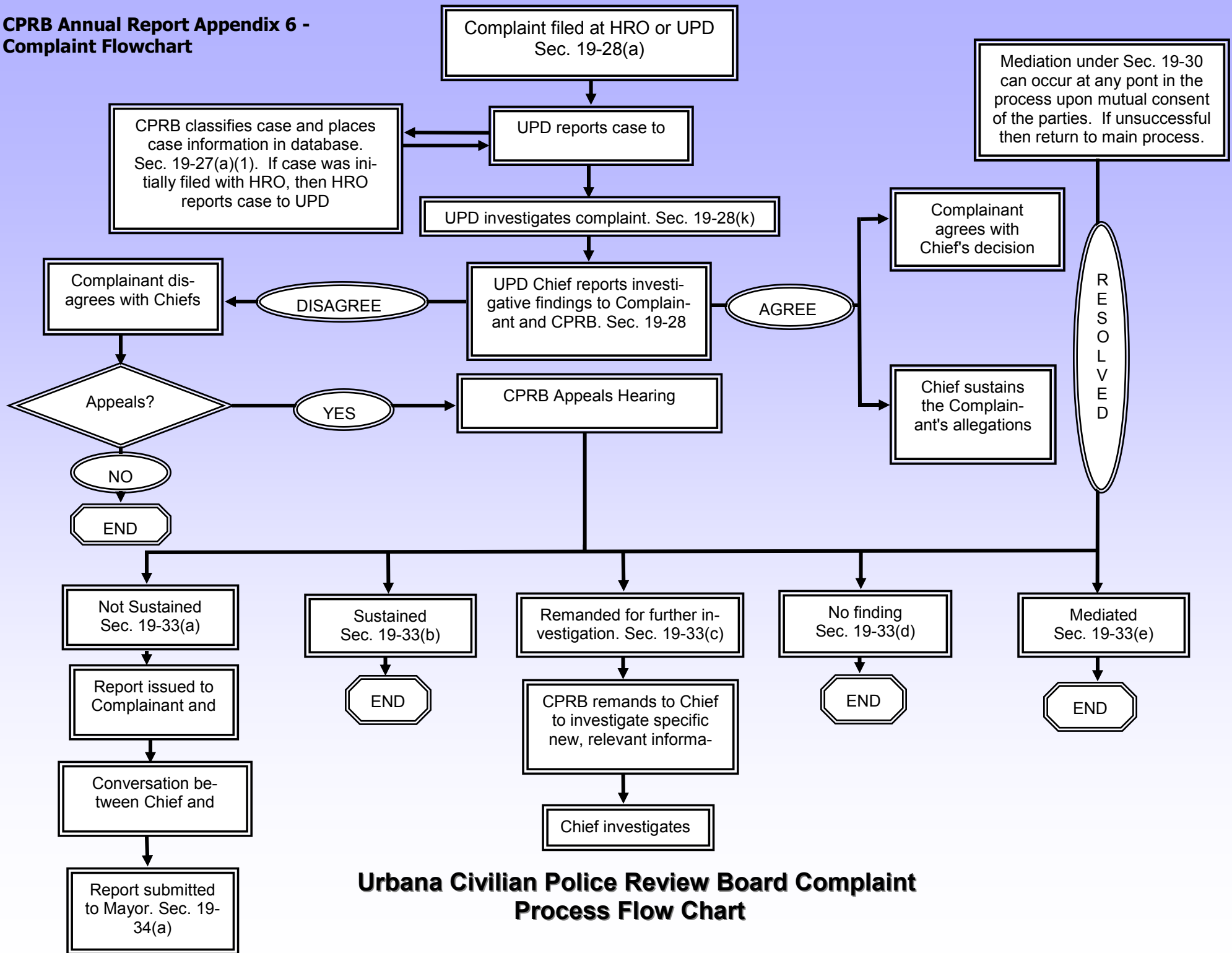
Can I be harassed or retaliated against because I filed a complaint?

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.

