

RETALIATION PROHIBITED

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.



CIVILIAN POLICE REVIEW BOARD MEMBERS

Grace Mitchell, *Chair*

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Ricardo Diaz, Board Member

Scott Dossett, *Board Member*

Diane Gottheil, *Board Member*

Mikhail Lyubansky, *Board Member*

Megan McGinty, Board Member

Ivy Williams, *Vice Chair*



CITY OF URBANA HUMAN RELATIONS OFFICE

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CITY OF URBANA CIVILIAN POLICE REVIEW BOARD

*Providing a systematic means to
promote and maintain
positive police community relations*

FILING A CITIZEN POLICE COMPLAINT



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.

Why was the CPRB created?

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

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

Filing a Complaint

Any person who would like to complain about the conduct of an Urbana Police Officer may initiate a complaint by completing an "Urbana Police Action Complaint Form". These forms may be obtained from the Urbana Police Department, the Urbana Human Relations Officer, and the Urbana Free Library. The complaint form can also be downloaded from the City of Urbana's website at: urbanaininois.us/hro

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**.

Time Limits 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.

Complaint Procedure

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.

Appeals Procedure

1. After receiving the Chief's determination, you will have (30) thirty days in which to submit an [appeals form](#).
2. 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.
3. 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.

NOTE: The voluntary mediation option is available at *any* point in the complaint process, prior to the final CPRB determination.

CPRB Findings

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

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.