



HUMAN RELATIONS OFFICE  
STAFF REPORT

384-2456

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December 03, 2010

TO: Mayor and City Council

FROM: Todd Rent, Human Relations Officer

RE: Civilian Police Review Board  
First Quarter Report

First Quarter Report

Section 19-28(1) of the Ordinance Establishing a Civilian Police Review Board requires the Board provide a “quarterly report of all open or pending internal investigations”.

Currently, there are (6) six open or pending complaints.

For your convenience I have attached a spreadsheet showing all cases filed since July 2010. The information provided in this table is consistent with reporting requirements as set forth in Section 19-27(a)(2) of the Ordinance.



# **Civilian Police Review Board**

## **Annual Report 2010**

**Tom Costello, Chair**

**Grace Mitchell, Vice-Chair**

**Scott Dossett, Member**

**James McNeely, Member**

**Diane Gottheil, Member**

**Ivy Williams, Member**

**Todd Rent, Human Relations Officer**



**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 with providing 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 Urbana Civilian Police Review Board's Second Annual Report summarizes the Board's most recent operational year.\* This annual report provides data on complaints received, investigated and concluded during the period of April 2009 to June 2010. The report also provides an overview of complainant demographics, complaints by ward, and complaints by classification type. Finally, this report provides an overview of the Board's community outreach efforts. Such outreach efforts included meeting with key community stakeholders and presentations to school children.

In the First Annual Report, I noted that the CPRB had spent a considerable amount of time finding a common approach to interpreting the requirements of the Ordinance. I further expressed the expectation that the CPRB would shift its focus to conducting community outreach activities. I believe that this report reflects that shift in focus. As such, it represents the commencement of an ongoing effort to address the core issues underlying the tension between community and police. While this year's efforts are both meaningful and encouraging, much more work will need to be done to fully engage the community in a conversation about police relations.

Respectfully Submitted,

Todd E. Rent  
Urbana Human Relations Officer

\*Note: The reporting period is from April 2009 to July 2010. Previously, the Board's operational year was from April to April. This change was made in order to align the Board's operational year with the fiscal year.

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## **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.

Over the course of the next year and a half, the taskforce developed a draft ordinance. Concurrently, the City and FOP entered into an agreement governing some of the key aspects of the relationship between the officers, the City and the proposed 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 meeting, several members of the community provided input regarding the draft ordinance. Ultimately, the Committee determined that the draft ordinance needed revision in several areas concerning the scope and nature of the UCPRB's authority.

For the next several weeks, members of the community, Urbana Police Department, and city staff worked to develop a draft that would address many of the concerns raised during the initial public meeting. As a result of those efforts, the first version of the Ordinance was passed on August 6, 2007. Among other revisions, the Ordinance contained a sunset provision that required reauthorization two years after passage.

In the spring of 2009, the Ordinance was submitted for reauthorization. The reauthorization process provided an opportunity for community stakeholders to publicly voice their opinions regarding the operation of the Ordinance. On April 20, 2009, the City Council passed an amended version of the Ordinance. The amendments set forth time requirements for the police department's response to complaints, as well as extending the timeframe in which a complaint can be filed.

The current Ordinance is scheduled for reauthorization by April 31, 2011.

**Current 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. Current appointment ends December 2010.

*Chair*



**Grace Mitchell**, Secondary Alternative Education Director - Urbana High School. B.S., M.S.W. Current appointment ends December 2010.

*Vice-Chair*



**Scott Dossett**, Retired Scientist/Consultant. B.S. Agriculture with some graduate study at UIUC. Current appointment ends June 2012.



**James McNeely**, General Manager – Federal Companies. B.S., M.S. Criminal Justice. Current appointment ends June 2011.



**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. Current appointment ends June 2012.



**Ivy Williams**, Special Education Teacher – Champaign Public Schools. B.S. Special Education, M.S. Education. Current appointment ends December 2010.

### **Initial Board Training**

Training is a crucial factor in the success of any citizen 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 UCPRB members, subject to Mayor and City Council approval. Pursuant to that direction, the training 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 UCPRB's training was 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.

### **Ongoing Training**

Over the course of the past year, UCPRB members have undergone additional training.