**CPRB Annual Report Appendix 6 -
Complaint Flowchart**



**Urbana Civilian Police Review Board Complaint
Process Flow Chart**

CPRB ANNUAL REPORT APPENDIX 7 - COMPLAINT INCIDENT CLASSIFICATION.xls

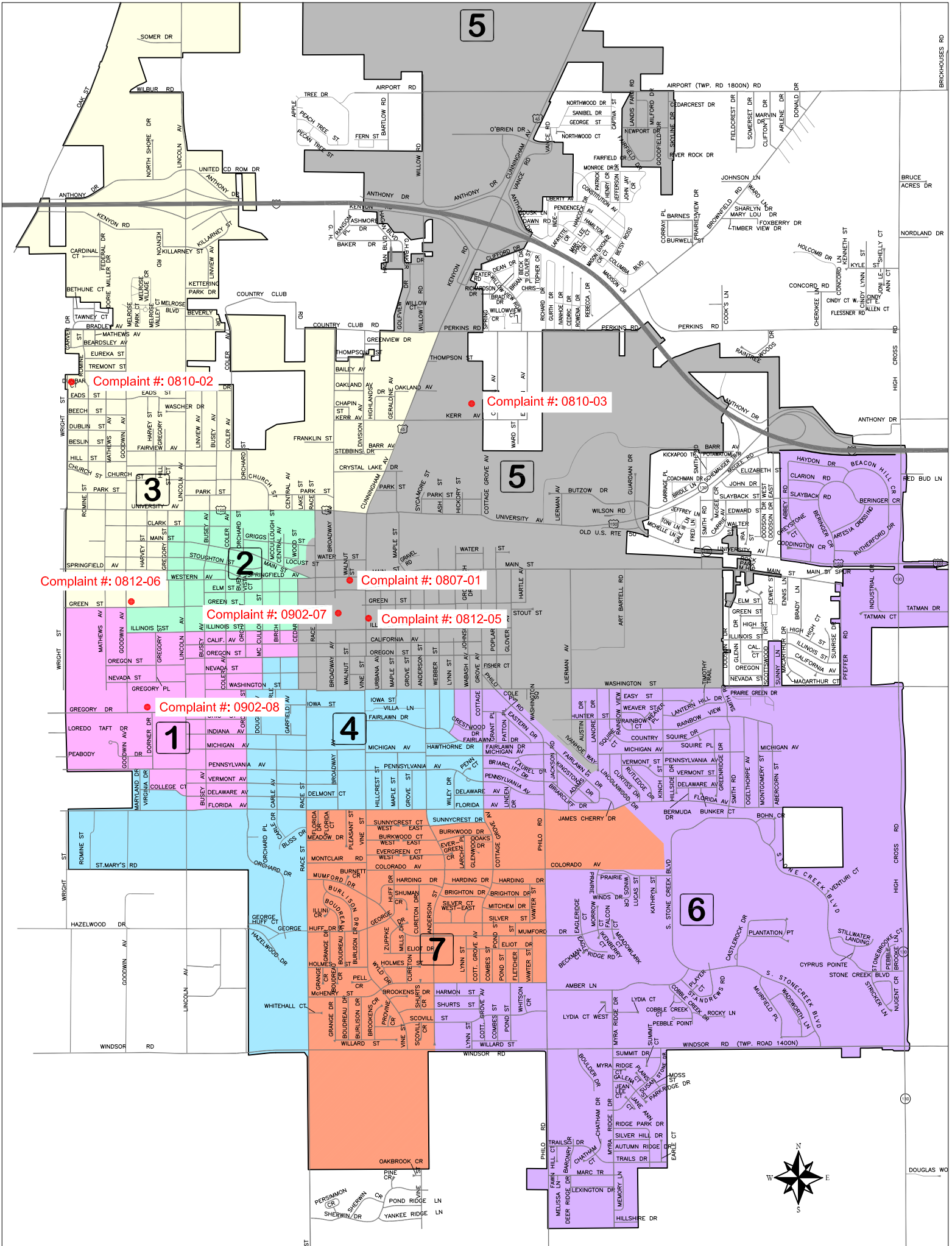
NUMBER	INCIDENT TYPE
1	EXCESSIVE FORCE
2	HARASSMENT
3	RUDE CONDUCT
4	OVERCHARGING
5	UNLAWFUL ARREST/DETAINMENT
6	UNOFFICER-LIKE CONDUCT/VERBAL ABUSE
7	MISSING/DAMAGED PROPERTY
8	FAILURE TO TAKE ACTION
9	IN COURT CONDUCT
10	RACIAL PROFILING
11	DISCRIMINATION/CIVIL RIGHTS
12	DELAYED/SLOW RESPONSE
13	IMPROPER PROCEDURE
14	POLICY/PROCEDURAL
15	UNLAWFUL SEARCH
16	EXCESSIVE POLICE SERVICE
17	ILLEGAL ACTIVITIES
18	SEXUAL HARASSMENT
19	UNCLASSIFIED
20	UNNECESSARY FORCE

