

## MINUTES

Citizen Review Working Group  
July 12, 2016, 1:30 pm  
Champaign City Building  
EC1 Meeting Room  
102 N. Neil St, Champaign, IL

MEMBERS PRESENT:      Chief Anthony Cobb                      Deputy Chief Jon Swenson  
                                 City Manager Dorothy David          Rachel Joy  
                                 Will Cowan                                  Brian Greear  
                                 LaEisha Meaderds                      Mary Mullen  
                                 Bruce Brown                                Alissia Young  
                                 Tod Rent                                      Travis Dixon

### TOPICS DISCUSSED:

1. Chief Cobb introduced the Working Group Members present.
2. Chief Cobb presented the background of the formation of the working group and the charge of the group.
3. Deputy Chief Jon Swenson gave a Power Point Presentation of the Champaign Police Department's current practices regarding the Citizen Complaint Process and Use of Force Review Process. The Presentation also gave an overview of the different Models of Citizen Review implemented nationally.
4. Chief Cobb indicated a survey would be sent to the group members soliciting their availability for future meetings and indicated that the handouts and a copy of the Power Point Presentation would be distributed to the absent members.

TIME ADJOURNED: 2:40 PM

Mary Mullen  
Secretary to Anthony D. Cobb, Chief of Police

# Formation of Working Group



- Study Session on April 22, 2016.
- As a result of the Study Session, Council directed the Chief of Police to form a Police Complaint Working Group.
- The Working Group's role is to study the current complaint process and to make appropriate recommendations for Council consideration.

# Scope of Working Group



- Examine current process for the intake, investigation, and review of citizen complaints and make recommendations for improving it.
- Review the PD's use of force history, its process for handling internal investigations, and its process for reviewing Use of Force incidents. Make recommendations for improving those processes as well.
- Evaluate Citizen Review models from comparable cities.
- Propose a process for the periodic reporting and review of citizen complaints.
- Make a recommendation as it relates to Citizen Review.

# Timeline / Schedule



- Selection of Working Group / 45 days.
- Convene Working Group for its first meeting / 90 days.
- The Working Group will meet twice each month.
- Staff will be providing Council with monthly progress reports.
- Staff is tentatively scheduled to report the group's recommendations to Council in November.

# Current Process – Citizen Complaints



- Complainants are encouraged to file complaints in person so that as complete of a report of the complaint as is possible may be taken. However, complaints may be submitted in writing, by telephone, through the Community Relations Office, or through the City's website.
- Complainants are also encouraged to file complaints as soon as possible. Formal complaints alleging police misconduct are to be filed within 30 days of the reported incident unless unusual circumstances prevent such filing. In such cases, the complainant is expected to notify the Police Department of his/her intent to file a complaint within 30 days, and at that time they may request a 60 day extension.

# Current Process – Citizen Complaints



- Complainants are expected to cooperate with the investigative process. Most commonly, such cooperation would include providing evidence and/or the names of witnesses in support of a complaint. However, complainants who allege excessive force may also be asked to consent to photographs and/or sign a written authorization for the release of relevant medical records.
- Department employees are not only expected, but also required by Department policy, to fully cooperate in the investigative process. Failure to comply can result in disciplinary action up to and including termination.

# Current Process – Citizen Complaints



- Upon intake, each formal complaint is forwarded to the Office of Professional Standards.
- The Office of Professional Standards reports each complaint to the Community Relations Office for tracking purposes.
- The vast majority of formal complaints are investigated by the Office of Professional Standards, but on occasion a complaint may be forwarded to an employee's immediate supervisor for investigation.
- Regardless of who investigates a complaint, the Office of Professional Standards retains the ultimate responsibility for each and every complaint investigation.

# Current Process – Citizen Complaints



- The Community Relations Office serves in an advisory role throughout the process and also helps to ensure a timely investigation.
  - A representative of the Community Relations Office is afforded the opportunity to witness/participate in any/all interviews with the complainant.
  - A representative of the Community Relations Office is consulted at the onset of investigation. At that time they are afforded the opportunity to provide input into the investigative process.
  - Complaint investigations and all related materials remain available for review by the Community Relations Office at each step of the process.
  - A representative of the Community Relations Office also reviews each investigation upon its conclusion.
  - Complaints centered on legal issues may additionally be referred to the City's Legal Department for review.

# Current Process – Citizen Complaints



- Upon reviewing an investigation, the reviewing representative from the Community Relations Office may either agree or disagree with the investigative findings.

**Agree:** The complaint is forwarded to Chief of Police for review.

**Disagree:** A Review Committee consisting of (at minimum) a Deputy Chief of Police, a representative of the Community Relations Office, and the investigating supervisor is convened to review and discuss the investigation. That committee then recommends findings to the Chief of Police. To date, it has never been necessary to convene a Review Committee.



# QUESTIONS

217-351-4545 : [Police@ci.champaign.il.us](mailto:Police@ci.champaign.il.us) : [www.ChampaignPolice.com](http://www.ChampaignPolice.com) : Facebook & Twitter @ChampaignPD

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# Current Process – Use of Force Incident



- Use of force incident occurs.
- Supervisory notification and response.
- Supervisor ensures prompt medical attention and conducts an on-scene investigation.
- Completion of reports.

# Current Process – Use of Force Incident



- A sergeant reviews each report as well as any/all available audio and video evidence and renders an opinion as to whether the force utilized was reasonable, appropriate, and within policy. Consideration is also given to any training, policy, or equipment issues that may have arisen during an incident.
- That process is then repeated at the Lieutenant and Deputy Chief levels.
- In October 2014 the Department established a Use of Force Review Board in an effort to enhance the Department's accountability. The Board meets on a monthly basis to review use of force reports in an effort to provide training recommendations to the Department's use of force instructors.
- Annual Use of Force Analysis.



# QUESTIONS

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# National Trend Towards Citizen Review



- Over the past decade, police departments across the country have been challenged to improve their complaint processes.
- Many departments have made revisions to their existing processes.
- For a number of cities, those revisions have come in the form of citizen review. Local example = City of Urbana

# Goals of Citizen Review



According to the National Association for Civilian Oversight of Law Enforcement, the goals of citizen review should be to:

- Support effective policing;
- Increase confidence in a police department;
- Ensure accountability;
- Help manage risk;
- Protect civil rights, and;
- Create a bridge for police-community relations

# Research Findings



## Citizen Review Can Serve to:

Improve the credibility of an investigation.

Help contribute to police-community dialogue.

## Citizen Involvement

The structure and identified functions are highly important.

However, success will most likely be determined by key participants' time, flexibility, talent, fairness, and dedication.

Research shows complaints will likely increase.

## Police Complaint Investigations

The most basic investigations will take at least 6-8 hours

Complex investigations can take dozens of hours and require expertise.

Some restrictions will apply to non-sworn personnel.

# Research Findings



## Citizen Review Data

The rate of misconduct findings between police-investigated and independent investigations is the same (10-15% in both cases).

No statistical change in rate of “not sustained” findings.

In almost every case the power to discipline remains with the Chief of Police.

## Legal Considerations

Labor Contract

FOIA Disclosures

Brady Disclosures

Open Meetings Act

Garrity Rights

Subpoena Powers

Not a separate legal entity from the City

Uniform Peace Officers Disciplinary Act



## Type 1 – Investigative

A non-sworn employee conducts the investigation and recommends findings to the Chief of Police.

# Type 1 – Investigative



## Pros:

- Regarded as the most independent model.
- Help reassure the public that investigation was thorough and fair.
- A multi-member board should result in broad representation.
- Avenue for citizens to communicate concerns to PD and City.

## Cons:

- Cost of hiring experienced, professional investigator.
- Potential for morale problems.
- Most models contain no mechanism for soliciting public input.

# Models of Citizen Review



## Type 2 – Advisory

A police administrator investigates the complaint and develops findings.

A review board reviews those findings prior to any disciplinary action that may be warranted and recommends that the Chief of Police either accepts or rejects those findings.

This model strongly resembles the City's current model which relies on the CRO for independent review.

# Type 2 – Advisory



## Pros:

- Allows for citizen input and experienced investigator.
- Volunteer appointees make it cost efficient.
- Community outreach and public education.
- Public input through public meetings.

## Cons:

- Viewed as less independent.
- May not fully resolve community concerns.
- Requires expert volunteers willing and able to commit time.

# Models of Citizen Review



## Type 3 – Appellate

A police administrator investigates the complaint and develops findings.

The Chief of Police either accepts or rejects those findings and, if appropriate, issues discipline.

The complainant may appeal the investigative findings to a review board who then makes recommendations to the Chief of Police.

\*This is the model that Urbana's system is based upon.

# Type 3 – Appellate



## Pros:

- Allows for citizen input and experienced investigator.
- Volunteer appointees make it cost efficient.
- Community outreach and public education.
- Public input through public meetings.

## Cons:

- No mechanism for input prior to final complaint disposition.
- Can be difficult to reverse a Chief's decision.
- Less oversight, less independent.
- May not fully resolve community concerns.

# Models of Citizen Review



## Type 4 – Auditor

A police administrator investigates allegations of misconduct and develops findings.

An independent auditor is appointed to investigate the process by which the police department accepts and investigates complaints.