In October 2009, Mr. Costello and Ms. Mitchell attended the annual conference of the National Association for Civilian Oversight of Law Enforcement (NACOLE). At this conference, both members attended workshops on topics related to civilian review of law enforcement. Specifically, the workshops covered relevant issues such as police internal investigations, civilian oversight models, police incident analysis, addressing transparency and accountability, and reporting, investigating lethal use of force incidents.

In December 2009 the UCPRB attended "UCPRB Scenario-Based Training" that provided an interactive, case-based exercise designed to simulate a public hearing as mandated by the Ordinance. Members who attended the training noted that the interactive nature of the training provided a more concrete understanding of their individual and collective responsibilities should such a hearing be held.

In June 2010 the UCPRB attended "The ABC's of Parliamentary Procedures" conducted by City Clerk, Phyllis Clark. This training was arranged at the request of CPRB members who wanted to ensure that all members had a basic understanding of parliamentary procedures.

UCPRB members will continue to participate in the Urbana Police Department's ride-along program.

### **Complaint Form**

Section 19-28(b) of the Ordinance directs the UCPRB and Chief of Police 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.

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

### **Complaint Process**

The complaint process is initiated by the submission of a Complaint Form to either the Police Department or the Human Relations Office ("HRO"). Complaint forms may be obtained from the Police Department, the HRO or online at <http://www.urbanaininois.us/residents/citizen-police-complaint>. 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, several notaries are located within the City of Urbana municipal building, specifically in the Finance Department (1<sup>st</sup> floor), the City Clerk's Office (1<sup>st</sup> floor), the Legal Division (2<sup>nd</sup> Floor) and the Executive Department (2<sup>nd</sup> Floor). Complainants may receive assistance with the citizen complaint process at the Urbana Human Relations Office.

**Complaint Process (Continued)**

Once filed, the citizen complaint is catalogued and distributed to both the Police Department and the UCPRB c/o the HRO. Upon notification that a complaint has been filed, the Chief of Police 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 is 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 of Police 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 enclosed with 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 to the Complainant 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 Police 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 determination, the UCPRB will notify both the complainant and the Police Department. If the UCPRB does not sustain the Police Chief’s finding, the HRO 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 for Years 2005 to 2010**

This section of the report will provide internal complaint data from years January 2005 through July 2010. For that time period, a total of sixty-eight (68) complaints were filed with annual totals ranging from a high of twenty (20) in 2006 to a low of seven (7) in 2008. Forty-eight (48) complaints were filed between 2005 and 2007, notably prior to the inception of the CPRB in 2008. In the period between January 2008 and July 2010, the duration of the UCPRB’s operation, there were sixteen (16) complaint filings. Illustration 1 provides a comparison of complaint filings by year and the Police Department’s calls for service.



**Illustration 1: Comparative Table of Complaint Filings and UPD Calls for Service between 2005 and 2009**

YEAR	COM-PLAINTS RECEIVED	UPD CALLS FOR SERVICE	COMPLAINTS PER 1,000 CALLS FOR SERVICE
2005	9	19,681	0.5
2006	20	20,479	1.0
2007	18	21,480	0.8
2008	7	21,115	0.3
2009	10	10,964	0.9

**Types of Complaints Received**

Once filed, complaints are reviewed by the HRO and classified according to the type of allegation. The following are the current classifications:

