



**City of Urbana**  
**Civilian Police Review Board**  
**Community Outreach**

# Presentation Objectives

- Familiarize the community with the purpose of the Urbana Civilian Police Review Board (UCPRB)
- Explain how the complaint process works and discuss the UCPRB's role
- Answer questions regarding the UCPRB's role
- Take suggestions regarding the UCPRB's community outreach activities

# Purpose of UCPRB

UCPRB established to improve relations between the Urbana Police Department (UPD) and the community by:

- Providing a fair and independent review of citizen-police complaints (citizens' perspective)
- Providing a systematic means to promote and maintain good police-community relations
- Ensuring that police officers are treated fairly (protect officer rights)

# What is a police complaint

- Written allegation of misconduct against a sworn Urbana police officer
- Examples of types of complaints filed:
  1. Rudeness/Unofficer-like conduct
  2. Failure to Follow Procedure
  3. Excessive force
  4. Discrimination/Profiling

# Who may file a complaint

Complaints must be based upon a *first-hand* account by either (1) the person involved in the police incident/interaction, or (2) a witness to a police incident/interaction.

- Minors (under age 18) must be represented by a parent or guardian

# How to file a complaint

- Complete an “Urbana Police Action Complaint Form”
- Forms may be obtained from the UPD, and Urbana Human Relations Office (HRO).
- Forms may also be downloaded from the City of Urbana’s website:  
<http://www.urbanaininois.us/>
- Complaints must be **signed** and **notarized**
- Notary services are available **free of charge** at the Urbana City Building

# Time Limits for Filing a Complaint

- Complaints must be filed within **45 working days** of the incident/interaction
- If complainants are **physically unable** to file, complaints must be filed within **15 calendar days** of the date on which they are **physically able to file**
- Under no circumstances may a complaint be filed more than **1 year** after the incident/interaction

# Once a complaint is filed

- The complainant will receive a copy of the signed and notarized complaint form
- UPD will conduct an internal investigation into the complaint
- Once the internal investigation is completed, the Chief of Police will forward notification of the departmental findings to the complainant via certified mail
- The determination will contain an UCPRB Appeals Form



# UCPRB appeals process

- After receiving the Chief's determination, the complainant has (30) thirty days to submit a UCPRB Appeals Form.
- The UCPRB will conduct an appeals hearing within (45) forty-five working days.
- At the Appeals Hearing, the complainant will have the opportunity to state why she or he disagrees with the Chief's decision.

# The appeals hearing

- A hearing officer will preside (direct the meeting)
- The appeals hearings are closed to the public
- Complainant makes a statement
- UPD makes a statement
- UCPRB members may ask questions
- UCPRB members will deliberate and reach a decision

# UCPRB decisions

- At the conclusion of the appeals hearing, the UCPRB will either:
  - (1) agree with the Chief's findings,
  - (2) disagree with the Chief's findings,
  - (3) return the matter to the department for further investigation, or
  - (4) decide that no finding can be made due of lack of evidence/information

# No retaliation against complainants

*Harassment, retaliation, or retribution for filing a complaint or testifying on behalf of a complainant will not be tolerated. If a complainant believes that he or she has been subjected to harassment, retaliation, or retribution for filing a UCPRB complaint, the complainant should contact the Urbana Human Relations Officer for appropriate investigation and follow-up.*

# Voluntary mediation

- Both the complainant and the officer will be offered the opportunity to participate in a voluntary mediation process. These services are provided at no-cost and are available at any stage in the complaint process.
- However, please note that mediation services are only available when *both* parties voluntarily agree to participate

# Contact Information

Urbana Civilian Police Review Board c/o  
the Urbana Human Relations Office

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**Questions?**