The auditor does not conduct investigations or look at individual complaints but instead focuses on the fairness and thoroughness of the process.

# Type 4 – Auditor



## Pros:

- Monitoring of the professional standards function.
- Identify and address problems with the complaint process.
- Cost is at the mid-level.
- Requires only 1 person.

## Cons:

- Leaves oversight process to a single individual.
- Many citizen review advocates don't trust auditors as being fully independent.
- Cost is higher than other models.



# QUESTIONS

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## **SUMMARY**

### **Citizen Complaint Process**

#### **Background**

The current citizen complaint process has been in effect since 2013 and it enables citizens to file complaints related to police conduct directly with the Police Department by phone, by e-mail, or in-person. Citizens may also file complaints through the City's Community Relations Office or through the City's web page.

#### **Summary of Process**

1. Upon receipt of a complaint, it is forwarded to the Office of Professional Standards.
2. The vast majority of complaint investigations are conducted by the Office of Professional Standards, but on occasion a complaint may be assigned to an immediate supervisor for investigation.
3. Regardless of who investigates a complaint, the Office of Professional Standards retains the complaint investigation and related materials and retains ultimate responsibility for the overall investigation of the complaint. However, the packet and related materials remain available to the investigating supervisor (if assigned), as well as the Community Relations Office.
4. Upon intake, each complaint is reported to the Community Relations Office. Such reporting typically includes the name and personal identifiers of the complainant, the date and location of the incident leading to the complaint, and the preliminary allegations. This allows for the independent tracking of the complaint. It is also intended to help to ensure that the complaint is investigated in a timely fashion and to allow the Community Relations Office to serve in an advisory role during the process.
5. Currently, the majority of citizen complaints are filed either in writing or in-person at the police department. In almost all cases complaints submitted in either manner are sufficiently documented, but on occasion it is necessary to interview or re-interview the complainant. In those cases the investigating police supervisor will arrange to conduct the interview (or re-interview) in the presence of a representative of the Community Relations Office.
6. Prior to the onset of any complaint investigation, the Office of Professional Standards consults with the Community Relations Office to discuss and outline the steps to be taken during the course of the investigation. The Community Relations Office has the authority and the ability to suggest any additional steps believed to be necessary.
7. During the investigation of a complaint, the complainant, any known witnesses, the subject officer, and any known witness officers are typically interviewed. Dispatch information, related police reports, any/all existing audio and/or video recordings are also typically reviewed during an investigation. In cases involving an allegation of excessive force, medical records, when available, are also

- reviewed. If appropriate, responding EMS (ambulance) personnel, medical personnel, and correctional staff may also be interviewed.
8. When the complaint investigation is complete the investigating supervisor forwards the investigation to the Chief of Police through the chain-of-command. Before the Chief of Police makes a determination as to the disposition of the complaint, a copy of the complaint investigation is forwarded to the Community Relations Office for review.
  9. If the Community Relations Office agrees with the finding(s) of the investigation, then the Chief of Police makes a final determination as to the disposition of the complaint. If the Community Relations Office disagrees with the finding(s), or has concerns with the investigation, then a Review Committee is convened to discuss the complaint investigation and findings. The Review Committee is comprised of, at minimum, a Deputy Chief of Police, a representative of the Community Relations Office, and the investigating supervisor.
  10. After meeting, the Review Committee makes a recommendation to the Chief of Police as to the finding(s) of each allegation of the complaint. The committee also has the ability to make recommendations concerning misconduct which may not have been noted in the original complaint. The committee may also recommend to the Chief of Police that additional investigative steps be taken.
  11. Complaint investigations centered on legal issues such as search, seizure, arrest, or the use of force may additionally be referred to the City Attorney's Office for review.
  12. The Chief of Police is ultimately responsible for the final disposition of each complaint.
  13. After a final disposition has been reached, the Chief of Police notifies the complainant, in writing, of the disposition of each allegation of the complaint.
  14. A complainant has the right to appeal the Chief of Police's decision to the City Manager. During the appeal process the complainant will be afforded the opportunity to meet with both the City Manager and the Chief of Police to discuss the findings of the investigation. The complainant may have a representative appear with them at the appeal meeting.
  15. An employee who is disciplined for misconduct also has the right to appeal the Chief of Police's decision to the City Manager. During the appeal process the employee is also afforded the opportunity to meet with both the City Manager and the Chief of Police to discuss the findings of the investigation. The employee has the right to have a union representative appear with them at the appeal meeting.
  16. Following an appeal meeting, the City Manager can uphold the findings of the investigation, change the findings of the investigation, or direct that further investigative steps be taken.

## **SUMMARY**

### **Use of Force Review Process**

#### **Background**

The process for the review of use of force incidents was last revised in October 2014. At that time the Use of Force Review Board was incorporated into the process. The process was also revised in 2013, at which that time the process was revised to require that a supervisor respond to the scene of each use of force incident.

#### **Summary of Process**

1. A use of force incident occurs.
2. An(y) officer involved in a use of force incident is responsible for notifying a supervisor of the use of force incident.
3. The responding supervisor is responsible for ensuring prompt medical attention to any individual in need and for conducting an on-scene investigation. During the course of an on-scene investigation a supervisor is expected to identify and gather physical evidence and to identify and interview potential witnesses.
4. Each officer involved in the use of force incident, as well as the responding/investigating supervisor, completes a police report documenting their actions.
5. The responding/investigating supervisor reviews each police report, the available audio and/or video evidence, witness statements, and any other evidence gathered during the course of the investigation.
6. This process for review is then again completed at the Lieutenant and Deputy Chief levels.
7. At each level of review, the reviewing command officer is responsible for determining whether or not the force used was reasonable, appropriate, and within policy. Consideration is also given to any training, policy, or equipment issues that may have arisen during the incident.
8. On a monthly basis, the Department convenes a Use of Force Review Board. The Use of Force Review Board is comprised of command officers of each rank as well as members of the Defensive Tactics, Firearms, and Field Training Cadres. The Use of Force Review Board reviews each use of force incident in much the same manner as described above, and they are likewise responsible for determining whether or not the force used was reasonable, appropriate, and within policy. The Board also gives consideration to any training, policy, or equipment issues. The Board's findings and recommendations are forwarded to the Chief of Police for consideration.
9. On an annual basis, the Deputy Chief of Operations completes a Use of Force Analysis. That analysis, which is publically available, is intended to ensure adherence to Department policy, to ensure that the use of force is based upon reasonableness in accomplishing a lawful task, and to identify trends that may reflect training, policy, and/or equipment needs.

## **OVERVIEW**

### **Models of Citizen Review**

#### **Background**

Most forms of citizen oversight within the United States are based upon one of the following models. In reviewing the agencies that utilize the various models, please note that some of them are listed under more than one model. This is due to the fact that those agencies use hybrid forms of citizen review which incorporate the traits of more than one model.

- a. Type 1 Investigative** – In this type of citizen review, a non-sworn employee investigates allegations of police conduct and recommends findings to the Chief of Police. Although in most cases an investigator is a full-time paid employee of the unit of government that oversees police operations, a paid contractor could be utilized to conduct these investigations. To whom these investigators report is largely dependent upon the unit of government involved and/or the form of government in place.

Research indicates that subpoena power is typically, but not always, limited to Type 1 Investigative models of review and only a small percentage of the citizen review boards in existence in the United States are based upon the Type 1 model. Those boards have been established almost exclusively in major metropolitan areas, and available data indicates that 6 of them have been granted subpoena power. Research further indicates that subpoena power is very rarely utilized by citizen review boards possessing that authority; in fact, in several cases a Board possessing subpoena power has never utilized that authority.

Cities utilizing the Type 1 Investigative model include: Berkley, California; San Francisco, California; Flint, Michigan; Minneapolis, Minnesota.

- i. Pros** – Regarded as the most independent type; can help to reassure the public that investigations are thorough and fair; an investigation directed by a multi-member board usually results in broad representation; can provide an avenue for community members to communicate concerns to a police department and other government officials.
  - ii. Cons** – Because citizens often lack the time and expertise to thoroughly conduct an investigation, the cost of hiring an experienced, professional investigator makes this potentially the most expensive model; may cause resentment by rank and file police officers and has the potential to cause morale problems; typical models have no mechanism for soliciting the public's input and will not be fully effective if those components are not a part of the system.
- b. Type 2 Advisory** – A police administrator investigates allegations of misconduct and develops findings; a review board (which could either be comprised of volunteers or non-police City staff) reviews those findings prior to any disciplinary action and recommends that the Chief of Police either accepts or rejects those findings. This model strongly resembles the City's current model which relies on the Community Relations Office for independent review.

Cities utilizing the Type 2 Advisory model include: Orange County, California; Rochester, New York; Tucson, Arizona.

- i. Pros** – Provides for citizen input while still allowing an experienced investigator to conduct the investigation; gives an investigation greater credibility than a completely

internal review can provide; tends to be cost efficient since volunteer appointees conduct the reviews; allows for other functions such as community outreach and public education; public meetings, if held, provide a mechanism for public input.

- ii. Cons – Is less independent than the Type 1 model; may not fully resolve community concerns about the complaint process; requires volunteers with expertise who are willing to make a time commitment.