<b>ALLEGATION TYPES</b>	
<p><b>Excessive Force</b> allegation is when the level of force used on the citizen is excessive or improper.</p> <p><b>Harassment</b> is alleged when a complainant was harassed either physically, verbally or by gesture on the basis of any factor unrelated to a legitimate law enforcement objective.</p> <p><b>Rude Conduct</b> allegation is regarding abusive or obnoxious behavior or language, threats, profanity, and/or poor attitude while on duty.</p> <p><b>Overcharging</b> is alleged when a complainant is charged with an offense that is higher than the circumstances seem to warrant.</p> <p><b>Unlawful Arrest/Detainment</b> is alleged when a complainant is arrested or detained without legal basis.</p> <p><b>Unofficer-Like Conduct</b> refers to conduct which adversely reflects upon the police department, i.e. violations of law or policy, substance abuse, misuse or misappropriation of City property, acceptance of gratuities, bribes or abuse of authority.</p> <p><b>Missing/Damaged Property</b> allegation is used to report incidents of missing or damaged property.</p> <p><b>Failure to Take Action</b> allegation involves either no or inadequate police service given to the complainant.</p>	<p><b>In Court Conduct</b> refers to allegations of misconduct within the context of a court proceeding.</p> <p><b>Racial Profiling</b> refers to allegations that an officer initiated a contact solely based on the race of the person contacted.</p> <p><b>Discrimination</b> allegation indicates disparate or unfair treatment of a person or group on the basis of race, color, creed, class, national origin, religion, sex, age, marital status, physical and/or mental disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest or conviction record or source of income, or any other discrimination based upon categorizing or classifying a person on a basis not directly relevant to the police interaction.</p> <p><b>Delayed/Slow Response</b> allegation indicates an unreasonably slow or delayed response to a call for service.</p> <p><b>Improper Procedure</b> allegation involves a violation of either City or UPD policy, directive or operations guideline.</p> <p><b>Unlawful Search</b> allegation is regarding an improper or illegal search.</p> <p><b>Excessive Police Service</b> allegation indicates excessive, recurring contact by a police officer or by multiple police officers.</p>

**Types of Complaints (Continued)**

Between 2005 and July 2010, the most frequent allegation types were rude conduct (13 complaints) and improper procedure (13 complaints). The next most frequent allegation type was unofficer-like conduct (10 complaints). Discrimination (2 complaints) and overcharging (1 complaint) were the two least frequent allegation types. Illustration 2 provides the number and type of each allegation.

DISCRIMINATION	IMPROPER PROCEDURE	UNLAWFUL SEARCH	EXCESSIVE SERVICE	HARASSMENT	EXCESSIVE FORCE	RUDE CONDUCT	OVERCHARGING	UNLAWFUL ARREST/DETAINMENT	UNOFFICER-LIKE CONDUCT	FAILURE TO ACT	COURT CONDUCT
2	13	6	3	5	2	14	1	6	10	4	2

**Illustration 2: Table of Aggregated Allegation Types for Years 2005–2010**

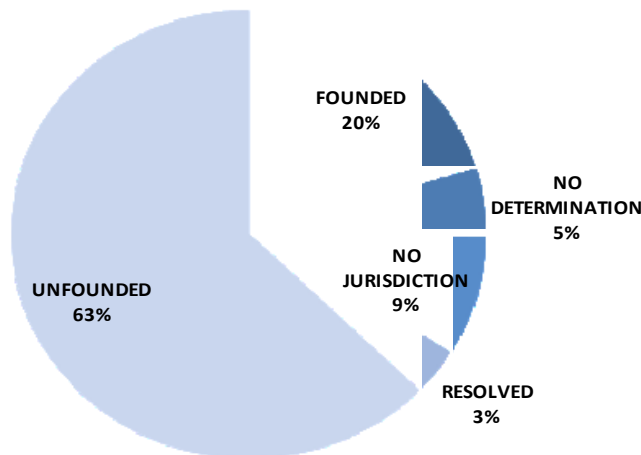
**Complaint Determinations**

Once the UPD investigation has been completed, the Police Chief makes a determination as to the veracity of the allegations. That determination will generally fall into the following categories:

- (1) **Founded.** This finding is appropriate when the Chief determines that the investigatory findings either support the initial allegations or raise some other concern about a police officer’s conduct
- (2) **Not Founded.** This finding is appropriate when the Chief determines that the investigatory findings do not support either the initial allegations and/or fail to raise additional concerns.
- (3) **No Determination.** This finding indicates that there was insufficient information upon which to either confirm or deny the Complainant’s allegations.
- (4) **No Jurisdiction.** This finding indicates that based upon the particular findings of fact, the UPD does not have jurisdiction in the matter.
- (5) **Resolved.** This finding indicates that the complainant and UPD have reached a mutually acceptable resolution.

In the time period between January 2005 and July 2010, there have been twelve (12) founded complaints, thirty-seven (37) unfounded complaints, five (5) findings of no jurisdiction , three (3) findings of no determination, and two (2) resolved cases. Illustration 3 shows the determinations by percentage for the years 2005 through July 2010.