INCIDENT TYPES

CPRB ANNUAL REPORT APPENDIX 8 - COMPLAINT DATA.xls

<u>COMP#</u>	<u>DATE FILED</u>	<u>INCIDENT DATE</u>	<u>INCIDENT TYPE</u>	<u>INCIDENT LOCATION</u>	<u>COMPLAINT DISPOSITION</u>	<u>DISCIPLINE IMPOSED</u>	<u>COMPLAINANT DEMOGRAPHICS</u>	<u>CPRB APPEAL?</u>
0807-01	7/2/2008	5/15/2008	9 (IN COURT CONDUCT)	CHAMPAIGN COUNTY COURTHOUSE	OFFICER ACTED PROPERLY	NONE	AFRICAN-AMERICAN MALE	NO
0810-02*	10/9/2008	10/2/2008	4 (OVERCHARGING)	DUMBAR COURT	OFFICER ACTED PROPERLY	NONE	AFRICAN-AMERICAN FEMALE	NO
0810-03	10/24/2008	10/20/2008	3 (RUDE CONDUCT)	1008 E. KERR AVENUE APARTMENTS	1ST OFFICER ACTED IMPROPERLY; 2ND OFFICER ACTED PROPERLY	NOTICE TO CORRECT	UNKNOWN	NO
0812-04*	12/4/2008	10/3/08 11/7/08	14 (POLICY/PROCEDURAL)	N/A	WRITTEN EXPLANATION AND APOLOGY GIVEN	NONE	AFRICAN-AMERICAN FEMALE	NO
0812-05*	12/4/2008	11/18/2008	14 (POLICY/PROCEDURAL)	CITY OF URBANA BUILDING	NO CPRB JURISDICTION	NONE	AFRICAN-AMERICAN FEMALE	NO CPRB JURISDICTION
0812-06	12/12/2008	12/10/2008	6 (UNOFFICER-LIKE CONDUCT)	CAMPUS GREEN & GOODWIN	OFFICER ACTED IMPROPERLY	NOTICE TO CORRECT	CAUCASIAN MALE	N/A
0902-07	2/10/2009	2/10/2009	3 (RUDE CONDUCT)	88 BROADWAY - LINCOLN SQUARE MALL	OFFICERS ACTED PROPERLY	NONE	CAUCASIAN MALE	N/A
0902-08	2/21/2009	2/21/2009	3 (RUDE CONDUCT)	CRCE RECREATION CENTER CAMPUS	NO URBANA POLICE OFFICER INVOLVED	NONE	AFRICAN-AMERICAN FEMALE	N/A

*Complaints came from a single individual



5

SOMER DR

WILBUR DR

NORTH SHORE DR

ANTHONY DR

KENYON RD

ANTHONY DR

ANTHONY DR

ANTHONY DR

ANTHONY DR

ANTHONY DR

ANTHONY DR

ANTHONY DR

ANTHONY DR

ANTHONY DR

ANTHONY DR

ANTHONY DR

ANTHONY DR

ANTHONY DR

ANTHONY DR

ANTHONY DR

Complaint #: 0810-02

Complaint #: 0810-03

Complaint #: 0812-06

Complaint #: 0807-01

Complaint #: 0902-07

Complaint #: 0812-05

Complaint #: 0902-08

1

4

7

6



14

DOUGLAS W