- c. **Type 3 Appellate** – A police administrator investigates allegations of misconduct and develops findings. The Chief of Police either accepts or rejects those findings and, when appropriate, issues discipline. Complainants may appeal the investigative findings established by the police department to a review board. That board reviews the investigation and recommends findings to the Chief of Police. The board's findings are most commonly advisory in nature.

Cities utilizing the Type 3 Appellate model include: Urbana, Illinois; Portland, Oregon.

- i. Pros – Provides for citizen input while still allowing an experienced investigator to conduct the investigation; gives an investigation greater credibility than a completely internal review can provide; tends to be cost efficient since volunteer appointees conduct the reviews; allows for other functions such as community outreach and public education; provides a mechanism for public input.
- ii. Cons – Provides no mechanism for input prior to the final disposition of a complaint as the recommendation occurs after the Chief of Police has reached a finding; it can be difficult to reverse the Chief's decision after the fact; provides less oversight and is less independent than the Type 1 model because the investigator is an employee within the department; because of the stage at which citizen review occurs, this model may not fully resolve concerns about the complaint process.

- d. **Type 4 (Auditor)** – A police administrator investigates allegations of misconduct and develops findings and an independent auditor is appointed to investigate the process by which the police department accepts and investigates complaints. The auditor does not actually conduct complaint investigations but instead reports on the fairness and thoroughness of the process to both the police department and the public. In some instances the auditor is also asked to review departmental policies and procedures. Most auditors are either full-time staff members in the Mayor or City Manager's office or private attorneys working under fixed term contracts.

Cities utilizing the Type 4 Auditor model include: Portland, Oregon; Tucson, Arizona.

- i. Pros – Can be effective in monitoring the professional standards/internal affairs function; provides for the opportunity to identify problems and recommend improvements to the complaint process; can help to enhance public confidence in the complaint process; tends to fall in the mid-level price range; only requires one person.
- ii. Cons – Leaves the oversight process to a single person; many advocates of citizen review do not believe that auditors are fully independent; cost.

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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 52.1

SUBJECT: INTERNAL AFFAIRS ADMINISTRATION

EFFECTIVE DATE: 10/01/09

REVISED DATE: 06/30/16

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REFERENCE ILEAP: ADM.18.01  
ADM.18.02  
ADM.18.03  
ADM.18.04

### INDEX AS:

52.1.1 INVESTIGATIVE AUTHORITY  
52.1.2 RECORDS  
52.1.3 RECEIVING COMPLAINTS  
52.1.4 COMPLAINT PROCESS INFORMATION  
52.1.5 ANNUAL STATISTICS

### PURPOSE:

The purpose of this policy is to establish guidelines for the internal investigation of Department employees and the process for ensuring professional standards are maintained.

### DEFINITIONS:

**Inquiry:** The initial investigation of an allegation of misconduct or a citizen complaint. The purpose of the inquiry is to examine facts in order to determine if a formal inquiry should be commenced.

**Formal Complaint:** An investigation intended to gather facts and determine whether or not there is evidence of misconduct. A sustained complaint may be the basis for discipline, up to and including termination, or the filing of criminal charges.

**Misconduct:** Any conduct that is contrary to the proper performance of official duties or the use of official authority; a violation of departmental rules, policies, procedures, or directives; any conduct which adversely reflects upon the officer or the department.

**Criminal Misconduct:** Any violation of criminal or quasi-criminal provisions of federal, state, or municipal statute; Official Misconduct as defined in 720 ILCS 5/33-3 of the Illinois Compiled Statutes; the use of official authority that is a violation of criminal law.

### POLICY:

#### 52.1.1 INVESTIGATIVE AUTHORITY

- A. The investigation of all personnel complaints shall be conducted under the authority of the Office of the Chief of Police. The Deputy Chief of Professional Standards shall manage and review all internal investigations.
- B. All complaints made against employees of the Department shall be investigated. Complaints may be made in person, over the phone, or in writing.

- Anonymous complaints will be investigated as inquiries.
- C. All Department employees are required to cooperate in the process with individuals assigned, by either the Chief of Police or the Deputy Chief of Professional Standards, to conduct such investigations.
  - D. In the event that criminal violations are alleged against an employee, generally, the criminal investigation shall precede the administrative/internal investigation.
  - E. Employees assigned to conduct internal investigations shall report directly to Professional Standards Lieutenant.
  - F. Only supervisors or persons assigned by the Chief of Police or the Deputy Chief of Professional Standards may investigate another Departmental employee.

#### 52.1.2 RECORDS

- A. All records of allegations of misconduct, written inquiries, or investigative reports shall be filed in the Office of Professional Standards.
- B. Internal affairs files are securely maintained by the Professional Standards Lieutenant. The release of any records maintained shall be in accordance with the law.
- C. Notices of disciplinary action taken as a result of an internal affairs investigation shall be entered in the employee's discipline file.
- D. No document related to a complaint investigation which resulted in a finding of Unfounded, Exonerated, or Not Sustained shall be included in an employee's discipline file.

#### 52.1.3 RECEIVING COMPLAINTS

- A. In the interest of expeditiously handling complaints of misconduct, all departmental personnel are directed to accept reports of employee misconduct from all persons who wish to file a complaint regardless of the hour of the day or the day of the week.
- B. Citizens are encouraged to report complaints as soon after the incident as possible.
- C. Formal complaints alleging police employee misconduct shall be filed within 30 days of the reported incident unless unusual circumstances prevent such filing. In such cases, the complainant shall notify the Police Department of their intent to file a complaint within 30 days of the incident and request an extension up to 60 days.

- D. Complaints alleging police employee misconduct shall be accepted from any source and through any means, including those filed anonymously. Complaints may also be filed at the City of Champaign Community Relations Department.
- E. Employees may attempt to resolve a complaint but shall never attempt to dissuade any citizen from making any complaint against any employee of the department.
- F. Persons and telephone calls will promptly be directed to the attention of an on-duty supervisor for purposes of receiving the complaint.
  1. Appropriate steps will be taken to reasonably expedite the direction of the complaint to an on-duty supervisor. However, it may occasionally be necessary to obtain the complainant's name, address, and telephone number for a return phone call and to avoid unreasonable delay when an on-duty supervisor is unavailable.
  2. Police Service Representatives are not expected to routinely take complaints, but complaint packets are available at the front desk and should be used if/when an on-duty supervisor is unavailable.
  3. Arrangements shall be made for foreign language interpreters and sign language interpreters as needed to communicate with complainants and witnesses.
- G. Citizens should be encouraged to submit their complaints in person so that as complete of a report of the complaint as is possible is taken. When the complainant can not make the complaint at police headquarters, a command officer should whenever practical interview the complainant at another appropriate place. Complaints made by telephone will be taken but are not encouraged. Written complaints are preferred.
- H. A complainant is to be received with courtesy and respect. When an interview is conducted with a complainant, it should be conducted in a non-intimidating, non-confrontational setting which is conducive to privacy and which limits interruptions.
- I. Thorough efforts shall be made to identify complainants, witnesses, and other pertinent persons associated with or relevant to the complaint investigation.
- J. Identified complainants, witnesses (including police department employees), and other pertinent persons shall be interviewed separately unless extenuating circumstances dictate otherwise.
- K. Complainants who are under the influence of alcohol and/or drugs and can not provide coherent information should be advised to make the complaint when they can provide coherent information.
- L. A citizen complaint made in person will initially be received and completely documented as a preliminary report. It is the intake supervisor's responsibility to interpret and summarize the complaint allegations. Supervisors shall also audio- and video-tape the intake of the complaint. The recording of the complaint intake is to be placed in the complaint packet.
- M. Complainants should generally be advised that according to 50 ILCS 725/3.8: "Anyone filing a complaint against a sworn police officer must have the complaint supported by a sworn affidavit." Complainants should also generally be advised that filing a false complaint could subject them to both criminal charges and civil liability.
- N. A complainant who has been criminally charged in relation to the incident resulting in the complaint shall be warned that information provided by them or gathered during the investigation is potentially discoverable and may be used in court.
- O. Complainants shall be required to:
  1. Sign the intake form affidavit in accordance with 50 ILCS 725/3.8, Chapter 85, Paragraph 2561. The supervisor should also notarize the affidavit and provide a copy of it to the complainant.
  2. Make themselves available to be interviewed in person by the investigating supervisor.
  3. Promptly supply the investigating supervisor with evidence, supporting documentation, or the identity of any witness pertaining to the complaint.
  4. If the supervisor assigned to investigate the complaint can not reach the complainant, and the complainant does not respond to the summary letter, a Complainant Not Cooperative letter will be mailed by the Professional Standards Lieutenant. A copy of the letter will be placed in the complaint packet.  
  
Failure to cooperate with this process will result in the matter being treated as an inquiry rather than a formal complaint. In such case, the complainant forfeits the right to written notification of the finding and/or disposition.
- P. Complainants will be given a copy of the CITIZEN COMPLAINT FACT SHEET which explains the process for the handling of police complaints.
- Q. Third Party Representation:
  1. If a third party wishes to act as a representative of the complainant, the supervisor should first inquire as to whether or not the party witnessed the incident. If it is determined that the person is a witness, then the parties should be interviewed separately. The supervisor may make exceptions for children or persons of limited mental ability.
  2. If the representative is not a witness or complainant, the supervisor may allow the person to witness the interview and provide moral

support. It is suggested that the complainant(s) be separated from the representative briefly to confirm that they actually want the representative with them.