**COMPLAINT DETERMINATIONS BY PERCENTAGE**



**Illustration 3: Complaint Determinations by Percentage for Years 2005 to July 2010**

**Complaint Data for 2009–2010 Operational Year**

In the time period between April 2009 and July 2010, a total of fourteen (14) complaints were filed with the CPRB. Of those complaints, the most frequent allegation was improper application of policy or procedure. Illustration 4 provides a breakdown of the allegations by type.

**Illustration 4: Table of Allegation Types for 2009-2010**

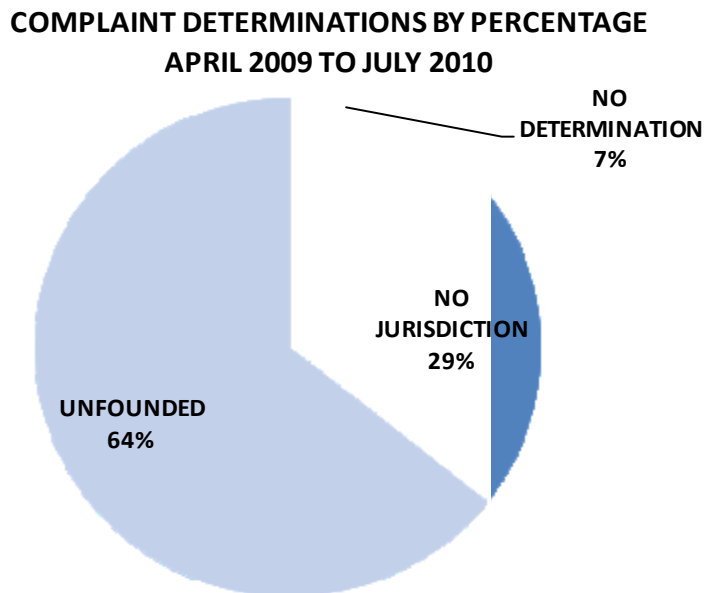
ALLEGATION TYPE	IMPROPER PRO- CEDURE	UNLAWFUL SEARCH	EXCESSIVE SERVICE	HARASSMENT	RUDE CONDUCT	UNLAWFUL ARREST/ DETAINMENT	IN COURT CONDUCT
# OF ALLEGATIONS	6	1	1	1	2	2	1

Illustrations 5 and 6 provides an overview of complaint determinations for the same period by value and percentage, respectively.

**Illustration 5: Complaint Determinations by Value for 2009–2010**

COMPLAINT DISPOSITION	#
NO DETERMINATION	1
NO JURISDICTION	4
RESOLVED	0
UNFOUNDED	9

**Illustration 3: Complaint Determinations by Percentage for Years 2005 to 2010**



### **Appeals to the CPRB**

There have been no appeals to the CPRB in the period between April 2008 and July 2010 .

### **Chapter 4: Community Outreach**

The CPRB's goal for operational years' 2009 to 2010 was the following:

*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.*

Since the last CPRB Annual Report, the CPRB has endeavored to fulfill this goal through the following outreach activities:

- On October 3, 2009 the UCPRB held an introductory meeting with the Ministerial Alliance of Champaign-Urbana and Vicinity ("MACU"). Topics discussed at the meeting were (1) the scope and authority of the UCPRB, (2) ultimate accountability for police oversight, and (3) officer accountability during multi-jurisdictional incidents. The meeting was attended by UCPRB members Grace Mitchell, Scott Dossett, Diane Gottheil and Human Relations Officer, Todd Rent as well as several members of MACU. At that meeting, both entities agreed to meet at least semi-annually to discuss pertinent police/community issues.
- On October 17, 2009, UCPRB representatives attended a community expo sponsored by WBCP. At this event, members distributed brochures and spoke individually with many citizens regarding the complaint process.
- On April 28, 2010, the UCPRB completed and published a brochure entitled Know Your Rights and Responsibilities [Appendix 1]. The UCPRB developed this brochure pursuant to Section 19-39(d) of the UCPRB Ordinance. The brochure provides Urbana residents and visitors guidance on interacting with Urbana Police Officers.
- On May 18, 2010 representatives from the Urbana Police Department (UPD), the Urbana Human Relations Office (HRO) and the UCPRB made eight, fifty-minute presentations to students at Urbana High School. The presentations reviewed the UCPRB publication, Know Your Rights and Responsibilities and cyber-bullying. The presentations were intended to provide students with key information about how to interact with police in a constructive and safe manner. Students were also instructed how to go about filing a complaint if they felt that an Urbana police officer failed to treat them in a manner consistent with Police Department expectations.
- On June 5, 2010 the UCPRB held a joint meeting with MACU and Champaign Urbana Citizens for Peace and Justice. Topics discussed at this meeting were (1) the accessibility of the complaint process, (2) documentation of issues that reach resolution prior to the filing of a formal complaint, (3) content of the Know Your Rights and Responsibilities brochure, and (4) the prohibition of felons and former law enforcement from membership on the UCPRB. The meeting was attended by members Tom Costello, Grace Mitchell and Scott Dossett. These members, along with Todd Rent, fielded questions from MACU, CUCPJ, and several members of the community.
- Throughout summer 2010, representatives from the UCPRB staffed a tent at Urbana's "Market at the Square" events on Saturday morning. UCPRB representatives took the opportunity to speak with interested citizens about the UCPRB and its function.

