



## MEMORANDUM

**TO:** Mayor Diane Wolfe Marlin and City Council Members  
**FROM:** Carol Mitten, City Administrator  
Vacellia Clark, Human Relations Officer  
**DATE:** July 9, 2020  
**SUBJECT:** A Resolution Approving the Civilian Police Review Board (CPRB) Orientation, Technical Training, and Continuing Education Standards

**Introduction:** City staff are working collaboratively with the CPRB members to ensure that the CPRB Ordinance is being administered and implemented as the City Council intended when the CPRB was established in 2007 (and reauthorized and/or amended in 2009, 2011, and 2015). To that end, approval of this Resolution is sought to comply with Section 19-23 of the CPRB Ordinance.

**Discussion:** Section 19-23 (Training and Orientation) of the CPRB Ordinance reads as follows:

*The human relations office (HRO) shall develop written standards for orientation and continuing education for all CPRB members. The written standards shall be subject to the approval of the Mayor and the Council. Completion of the orientation program is required before a member is seated. Timely completion of continuing education is required for all sitting members.*

In order to ensure that new Board members can begin their work on the CPRB as quickly as possible, the orientation and training have been divided into two parts: orientation and technical training. Outlines of the subject matter for each of these types of training are attached, along with approximate time durations. With Council approval, the orientation would be required for each member to be seated; the technical training would be required within the first six months of being appointed (although we would try to complete it sooner than that).<sup>1</sup>

The annual continuing education standards would become effective in the calendar year after a given member is initially seated in order to allow time for the Board member to receive the orientation and technical training.

**Recommendation:** Staff recommends that the City Council approve the attached orientation, technical training, and continuing education standards for the CPRB with any required modifications.

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<sup>1</sup> For current Board members, all Board members will take the Orientation prior to their next regular meeting on July 22, 2020 to ensure that they all meet the requirement of Section 19-23. Further, all Board members will take the technical training between now and the end of calendar year 2020, with the exception of the ride-along requirement. Until the State of Illinois is in Phase 5 of Restore Illinois (or more solidly within Phase 4), ride-alongs have been suspended.



**RESOLUTION NO. 2020-07-032R**

**A RESOLUTION APPROVING ORIENTATION, TECHNICAL TRAINING, AND CONTINUING EDUCATION STANDARDS FOR CIVILIAN POLICE REVIEW BOARD MEMBERS**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, in 2007, the Mayor and City Council determined that a civilian police review board would enhance public safety by providing an independent means to review citizen complaints regarding police officer conduct and the operations of the Urbana Police Department; and

**WHEREAS**, on August 6, 2007, the City Council approved Ordinance No. 2007-07-085, amending Urbana City Code Chapter 19 to establish the Civilian Police Review Board (CPRB); and

**WHEREAS**, on April 20, 2009, the City Council approved Ordinance No. 2009-04-036 to reauthorize the CPRB; and

**WHEREAS**, on May 16, 2011, the City Council approved Ordinance No. 2011-05-034 to amend and reauthorize the CPRB Ordinance; and

**WHEREAS**, on February 2, 2015, the City Council approved Ordinance No. 2015-01-003 to expand the authority of the CPRB to include oversight of the display and use of TASERs by the Urbana Police Department; and

**WHEREAS**, each time the CPRB Ordinance was approved, amended, or reauthorized, it included Urbana City Code Chapter 19, Article III, Division 1, Section 19-23, requiring in part that the Human Relations Office develop written standards for orientation and continuing education for all CPRB members, subject to the approval of the Mayor and City Council; and

**WHEREAS**, City staff, in collaboration with CPRB members, have developed orientation, technical training, and continuing education standards to present to the Mayor and City Council for their approval; and

**WHEREAS**, the City Council, after due consideration, finds that approving such orientation, technical training, and continuing education standards as herein provided is in the best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

**Section 1.**

The CPRB orientation, technical training, and continuing education standards attached hereto and hereby incorporated by reference, be and the same are hereby approved.

**Section 2.**

Upon approval of this Resolution, the Human Relations Office shall adhere to these standards for the orientation, technical training, and continuing education of CPRB members.