3. The representative may not act as a legal representative unless they are an Attorney-at-Law and can provide adequate proof of this fact to police personnel.
  4. The representative shall be advised that they may not speak for the complainant and may not disrupt, interfere, or question the supervisor regarding the process, policies, or questions asked while the interview is being conducted. If the representative refuses to comply, then they will be asked to leave the room. Reasonable questions posed by the representative either prior to or after the interview should be answered by the supervisor.
  5. The supervisor may discontinue any interview that he determines is counterproductive to the complaint process and request that the complainant(s) put their information in writing or call the Office of Professional Standards. When such an incident occurs, it shall be documented by the involved supervisor and the Office of Professional Standards shall be notified. Documentation of the incident shall include the reason for the initial complaint, if known, and the reason why the interview was discontinued.
  6. No supervisor shall fail or refuse to take a complaint solely because the complainant requested a representative.
- R. Citizens who allege excessive use of force may be asked to sign a written authorization for release of relevant medical records to the police department. Photographs of affected areas of the body should also be taken when investigating complaints of excessive force.
- S. The supervisor, officer, or employee taking any complaint shall promptly notify the Office of Professional Standards of the receipt of the complaint and the circumstances surrounding the allegation.
- T. If a supervisor, officer, or employee is confronted with a significant allegation of misconduct requiring immediate investigation, the appropriate Deputy Chief and the Chief of Police will be notified immediately. This could include allegations of criminal activity, sexual harassment, or incidents involving injury or death, officer-involved shootings, and incidents requiring significant follow-up investigation.
- U. The Professional Standards Lieutenant is responsible for notifying the Community Relations Office when a citizen complaint investigation is generated. The information provided to the Community Relations Office will include the name and personal identifiers of the complainant, the date and location of the incident leading to the complaint, and the preliminary allegations. The head of the Community Relations Office will review each citizen complaint investigation

and also receive a copy of the disposition letter when the investigation has concluded.

#### **52.1.4 COMPLAINT PROCESS INFORMATION**

- A. The Department will make information on procedures for registering complaints available to the public.
1. The Department will maintain brochures outlining procedures for registering complaints or commending employees. These brochures will be prominently located in the lobby of the police department and other locations.
  2. Information about filing a complaint or commending an employee will be given upon request. Employees accepting complaints are also responsible for explaining complaint procedures.
  3. Information concerning the registering of complaints against the Department or any employee will be made available to the public on the Department's web page.

#### **52.1.5 ANNUAL STATISTICS**

- A. The Chief of Police will maintain annual statistical summaries on complaints against employees and the dispositions.
- B. The statistical summaries shall be included in the Department's published annual report. The annual report will be made available on the Department's web page.

#### **ISSUING AUTHORITY**



Anthony D. Cobb  
Chief of Police  
Champaign Police Department

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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 52.2

SUBJECT: INTERNAL AFFAIRS – COMPLAINT PROCEDURES

EFFECTIVE DATE: 10/01/09

REVISED DATE: 06/30/16

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REFERENCE ILEAP: ADM.18.03  
ADM.18.04  
ADM.18.05  
ADM.18.06

discharge those employees who have demonstrated their ineptness for police service, dismiss unjustified allegations against innocent employees, and defend appropriate conduct.

### INDEX AS:

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B. This department is committed to providing law enforcement services that are fair, effective, and impartial. In doing so, employees are held to the highest standards of official conduct and are expected to respect the constitutional and statutory rights of all persons. Voluntary adherence to these standards by employees, motivated by a moral obligation to perform their duty to the best of their ability, is eminently desirable and an ultimate objective of this Department.

### PURPOSE:

The purpose of this policy is to establish guidelines for the internal investigation of Department employees and the process for ensuring that professional standards are maintained.

### POLICY:

### DEFINITIONS:

**Inquiry:** The initial investigation of an allegation of misconduct or citizen complaint. The purpose of the inquiry is to examine facts in order to determine if a formal inquiry should be commenced.

A. It is the belief of the Champaign Police Department that prevention is the primary means of reducing and controlling misconduct. Therefore, it is the policy of the Department to discover and correct organizational conditions which permit misconduct to occur. To that end, the Department will receive, investigate, and make equitable disposition of all complaints against procedures and/or personnel, from both internal and external sources.

**Formal Complaint:** An investigation intended to gather facts and determine whether or not there is evidence of misconduct. A sustained complaint may be the basis for discipline, up to and including termination, or the filing of criminal charges.

B. Special emphasis is placed on recruitment, selection, and training of officers and supervisors, enhanced supervisory responsibility and accountability, community outreach, and the analysis of misconduct complaints.

**Misconduct:** Any conduct that is contrary to the proper performance of official duties or the use of official authority; a violation of departmental rules, policies, procedures, or directives; any conduct which adversely reflects upon the officer or the department.

C. Each employee shall have access to an official manual of departmental policies, procedures, and rules, which contain specific direction and guidance for pertinent aspects of police work. Employee performance standards and rules of conduct will be described and defined to enhance the protection of constitutional and statutory rights of all persons.

**Criminal Misconduct:** Any violation of criminal or quasi-criminal provisions of federal, state, or municipal statute; Official Misconduct as defined in 720 ILCS 5/33-3 of the Illinois Compiled Statutes; the use of official authority that is a violation of criminal law.

D. The City of Champaign Administrative Policy entitled "Disciplinary Process 3.11" will be adhered to during internal investigations conducted by department personnel of serious violations which could result in 3 or more days of suspension or termination.

### OBJECTIVES:

A. The objective of this policy is to provide citizens with a fair and effective method for redress of their legitimate grievances against police employees, to protect employees from false allegations of misconduct, and to provide accused employees with due process safeguards. The Champaign Police Department seeks to maintain its integrity and that of its employees. In doing so, the Chief of Police will initiate disciplinary actions against employees for just cause,

### 52.2.1 TYPES OF COMPLAINTS

A. All complaints against the Department or its employees will be investigated. Based upon the nature and/or complexity of a complaint, an allegation of employee misconduct may be classified as either an "inquiry" or a "formal complaint" by the Chief of Police.

1. Inquiry.

- a. An inquiry is a classification used to address a citizen concern or question about a policy, procedure, or tactic used by the Department.
- b. Examples of inquiries include, but are not limited to:
  - 1) Why was an individual handcuffed?
  - 2) Why was an individual stopped, detained, or subjected to a field interview?
  - 3) Why did an officer use vehicle emergency equipment?
  - 4) Why was a felony car stop conducted?
  - 5) Why was a citation issued?

2. Formal Complaint.

- a. Formal complaints are conducted on both minor and serious allegations of misconduct. The investigation may include the gathering and review of dispatch tickets, police reports, and videos and/or the taking of verbal statements from the subject officer, witness officer(s), and other witnesses.
- b. Examples of complaints of behavior that would, if sustained, constitute minor misconduct include, but are not limited, to:
  - 1) Complaints of slow response.
  - 2) Alleged failure to take proper police action.
  - 3) Alleged rudeness or discourtesy by an employee.
- c. Examples of complaints of behavior that would, if sustained, constitute serious misconduct include, but are not limited, to:
  - 1) Criminal activity.
  - 2) Excessive force.
  - 3) Improper or unlawful arrest.
  - 4) Improper or unlawful entry.
  - 5) Improper or unlawful search.
  - 6) Complaints of discrimination.
  - 7) Serious rule violations.
  - 8) Repeated minor rule violations.
  - 9) Sexual harassment.

B. Investigations at supervisory level.

- 1. Allegations of misconduct, other than those considered extremely serious in nature, may be investigated at the supervisory level.

- a. Employees may attempt to resolve a complaint but shall never attempt to dissuade any citizen from making a complaint against any employee or the department.
- b. Employees shall never agree to reduce or dismiss charges, or solicit information on criminal activity in exchange for consideration on any pending charges, in an effort to resolve a complaint or dissuade a citizen from filing a complaint.
- c. The supervisor who investigates an allegation of misconduct shall take the investigation to its conclusion and fully document the investigation on a "Citizen Complaint Investigation Report." Discipline will be administered and documented only after it has been approved by the Chief of Police.
- d. The line supervisor who has been assigned to conduct an investigation shall keep the Office of Professional Standards apprised as to the status and progress of the complaint investigation.
- e. The Chief of Police may elect not to initiate a formal complaint when the complaint does not rise to the status of an allegation of misconduct. Generally, minor violations such as those, which, if observed by a supervisor, would normally result in verbal counseling fall into this category.
- f. When a citizen questions the actions of an employee and it is determined by the receiving supervisor that the employee acted within prescribed policy, procedure, or tactics, the matter will be handled as an inquiry.
- g. The receiving supervisor, the Chief of Police, or his designee shall make every attempt to explain to the citizen why a particular policy, procedure, or tactic is sanctioned by the Department.
- h. If a citizen insists on filing a formal complaint, even on a matter that would typically fall into the category of an inquiry, the complaint should be documented and forwarded to the Office of Professional Standards. The Chief of Police will then make a determination as to whether the matter will be handled as an inquiry or a formal complaint.
- i. Failure by a complainant to cooperate with the investigative process will result in the matter being handled as an inquiry and not a formal complaint. In such cases the complainant forfeits the written notice of disposition.