### **Chapter 5: Board Year 2010-2011 Goals and Reporting Schedule**

#### **Goals for Operational Year 2010-2011**

The UCPRB goals and initiatives for the operational year 2010 – 2011 are as follows:

- To work to identify additional targets for community outreach including: a) soliciting citizen suggestions for outreach; b) soliciting outreach suggestions from members of the Urbana Police Department; and c) contacting citizen police review boards in other communities to learn of their outreach activities. [DG]
- To engage in outreach activities including those with groups targeted in the past and with additional groups identified by means of the activities named in the previous goal. [DG]

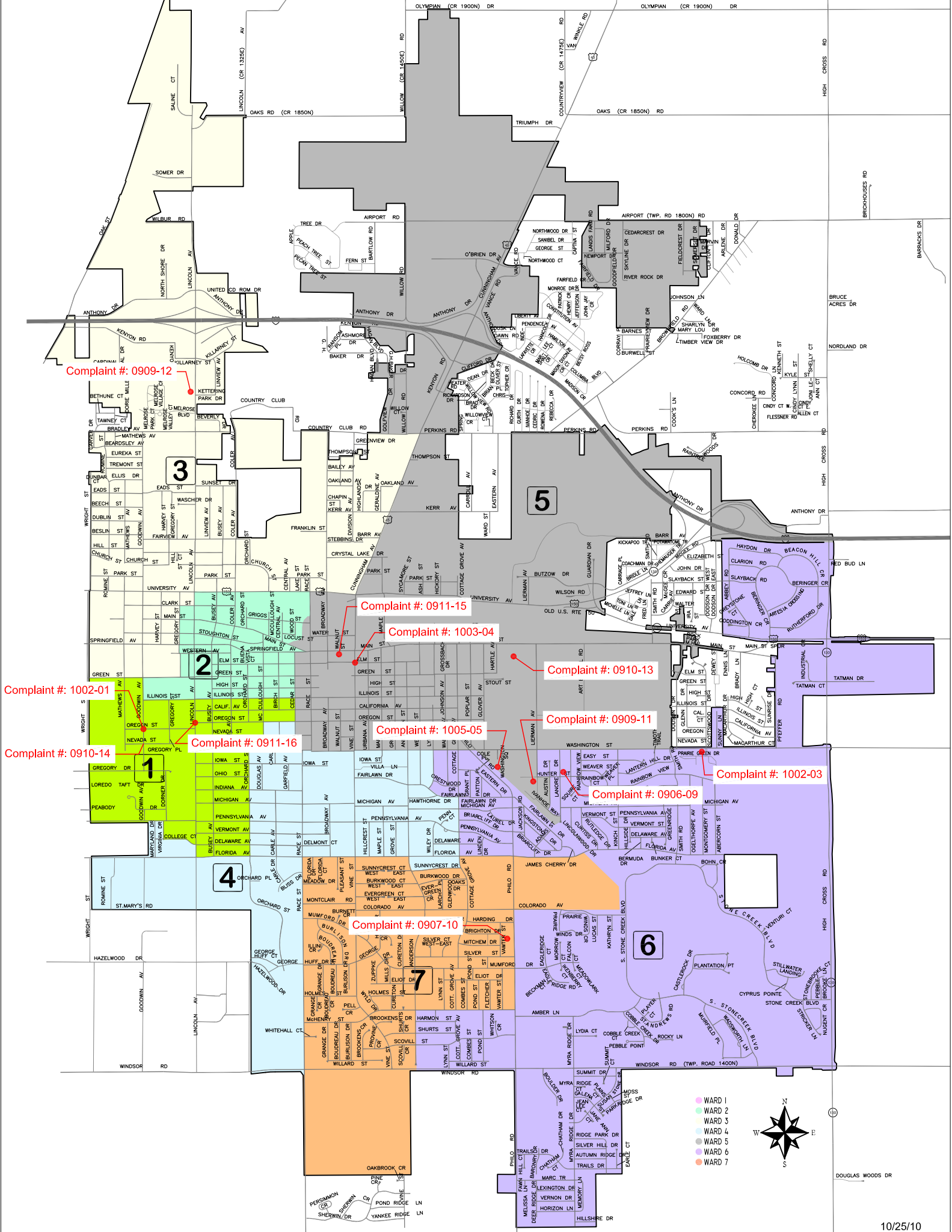
**Reporting Schedule**

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

October 2010	Submission of Quarterly Report to Mayor and City Council
January 2010	Submission of Quarterly Report to Mayor and City Council
February 2010	Review and Reauthorization Process—Solicitation for Public Comment
March 2010	Review and Reauthorization Process—Public Hearing
April 2010	Review and Reauthorization Process—Report to Council
April 2010	Submission of UCPRB Ordinance for Reauthorization
April 2010	Submission of Quarterly Report to Mayor and City Council
July 2010	Submission of Quarterly Report to Mayor and City Council

**URBANA CIVILIAN POLICE REVIEW BOARD  
ANNUAL REPORT COMPLAINT DATA  
APRIL 2009 TO JULY 2010  
APPENDIX A**

COMP#	DATE FILED	INCIDENT DATE	INCIDENT TYPE	INCIDENT LOCATION	COMPLAINT DISPOSITION	DISCIPLINE IMPOSED	COMPLAINANT DEMOGRAPHICS	CPRB APPEAL?	COMMENTS
0906-09	5/28/2009	5/29/2009	13 (IMPROPER PROCEDURE)	1702 HUNTER ST URBANA, IL	OFFICER WAS MISTAKEN BUT CONDUCT WAS PROPER	NONE	AFRICAN-AMERICAN FEMALE	NO	OFFICER'S ERROR WAS CORRECTED