**PASSED BY THE CITY COUNCIL** this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

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Phyllis D. Clark, City Clerk

**APPROVED BY THE MAYOR** this Date day of Month, Year.

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Diane Wolfe Marlin, Mayor

## **Orientation Standards for CPRB Members**

### **Session One: Introduction and Overview**

- A. Mayoral introduction and charge
- B. Civilian oversight of law enforcement
- C. Models of civilian oversight (explain where Urbana's model fits)
- D. History of civilian oversight and development of CPRB in Urbana
- E. Q & A from CPRB Orientation and Procedures Manual

### **Session Two: Ordinance Establishing the Civilian Police Review Board**

- A. Complaint Process
  - a. Intake procedures
  - b. Investigation
  - c. Findings by Police Chief
  - d. Appeals
  - e. Hearings
  - f. Disposition
- B. Other Duties of the CPRB
  - a. Policy review and recommendations
  - b. Regular meeting schedule
  - c. Community outreach
  - d. Establishment of CPRB operational rules and procedures

### **Session Three: Legal Topics**

- A. Open Meetings Act (OMA) requirements
- B. Confidentiality/privacy issues
  - a. Public records
  - b. Confidentiality requirements
- C. Uniform Peace Officers' Disciplinary Act
- D. FOIA as it applies to CPRB
- E. Brief Overview of Relevant Case Law

Approximate duration: 2-3 hours

## **Technical Training Standards for CPRB Members**

### **Session One: Basics of Criminal Justice**

- A. Role of the Legislature/Role of the Council
- B. Role of the Police
- C. Role of the State's Attorney
- D. Role of the Courts
- E. Role of Corrections/Jail/Prison/Probation

### **Session Two: Overview of the Urbana Police Department**

- A. Organizational History, Culture and Structure
- B. Chain of Command and the Roles/Responsibilities of Ranks
- C. Police Administrative Function
- D. Police Patrol Function
- E. Police Investigations Function
- F. Police Services Function

### **Session Three: Recruitment, Selection and Training of Officers (Path of a New Recruit)**

- A. Testing/Interviews/Selection
- B. Background Investigations
- C. Psychological Testing
- D. Police Training Institute
- E. Field Officer Training Program
- F. Proactive versus Reactive Policing
- G. Policy Development in the UPD
- H. Tour of the Department

### **Session Four: Routine Police Procedures**

- A. Search and seizure
- B. Detentions versus arrests
- C. Juvenile Procedures
- D. Booking, Custody, and Prisoner Transport Procedures
- E. Traffic Stops/Traffic Enforcement
- F. Pedestrian Stops
- G. Drug Enforcement

### **Session Five: Specialized Police Training (Control Tactics/Use of Force)**

- A. Use of Force Continuum
- B. Defensive Tactics
- C. Takedown and Pain Compliance Holds and Maneuvers
- D. Handcuffing Techniques
- E. Use of Less Lethal Weapons (OC or Pepper Spray)

- F. TASER Use
- G. Baton Use
- H. Firearms Use Policy

Session Six: More Specialized Police Training

- A. Implicit Bias Training
- B. Crisis Intervention Training
- C. Dealing with Mentally-Disturbed Subjects
- D. Dealing with Impaired Individuals (alcohol and/or drugs)
- E. Interaction with Marginalized Groups

Session Seven: Relevant Case Law

- A. Stops and Detentions
- B. Search and Seizure
- C. Arrests and the Rights of Arrested Persons

Session Eight: 4-hour Ride-Along

Approximate Duration: 10-12 hours

## Continuing Education Standards for CPRB Members

Each calendar year, beginning with 2021, each member<sup>1</sup> of the CPRB will complete the following, at a minimum:

- Two 4-hour ride-alongs
- Participate in one “mock hearing” (staff and the CPRB will collaborate on the scenario to be presented)
- 4 hours of NACOLE training (in-person or webinar format)
- 2 hours of community outreach on behalf of the CPRB
- 30-minute Open Meeting Act refresher

### Optional but encouraged:

Participation in the Champaign County Citizens Police Academy

Anti-bias training

Conflict resolution training

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<sup>1</sup> This requirement is waived during the calendar year in which a given CPRB member is seated for the first time, to allow for the Orientation and Technical Training Standards to be met.