- 2. Allegations of misconduct which are considered extremely serious in nature shall immediately be reported to the Chief of Police and will be investigated under his direct supervision.

- a. The investigating supervisor shall complete the citizen complaint form and forward it to the Chief of Police.
- 3. The citizen complaint form must be accompanied with a sworn affidavit, in accordance with Illinois Compiled Statutes (50 ILCS 725/3.8). Citizens should generally be advised that filing a false complaint could subject them to criminal charges and civil liability.

**52.2.2 NOTIFICATION TO CHIEF OF POLICE**

- A. Supervisors shall promptly notify the Office of Professional Standards, in writing, of every inquiry and/or allegation of misconduct. Inquiries may be documented by memo, but in cases of allegations of misconduct the notification shall ordinarily be made by forwarding the complaint packet to the Office of Professional Standards.
- B. If, during the course of any complaint investigation, the supervisor reasonably comes to believe that an employee may have committed a crime then the Chief of Police shall be notified immediately.
- C. If a supervisor is confronted with a significant allegation of misconduct requiring immediate investigation, the appropriate Deputy Chief and the Chief of Police will be notified immediately.

**52.2.3 INVESTIGATIVE TIME LIMITS**

- A. It is recognized that some internal investigations are complex and may extend for a substantial period of time. In most instances, unless more extensive investigation or review is required, allegations of misconduct shall be investigated and completed within 45 days. Status reports on the progress of investigations shall regularly be given to the Office of Professional Standards.
- C. In those instances where additional time is required, extensions may be authorized by the Chief of Police.

**52.2.4 COMPLAINANT STATUS REPORTS**

- A. Communication will be maintained with all complainants regarding the status of their complaints.
  - 1. The Office of Professional Standards will acknowledge the receipt of the complaint to the reporting party of every allegation of misconduct. This written acknowledgement will include a description of the allegation and name the supervisor responsible for the investigation.
  - 2. The supervisor completing the citizen complaint report shall assure the reporting party that the allegations will be thoroughly investigated, and that the Chief of Police, upon completion of the investigation, will notify the reporting party in writing of the finding of the investigation. In cases where the investigation extends beyond 45 days, periodic status reports will be provided to the complainant.

- 3. A letter from the Chief of Police shall be mailed to the reporting party informing him of the results of the investigation.
- 4. Completed inquiries do not ordinarily require a letter to the citizen from the Chief of Police, except in cases where the reporting party cannot be verbally satisfied.

**52.2.5 NOTICE OF INVESTIGATION RIGHTS**

- A. When an employee becomes the subject of either a formal complaint or an internal investigation investigation, he will be issued a written statement of the allegation(s) and an explanation of the employee's rights and responsibilities relative to the investigation, provided that the investigation will not be compromised by this notification.
  - 1. Written notification will come from the Office of Professional Standards.
  - 2. All questioning will be conducted in accordance with the Uniform Peace Officers' Disciplinary Act (50 ILCS 725, et seq.) and Article 32 of the Labor Agreement.
  - 3. Non-sworn employees are entitled to receive a notice of rights and allegations as set forth in the provisions of 65 ILCS 5/10-1-18 and Article 31.3 of the AFSCME Labor Agreement.
- B. If an employee is suspected of committing a criminal act, two separate investigations shall be conducted. One investigation shall be for administrative purposes and the other shall be for the potential filing of criminal charges. Criminal investigations will be conducted at the discretion of the Chief of Police. Upon completion of the criminal investigation, the criminal case may be presented to the State's Attorney's office for review and determination of action.
  - 1. Criminal investigations will be referred to the Deputy Chief of Operational Support.
  - 2. Investigations of alleged employee criminal misconduct will be conducted in coordination with the City Attorney's and/or State's Attorney's office and in accordance with constitutional and statutory criminal procedural rights of persons.
  - 3. Completed investigations of alleged employee criminal misconduct may be reviewed by the City Attorney and/or the State's Attorney for a determination as to what, if any, criminal charges are to be filed and/or prosecuted.
  - 4. The complainant, victim, and employee shall be advised of the decisions of the City Attorney and/or State's Attorney.
  - 5. Upon completion of a criminal investigation and/or prosecution, the investigative report shall be turned over to the Office of Professional Standards for administrative review to determine whether or not there were Departmental violations.
- C. Before any officer is interrogated, the results of which may be the basis for seeking the officer's discharge or

a suspension in excess of three days, the officer shall be advised of his rights in accordance with the statutory Uniform Peace Officers Disciplinary Act.

- D. All employees shall be truthful and completely answer all questions concerning an administrative investigation posed to him by the interviewing officer. If any officer refuses to answer questions pertaining to a misconduct investigation, prior to proceeding with further questions, a determination will first be made by the Chief of Police or his designee as to whether or not the officer will be ordered to answer certain questions specifically, narrowly, and directly related to their duties as a Champaign police officer. The officer will also be warned that their refusal to answer questions constitutes insubordination and could be the basis for seeking suspension or discharge. The questioning will then proceed consistent with that determination.
- E. When an employee is being interviewed in an administrative matter and there is likelihood that the interview may reveal criminal conduct on the part of the employee, the results of the interview will not be used against him in a criminal prosecution. However, he will be required to answer all questions to assist in the criminal process. This does not mean that criminal charges cannot result from a separate criminal investigation.
- F. This policy shall not be construed to supersede in part or in whole any Municipal ordinance, City Administrative Policy, Rules of the Board of Fire and Police Commissioners, the Police Officer Bill of Rights, or any collective bargaining agreement in force. Failure to abide by this directive shall not preclude the Department from taking disciplinary action against any employee.

#### **52.2.6 INVESTIGATIVE REQUIREMENTS**

- A. All employees are required to cooperate fully with internal affairs investigations. They are required to disclose all pertinent information known to them regarding the matter under investigation. Employees may be further required to submit to the gathering of non-testimonial evidence, including, but not limited to:
  - 1. Medical and laboratory examinations, in accordance with Article 34 of the FOP Labor Contract.
  - 2. Lineups.
  - 3. Chemical tests, in accordance with Article 34 of the FOP Labor Contract.
  - 4. Photographs or line-ups.
  - 5. Firearms for inspection and examination.
  - 6. Financial disclosure statements, handwriting samples, and/or fingerprinting.
- B. In accordance with 50 ILCS 725/3.11, no police employee shall be compelled to submit to a polygraph examination on a complaint. However, an employee may at any time request a polygraph examination to be provided by the Department

- C. During misconduct investigations in which the identity of the alleged officer is unknown, personnel records, employee jackets, employee photos, dispatch tickets, radio recordings, mobile video recordings, daily logs, vehicle assignment, and work schedules may be used in an effort to determine identity.
- D. Employees have no expectation of privacy with regard to departmental lockers, desks, computers (as per AP 4.06), storage areas, offices, or vehicles.
- E. Employees may be required to respond to allegations of misconduct in writing. Requests shall be made in accordance with the Uniform Peace Officers Discipline Act, the labor agreement, and the Constitutional Rights of the employee.
- F. Provisions of this section shall not conflict with any Labor Agreement presently in effect.

#### **52.2.7 RELIEVING EMPLOYEES FROM DUTY**

- A. Violation of Rule 6(B)(2):
  - 1. Champaign Police Department Rule 6(B)(2) states that "No employee shall report for scheduled duty when prior consumption or odor of alcohol or other behavior-modifying substance is apparent to a person of average sensibilities."
  - 2. When a Rule 6(B)(2) violation is suspected, a supervisor shall interview the employee about the suspicion. In accordance with the FOP Labor Contract, the employee may request that a Union Representative be present during this interview.
  - 3. Two supervisors, with one being the rank of Lieutenant or above, must confer and agree on the appearance or the odor of alcohol or another behavior-modifying substance.
  - 4. A supervisor of the rank of Lieutenant or above may place an employee on leave with pay in accordance with Rule 6(B)(2) if he believes that the employee is under the influence of alcohol and/or another behavior-modifying substance.
  - 5. Any drug or alcohol testing of the employee shall comply with Article 34 of the FOP contract or Article 37 of the AFSCME contract.
  - 6. The employee will be given written notice of the Rule 6(B)(2) violation prior to being sent home.
  - 7. The employee will be sent home and not remain at work. Transportation shall be arranged if the employee is impaired or appears to be under the influence.
  - 8. A supervisor shall make notification that the employee was sent home through that employee's chain of command.
  - 9. A supervisor shall complete a written report of the incident in a memo articulating their "reasonable suspicion" of the employee's lack of fitness for duty and submit their report to the Office of Professional Standards prior to the end of their

shift. A copy of the memo shall immediately be forwarded to the Chief of Police.

- B. An employee may also be relieved of duty during the investigation of misconduct when it is determined by the Chief of Police that such action is in the best interest of the City, the department, the community, or the officer.
- C. An employee placed on such leave shall have no Departmental authority and shall not engage in any duty-related functions. If deemed appropriate by the Chief of Police, the employee may also be required to surrender, all or in part, any Department-owned property such as badge, identification cards, clothing, and pistol.