0907-10	7/16/2009	5/26/2009	13 (IMPROPER PROCEDURE)	APARTMENTS LOCATED ON VAWTER	OFFICER ACTED PROPERLY	NONE	AFRICAN-AMERICAN FEMALE	NO	N/A
0909-11	9/15/2009	NOT SPECIFIED	2 (HARASSMENT)	SCOTTSWOOD MANOR	OFFICER ACTED PROPERLY	NONE	AFRICAN-AMERICAN FEMALE	NO	
0909-12	9/8/2009	Oct-08	13 (IMPROPER PROCEDURE)	CAPSTONE APARTMENTS	N/A	N/A	AFRICAN-AMERICAN MALE	NO CPRB JURISDICTION TIME BARRED	ORIGINAL FILING DATE OUTSIDE STATUTE OF LIMITATIONS FOR APPEAL
0910-13	10/13/2009	10/13/2009	5 (UNLAWFUL ARREST/DETAINMENT)	WASHINGTON STREET NEAR SOLO CUP	COMPLAINT UNFOUNDED	NONE	CAUCASIAN MALE	NO	
0910-14	10/13/2009	10/10/2009	5 (UNLAWFUL ARREST/DETAINMENT)	CORNER OF GOODWIN & NEVADA	OFFICERS ACTED PROPERLY	NONE	AFRICAN-AMERICAN MALE	NO	
0911-15	10/26/2009	7/23/2008	9 (IN COURT CONDUCT)	101 E. MAIN ST, URBANA CHAMPAIGN COUNTY COURTHOUSE	N/A	N/A	AFRICAN-AMERICAN MALE	NO CPRB JURISDICTION TIME BARRED	ORIGINAL FILING DATE OUTSIDE STATUTE OF LIMITATIONS FOR APPEAL; EARLIER INDICATED COMPLAINT (NEVER PRODUCED) DOES NOT MEET FILING REQUIREMENTS
0911-16	10/31/2009	10/31/2009	13 (IMPROPER PROCEDURE)	LINCOLN AND OREGON	OFFICERS ACTED PROPERLY	N/A	UNKNOWN	NO	COMPLAINT FILED BY INDIVIDUAL NOT INVOLVED IN INTERACTION
1002-01	2/1/2010	1/17/2010	13 (IMPROPER PROCEDURE)	GOODWIN AND OREGON	COMPLAINT UNFOUNDED	N/A	UNKNOWN	NO	
1002-03	2/22/2010	2/18/2010	15 (UNLAWFUL SEARCH)	PRAIRIE GREEN APARTMENTS	INSUFFICIENT EVIDENCE	N/A	AFRICAN-AMERICAN MALE	NO	
1003-04	3/3/2010	3/1/2010	16 (EXCESSIVE SERVICE)	VINE AND ELM	OFFICER ACTED PROPERLY	N/A	UNKNOWN	NO	
1005-05	5/6/2010	2/9/2010	13 (IMPROPER PROCEDURE)	PHILO ROAD	N/A	N/A	UNKNOWN	NO CPRB JURISDICTION TIME BARRED	ORIGINAL FILING DATE OUTSIDE STATUTE OF LIMITATIONS FOR APPEAL