#### 52.2.8 CONCLUSION OF FACT

- A. Conclusion of an investigation should be expected within forty-five (45) calendar days unless the Chief of Police grants an extension. The complainant shall be notified of any delay and the reason for the delay.
- B. The assigned supervisor, investigator, or manager shall complete the final investigative report. The final report shall consider all relevant documents, interview statements, and evidence to determine and provide a factual account of what did or did not occur. Conflicting evidence or information shall be noted.
- C. At the conclusion of an internal investigation a conclusion of fact must be specified. Investigations can result in any of the following types of dispositions:
  - 1. Unfounded: The allegation is false, not factual, or unwarranted.
  - 2. Exonerated: The allegation is true, but the action of the agency or employee was consistent with law and/or City or departmental policy, procedure, or rule.
  - 3. Not Sustained: There is insufficient evidence to prove or disprove the allegation.
  - 4. Sustained: The allegation is true and the action of the agency or employee was inconsistent with law and/or City or departmental policy, procedure, or rule.
  - 5. Misconduct Noted: There were no sustained findings pertaining to the original complaint, however other violations of law and/or departmental policy were discovered during the investigation.
- D. For each finding related to an allegation of misconduct, specific actions shall be pursued. Actions can include:
  - 1. No action to be taken.
  - 2. Commendation.
  - 3. Training.
  - 4. Counseling.

- 5. Written reprimand.
- 6. Suspension from duty.
- 7. Transfer.
- 8. Demotion.
- 9. Resignation.
- 10. Discharge or dismissal.
- 11. Criminal charges to be pursued.
- E. The recommended disposition shall be included with the written report summary completed by the supervisor or assigned investigator on each case.
- F. Both the complainant and employee shall be informed of the disposition after the investigation is closed.
- G. Both the complainant and the accused shall be afforded proper appeal channels.
  - 1. The complainant may request review of the Chief's classification of the complaint and/or the disposition by the City Manager.
  - 2. The employee may appeal through applicable grievance procedures or other appeal provisions pursuant to law.
- H. When a complaint finding is unfounded, not sustained, or exonerated, the investigative report and related paperwork shall be forwarded to the Chief of Police via the Office of Professional Standards for review.
- I. If the complaint is sustained, each supervisor in the employee's chain of command will make a recommendation for disciplinary action and provide reasoning for the recommendation. Professional Standards can provide guidance as to corrective action taken in similar cases and the accused officer's discipline history.
  - 1. When a complaint finding is sustained and disciplinary action is to be taken, a statement describing the sustained misconduct, the policy, procedure, or rule violated, and what disciplinary action is to be taken will be provided to the employee.
- J. A disposition letter will also be mailed to the complainant explaining that the complaint was sustained and that appropriate action will be taken.
- K. The Chief of Police shall review all investigative reports and either:
  - 1. Accept the report as submitted; or
  - 2. Direct further action; or
  - 3. Accept the report but change the disposition or recommendation for discipline; or
  - 4. In complex or sensitive cases, the Chief of Police may request a meeting with the complainant, appropriate staff, or City officials.

- L. If an administrative review by the Office of Professional Standards reveals policy violations, an additional report will be generated. This report, along with all other information regarding the complaint, will be reviewed by the employee's chain of command.
- M. Supervisors shall not reprimand or discipline employees on formal citizen complaints prior to final review and concurrence by the Chief of Police.

**52.2.9 DISCIPLINARY ACTIONS**

A. Counseling / Oral Reprimands.

- 1. The final disciplinary action for a citizen complaint or internal investigation must be approved by the Chief of Police or his designee. This does not preclude supervisors from counseling officers or employees for infractions or rule violations they observe or which are known to them.
- 2. The counseling will be conducted by the employee's immediate supervisor.
- 3. The Office of Professional Standards will be notified after the counseling occurs in order to close the complaint or internal investigation and to document it in the discipline database.

B. Written Reprimands.

- 1. Must be approved by the Chief of Police or his designee.
- 2. The letter will be written on the Department approved template by a supervisor within the employee's chain of command.
- 3. Prior to distribution, the letter must be approved by either the Deputy Chief of the involved employee or by the Office of Professional Standards.
- 4. Following approval, the supervisor who wrote the letter will hand deliver and discuss the letter with the employee.
- 5. The employee and supervisor will sign and date the letter following this discussion and a notation will be made in the employee's shift jacket.
- 6. The supervisor will then distribute copies of the letter as noted on the template.
- 7. The letter containing the original signatures will be forwarded to Professional Standards where it will be entered and stored in the employee discipline index file and discipline database.

C. Suspension.

- 1. Must be approved by the Chief of Police or his designee.
- 2. A manager (lieutenant, deputy chief, or civilian equivalent) will write suspension letters.
- 3. Suspension letters will be written on the Department approved template.

- 4. Prior to distribution, the letter must be approved by the Deputy Chief of the involved employee or by the Office of Professional Standards.
- 5. Following approval, the manager who wrote the letter will hand deliver and discuss the letter with the employee. This should be well in advance of the suspension date(s).
- 6. The manager will also notify the employee of the suspension date(s) via e-mail.
- 7. The manager and the employee will date and sign the letter following their discussion and a notation will be made in the employee's shift jacket.
- 8. The manager will then distribute copies of the suspension letter as noted on the template.
- 9. The letter containing the original signatures will be forwarded to the Office of Professional Standards where it will be entered and stored in the employee discipline index file and the discipline database.

ISSUING AUTHORITY



Anthony D. Cobb  
 Chief of Police  
 Champaign Police Department

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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 52.3

SUBJECT: OFFICE OF PROFESSIONAL STANDARDS

EFFECTIVE DATE: 10/01/09

REVISED DATE: 06/30/16

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REFERENCE ILEAP: ADM.18.03  
ADM.18.04

INDEX AS:

- 52.3.1 ORGANIZATION
- 52.3.2 DUTIES AND RESPONSIBILITIES
- 52.3.3 CONFIDENTIALITY OF FILES

PURPOSE:

The purpose of this policy is to establish the organization of the Office of Professional Standards, to delineate its duties and responsibilities, and to ensure the confidentiality of its files.

POLICY:

### 52.3.1 ORGANIZATION

A. Office of Professional Standards

1. The Office of Professional Standards shall consist of those members of the department who are assigned to that function by the Chief of Police.
2. The purpose of the Office of Professional Standards is to protect the interest of the department, departmental employees, and the public.
3. The goal of the Office of Professional Standards is to ensure that the integrity and credibility of the Police Department is maintained through a system of internal discipline where fairness and justice are ensured through objective, impartial investigations and reviews.

### 52.3.2 DUTIES AND RESPONSIBILITIES

A. The Office of Professional Standards is responsible for the investigation or review of all allegations of misconduct by members of the department.

B. In addition to investigations concerning allegations of misconduct, the Office of Professional Standards shall also be responsible for:

1. Maintaining files involving the discharge of firearms by departmental personnel.
2. Any other investigation of an administrative nature, as directed by the Chief of Police.
3. Recording, registering, and coordinating the investigation of all misconduct complaints lodged against departmental employees.

4. Conducting or coordinating internal investigations either of its' own initiative or at the direction of the Chief of Police. In all cases the Chief of Police will be made aware when an investigation has been initiated.
5. Referring complaints of misconduct of a minor nature, such as rudeness, profanity, tardiness, etc., to the employee's immediate supervisor for investigation. The Office of Professional Standards will act as a resource, provide guidance as needed during such investigations, and review finalized investigations.
6. Professional Standards members, or officers temporarily assigned to that function, shall have the authority to interview any member of the department and to review any records or reports relative to their assignment. Requests from Professional Standards personnel which are in furtherance of the duties and responsibilities shall be treated as if they came directly from the Chief of Police.
7. Maintaining a comprehensive file of all complaints received by the department. The Office of Professional Standards will also maintain a central file of all internal investigations.
8. Maintaining the confidentiality of all Professional Standards investigations and records.
9. Maintaining, reviewing, and distributing all policies, procedures, rules and regulations. All proposed changes will be coordinated through the Office of Professional Standards, who will be responsible for ensuring that all written directives are consistent with existing authority, compliant with ILEAP standards, and properly formatted.
10. Maintaining files on employee awards, commendations, and compliments.
11. Preparing timely reports that summarize the nature and disposition of all misconduct complaints received by the department for submission to the Chief of Police. Recommendations shall be made for any developing patterns.
12. Analyzing complaints for possible developing or recurring patterns of misconduct and recommending corrective actions.
13. Preparing periodic reports summarizing the types of complaints received and the dispositions of the complaints. From this, the Chief of Police will generate an annual report for the City of Champaign Human Relations Commission. This

report will include the information provided to the Chief of Police as well as additional relevant demographic and geographic information. No names will appear in this report.

ISSUING AUTHORITY



Anthony D. Cobb  
Chief of Police  
Champaign Police Department

**52.3.3 CONFIDENTIALITY OF FILES**

- A. The process of complaint and/or internal investigations and all supporting materials are considered confidential.
- B. When a shift supervisor initiates a citizen complaint the packet should be forwarded to the Office of Professional Standards by one of the following methods:
  - 1. Hand delivered, or
  - 2. Placed in the designated area in one of the District storage areas. If the complaint is forwarded in this manner, then notification should be sent to the Office of Professional Standards by e-mail.
- C. The Office of Professional Standards Lieutenant will assign Citizen Complaint Investigations consistent with Policy 52.2.
- D. Complaint and internal investigation packets will be treated as CONFIDENTIAL and should be handled as such. Any individual conducting an investigation should maintain the integrity of the investigation by keeping the packet and all associated materials in a secure area.
- E. Personnel automatically authorized to review any complaint investigation include the Chief of Police, the Deputy Chief of Professional Standards, the Deputy Chief of the employee being investigated, the Professional Standards Lieutenant, and the chain of command of the employee being investigated. Reviewing supervisors may allow other command officers to review the packet at their discretion. Employees who do not follow these guidelines will be disciplined.
- F. Records of receipt of the complaint, the investigation, and the disposition shall be maintained by the Office of Professional Standards. These records shall be kept in a secure storage area. Access will be limited to the Professional Standards Lieutenant, the Deputy Chief of Professional Standards, the Chief of Police, and any designee of the Chief of Police.
- G. Only the Chief of Police or his designee is allowed to publicly release the details of an internal investigation or disciplinary matter.
- H. If a subpoena or Freedom of Information Act (FOIA) request is issued for citizen complaint or internal investigations records, the City of Champaign Legal Department shall be contacted to determine whether or not the records will be released.



## MEMORANDUM

To: Chief Anthony Cobb  
From: Deputy Chief Joe Gallo  
Date: April 11, 2016  
Subject: Use of Force Analysis – Calendar Year 2015

Per Champaign Police Department Policy Statement 1.3, titled “Use of Force,” I have conducted an annual review and analysis of all use of force reports submitted by members of the Champaign Police Department during calendar year 2015. The purpose of this policy [Attachment A: Use of Force Policy 1.3] is to establish procedures for the use of force and the review of use of force incidents, to ensure adherence to Department policy, and to ensure that the use of force is based upon reasonableness in accomplishing a lawful task. This memorandum serves as a summary of my review and analysis.

In 2015, the Champaign Police Department handled 68,897 calls for service and made 4,770 arrests. Of those 4,770 arrests

- 2,112 were for felony and misdemeanor offenses
- 1,873 were for ordinance violations
- 785 resulted from the service of arrest warrants

An independent review is performed for each officer involved in a use of force incident, and each incident is reviewed, at minimum, by a Sergeant, a Lieutenant, and a Deputy Chief.

At each level of review, the reviewing supervisor is responsible for ensuring that any force used was in conformance with Policy Statement 1.3 and State law 720 ILCS 5/7-5, “Peace Officer Use of Force in Making Arrest.”

In 2015, there were 229 incidents during which force was applied by one or more Champaign Police Officer. The supervisory review of these use of force incidents resulted in one internal investigation in which the officer involved was exonerated. In addition, there was one citizen complaint that resulted in an internal investigation in which the officer involved was exonerated.

The following tables summarize the percentage of incidents and the percentage of arrests in which force was applied.

**USE OF FORCE INCIDENTS FOR ALL CALLS FOR SERVICE**

<b>Year</b>	<b>Use of Force Incidents</b>	<b>Total Incidents</b>	<b>Percentage of Incidents Involving Force</b>	<b>Percentage of Incidents Without Force</b>
2015	229	68,897	0.33%	99.67%
2014	211	71,308	0.3%	99.70%
2013	195	75,147	0.26%	99.74%

**USE OF FORCE INCIDENTS FOR ARRESTS**

<b>Year</b>	<b>Use of Force Incidents</b>	<b>Total Arrests</b>	<b>Percentage of Arrests Involving Force</b>	<b>Percentage of Arrests Without Force</b>
2015	229	4770	4.8%	95.20%
2014	211	4,628	4.56%	95.44%
2013	195	5,317	3.67%	96.33%

There were a total of 229 use of force incidents in 2015 resulting in 486 total actions taken. Please note that there is discrepancy between the total number of incidents and the total actions taken as:

1. A single officer may take two or more different actions in making a single arrest.
2. Two or more officers making a single arrest might each take an action.
3. Two or more officers making two or more arrests during a single incident might each use force in accomplishing the arrests.

An arrest counts as a single incident, but each action taken counts separately/cumulatively. Thus, a single use of force incident can, and often does, result in more than one “action.”

In 2015, there was an increase in the overall number of actions taken by officers from 2013 and 2014. The majority of the actions are in the category of “physically restrained.” CPD changed its use of force policy where Sergeants are required to review and include any force beyond normal handcuffing techniques in use of force reporting. This would include force to secure an offender that is tensing up or pulling an arm away during the arrest. The change in reporting requirements occurred in 2013; however, 2014 was the first year that captured 12 full months under the new definition.

**RESPONSE SUMMARY TOTALS  
ACTIONS INVOLVED IN USE OF FORCE INCIDENTS**

<b>Officer Action</b>	<b>2015 Number</b>	<b>2015 %</b>	<b>2014 Number</b>	<b>2014 %</b>	<b>2013 Number</b>	<b>2013 %</b>
Physically Restrained	208	42.8	194	40.5%	126	31.9%
Other (tackled, taken to ground, used pressure point)	19	3.9	11	2.3%	13	3.3%
Leg Restraints	17	3.5	18	3.8%	15	3.8%
Passive Restraint/Spit Hood	15	3.1	8	1.7%	3	0.8%
Chemical Spray Used	27	5.6	33	6.9%	74	18.7%
Deployed Less Lethal Round	1	0.2	0	0.0%	0	0.0%
Deployed Spike Strips	0	0.0	1	0.2%	0	0.0%
Taser Deployed by other agency at Our Direction	0	0.0	1	0.2%	0	0.0%
Struck Subject with Hands-Fists	11	2.3	15	3.1%	21	5.3%
Struck Subject with Knee Strikes	5	1.0	8	1.6%	5	1.3%
Struck Subject with Baton/ASP	1	0.2	1	0.2%	3	0.8%
K-9 Released to Bite Subject	0	0.0	0	0.0%	0	0.0%
Struck Subject with Other	0	0.0	5	1.0%	3	0.7%
Drew Weapon and Pointed	180	37.0	184	38.4%	130	32.9%
Drew Taser and Pointed	1	0.2	0		0	
Weapon Discharged/Shot Animal	0	0.0	0	0.0%	2	0.5%
Weapon Discharged/Shot Subject	1	0.2	0	0.0%	0	0.0%
<b>Total Actions Taken</b>	<b>486</b>		<b>479</b>		<b>395</b>	

## **OTHER NOTABLE FACTS**

In October of 2014, Champaign Police Department established a Use of Force Review Board as additional accountability to determine whether an officer's use of force was consistent with departmental training and best practices. The board meets once a month to review use of force reports in an effort to provide training recommendations to the department's use of force instructors.

There was one incident during calendar year 2015 which resulted in an officer discharging a fatal round from his weapon. The incident occurred on August 4, 2015 in Rantoul, Illinois where the METRO SWAT team was called to assist with an armed and barricaded subject. After protracted negotiations the METRO SWAT team requested assistance from the Champaign SWAT team to provide relief to their officers. As a result, CPD SWAT officers were deployed at the scene.

During the encounter, the subject exited the hotel room and ran towards officers that were on the perimeter while pointing a silver object that was in his hands. Believing the subject was armed and a deadly threat to the perimeter officers and the community, a CPD officer discharged his weapon resulting in a fatal injury to the subject.

The incident was investigated by the Multi-Jurisdictional Investigative Team which was led by the Illinois State Police. The facts from the investigation were reviewed by the Champaign County State's Attorney who ruled that the use of deadly force by the officer was authorized under State law. The Champaign Police Department conducted an internal review of the incident, finding the discharge of the weapon to be consistent with policy, case law and Illinois Statutes.

In closing, the Champaign Police command staff will continue to closely monitor and analyze every use of force incident to ensure compliance with case law, Illinois statutes, and that actions are consistent with our Department policies and the City's values. In line with our commitment to transparency to the community we serve, the data from this report will also be shared with the public on the City of Champaign website.



## **REPORT TO HUMAN RELATIONS COMMISSION**

**FROM: Anthony Cobb, Chief of Police**

**DATE: February 29, 2016**

**SUBJECT: Summary of Police Department Citizen Complaints, 2015**

### **INTRODUCTION**

The internal affairs function of the Champaign Police Department is overseen by the Office of Professional Standards and serves directly under the Chief of Police. The internal affairs function is important for the maintenance of professional conduct in a law enforcement agency. The integrity of the agency is dependent upon the personal integrity and discipline of each employee, and the public image of the agency is in large part determined by the quality of the internal affairs function in responding to allegations of misconduct.

The purpose of this report is to provide an overview of the internal affairs process used by the Champaign Police Department and to provide comment on citizen input in both positive and negative data collected for 2015. The thorough and fair investigation of all citizen complaints, regardless of their source, remains a top priority for the Champaign Police Department.

### **BACKGROUND**

The Office of Professional Standards oversees the Champaign Police Department's complaint investigation process. The Professional Standards Lieutenant and other department staff are responsible for the facilitation, investigation, and recording of each citizen complaints and/or commendation involving an employee of the Champaign Police Department. Every recommendation for commendation or disciplinary action is reviewed by a Shift Commander, a Division Commander, and the Chief of Police.