## KNOW YOUR RIGHTS AND RESPONSIBILITIES: INTERACTIONS WITH URBANA POLICE OFFICERS

*Encounters with police officers can sometimes be intimidating and confusing. Most of us rarely talk to or answer questions from an officer and communications can be difficult under stress. While the following guide is not intended to provide legal advice, the text below contains some ideas you may want to consider. A little thought before a contact can help you feel more calm and in control, resulting in a better outcome.*

When you encounter an Urbana Police Officer, you should expect the Officer to:

- Clearly identify him or herself as an Urbana Police Officer
- Treat every citizen with courtesy and respect regardless of race, color, class, national origin, religion, sex, age, sexual orientation, physical or mental disability or any other classification
- Follow proper police procedures
- Follow all federal, state and local laws

*Remember that the first couple of words said to the Officer may establish a tone for the entire interaction so be calm, courteous and respectful in voice and action.*

### **Pedestrian Stops**

If you are approached by an Urbana Police Officer while on foot, the Officer expects that you will:

- Remain calm
- Not walk or run away when the Officer approaches you
- Keep your hands where the Officer can easily see them and avoid putting your hands in your pockets
- You are encouraged answer the Officer's questions. However, you have the right to remain silent.

If you wish to walk away, ask if you are free to go. If an Officer says you are not free to go you may not. At this point you are possibly being detained or arrested.

You may ask that a police patrol supervisor be called to assist in your contact. Please understand however that a supervisor may not be immediately available. If not, you will be contacted by the supervisor at a later time.

### **Traffic Stops**

If an Urbana Police Officer initiates a traffic stop, the Officer expects that you will:

- Remain calm
- Slow down, pull over to the right, and stop in the nearest safe, well lit area
- Roll down your window
- Remain in your car with both hands on the steering wheel
- Wait for the Officer to approach
- Remember that the first couple of words said to the Officer may establish a tone for the entire interaction so be calm, courteous and respectful in voice and action
- Follow the Officer's directions (which may include providing license, proof of insurance and possibly vehicle registration)

### **Right to File a Complaint**

If you believe an Urbana Police Officer has behaved improperly, please remain calm and follow the Officer's direction. You will have the opportunity to file a complaint later. Examples of improper behavior include:

- Use of discourteous or demeaning language
- Improper stop, arrest or search and seizure
- Racial profiling or discrimination
- Misuse or abuse of authority
- Unnecessary or excessive force

*The Urbana Civilian Police Review Board (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. If you have concerns, questions or suggestions about your interaction with an Urbana Police Officer, or wish to file a complaint, contact the UCPRB c/o the Urbana Human Relations Office, 400 S. Vine Street, phone (217) 384-2466 or email [terent@city.urbana.il.us](mailto:terent@city.urbana.il.us)*