In 2013, the Champaign Police Department revised the complaint process to include the Community Relations Office in the process of investigating and reviewing citizen complaints. Since that time, representatives from the Community Relations Office have been afforded the opportunity to make investigative recommendations, review complaint investigation findings, and make recommendations to the Chief of Police. The final determinations as to findings and disciplinary actions, however, still rest with the Chief of Police. The citizen complaint process continues to include an appeal component, which allows both citizens and department employees to have a complaint or grievance reviewed by the City Manager.

Investigations and interviews related to criminal and/or administrative investigations of employee misconduct must be conducted in accordance with certain legal requirements before a recommendation of finding can be made. During the investigation of a criminal allegation, an officer is afforded Fifth Amendment rights. During a non-criminal (administrative)

investigation, an officer is afforded certain administrative protections. These protections are found in administrative labor laws, and they serve to protect an employee from an undocumented or false allegation.

**Commendation:** A commendation is defined as documentation of conduct which is in keeping with the City of Champaign’s core values of Personal Integrity, Responsibility, Respect, Teamwork, or Results. A commendation is typically identified through a citizen report or other internal sources.

**Misconduct:** Misconduct is defined as any conduct which adversely reflects upon the officer or the police department. This includes conduct which is contrary to the City’s values, conduct contrary to the proper performance of official duties, including the misuse of official authority, or conduct in violation of departmental rules, policies, or directives. It also includes violations of federal, state, or local statutes. Misconduct can be identified through citizen complaints or internal sources.

Misconduct complaints have several possible dispositions. A complaint could involve more than one allegation, and in such cases each allegation is addressed with a separate disposition. Complaint dispositions are classified and defined as follows:

1. **Unfounded** – The allegation is false or not factual.
2. **Exonerated** – The action or conduct as described in the allegation is factual, and the action in question was consistent with law and/or department policy.
3. **Not Sustained** – There is insufficient evidence to prove or disprove the allegation.
4. **Sustained** – The allegation is true and the action in question was inconsistent with law and/or department policy.
5. **Misconduct Noted** – There were no sustained findings pertinent to the original complaint, but other violations of law and/or department policy were discovered during the investigation.

**DISCUSSION**

The Champaign Police Department responded to 68,897 calls for service in 2015 and received and investigated 5 formal citizen complaints. This suggests that, on average, the department received one complaint for every 13,779 calls for service. It should also be noted that officers of the Champaign Police Department received 73 citizen compliments in 2015, which is an increase of 25% from 2014, when citizen compliments more than doubled from 2013. The following chart shows complaint data for the last five years.

	2011	2012	2013	2014	2015
Number of Complaints	25	18	5	7	5
Number of Allegations	34	29	8	15	12
Sustained	9	4	2	3	2
Not Sustained	7	3	1	0	2
Exonerated	3	2	1	2	2
Unfounded	13	20	4	10	6
Appealed to City Manager	2	2	1	2	0

- Of the 5 complaints, 2 (40%) had at least one sustained finding. The national average is that approximately 10% of all citizen complaints result in a sustained finding.

**Complaint Origin:** In reviewing complaints, one thing that we look for is a pattern in the types of situations that bring about complaints. Our review of the last five years is reflected in the following table.

Complaint Origin	2011	2012	2013	2014	2015
Calls for Service	14	13	3	5	2
Investigative Contact	2	3	2	1	1
Non-Police Situation	1	0	0	0	0
On-View Offense	3	0	0	0	0
Other Self-Initiated Activity	0	0	0	0	0
Traffic Stop	4	2	0	1	2
Parking or Tow	1	0	0	0	0
<b>Total</b>	<b>25</b>	<b>18</b>	<b>5</b>	<b>7</b>	<b>5</b>

**Complaint Allegation Trends:** Seven of the twelve complaint allegations in 2015 were categorized as “Wrong Action.” This pattern has been relatively consistent throughout the years that complaint data has been collected. In 2015, we received 1 “Force” allegation, which represents a 66% decrease from 2014. Over the last four years, the number of allegations of unreasonable amount of force has remained relatively low. Examples of “Wrong Action” complaints include allegations that an officer lacked probable cause for an arrest, search, or seizure. It should also be noted that the Department only received a single “Discourtesy” complaint in 2015.

Category	2011	2012	2013	2014	2015
Wrong Action	11	16	6	7	7
Discourtesy	7	9	1	0	1
Force	8	2	1	3	1
Discrimination / Racial Profiling	2	0	0	1	2
Harassment	1	2	0	0	0
Poor Judgment	1	0	0	0	1
No Action	1	0	0	0	0
Policy Issue	3	0	0	3	0
Slow Response Time	0	0	0	0	0
Theft	0	0	0	1	0

Many complaints arise from a difference in perspective, perception, and/or opinion, or through a misunderstanding of police policy, procedure, training, and/or authority. Statistics show that the use of in-car video systems has generally reduced the number of discourtesy complaints and specifically reduced the number of complaints stemming from traffic stops. Historically, “Force” allegations most typically involve cases of resisting arrest in which the complainant alleges that he/she did not resist the officer. These cases are investigated both in light of what the officer did and what the complainant did to contribute to the situation.

In 2015, the twelve separate allegations involved six different officers. We pay particular attention to those employees who receive multiple complaints, particularly when a repeat category is involved or there is a sustained allegation. This year, not a single officer was the subject of more than one complaint.

**Corrective Action:** Corrective action was implemented with three officers as a result of citizen complaints in 2015. The first officer was Counseled for other minor misconduct identified in the complaint investigation (not part of any allegation); the second and third officers were Counseled for a single sustained violation in two separate complaints.

Category	2011	2012	2013	2014	2015
Written Reprimand	2	0	0	1	0
1-3 Day Suspension	0	1	1	0	0
5-10 Day Suspension	0	0	0	0	0
Major Suspension (11-30 days)	1	0	0	0	0
Resignation	0	1	0	0	0
Recommendation for Discharge	0	0	0	0	0
Counseling	6	4	0	2	3

**Complaint Process Comments:** Substantive changes were made to the complaint process in 1999, 2007, and 2010, and 2013. First line supervisors and District Commanders investigate some allegations of misconduct, but serious allegations of misconduct are investigated by the Office of Professional Standards. Complaint investigations are the topic of ongoing command staff review, and emerging trends are one of several factors that the command staff considers in determining training needs.

**Conclusion:** The Department received five citizen complaints in 2015. This matches the lowest number of complaints in one year since the Department began formally recording complaint data.

It should also be noted that two of the five citizen complaints we received in 2015 stemmed from dispatched calls for service. The Department has no control over the service requests that we receive and, accordingly, we have no control over the number of complaints that we receive.

Furthermore, the police role in the criminal justice system frequently brings police officers into contact with citizens during times of crisis and/or under negative circumstances. The Champaign Police Department will continue to work with our community to provide an open and effective process designed to prevent and detect misconduct during our contacts with citizens, and we intend to ensure that we are accountable for our actions. In this regard, police staff will continue to work with the City Council, the Human Relations Commission, and members of the community to examine and consider changes in how complaints are made, received, investigated, and filed. Police staff will also continue to be transparent in the reporting of outcomes and continue efforts to educate citizens.

The current complaint process is as follows:

### **Current Procedures**

- Formal complaints shall be filed within 30 days of the reported incident unless unusual circumstances prevent such filing. In such cases, the complainant shall notify the Police Department of the intent to file within 30 days of the incident and the complainant may request an extension up to 60 days.
- Complaint forms may be mailed in and are available on-line or for pick up at the City Building Information Desk, the Community Relations Office, several churches, the Boys and Girls Club, Land of Lincoln Legal Services, and The Whip Barbershop.
- Complainants are required to:
  1. Affirm that their allegations are true.
  2. Make themselves available to be interviewed by the investigating supervisor.
  3. Provide the investigating supervisor with witnesses, evidence, or supporting documentation related to the complaint.
- The complainant must cooperate with this process or the matter will be investigated as an internal inquiry rather than a formal complaint. In such cases the complainant forfeits the right to written notification of the disposition.
- When a complaint is received, the Office of Professional Standards mails the complainant a letter which summarizes the complainant's allegations and explains the complaint investigation process. The complainant can modify the allegations by contacting the Office of Professional Standards.
- The Community Relations Office (CRO) serves in an advisory role throughout the complaint process.
- Police and CRO staff members confer prior to the onset of a complaint investigation and outline and agree upon the investigative steps to be taken.
- CRO staff review the preliminary findings of every complaint investigation. If CRO staff disagrees with the preliminary findings of a complaint investigation then a complaint review committee meeting is held and the preliminary complaint finding(s) are discussed. At the conclusion of that meeting the complaint review committee will make a recommendation to the Chief of Police as to the finding(s) of the investigation.
- Complaint investigations centered on legal issues, such as arrest, search/seizure, and/or the use of force, may additionally be referred to the Legal Department for review.
- When a complaint investigation has been concluded, the complainant is given the investigative findings in writing. Complaint findings may be appealed to the City Manager.

### **Citizen Complaint Fact Sheet**

- The complainant is given a Fact Sheet at the time that the complaint is filed, and a second copy of the Fact Sheet is provided to the complainant through the mail when the Office of Professional Standards sends an initial response to the complainant.

### **Citizen Complaint Intake Procedure**

- A digital video recording system is available at the police department to document the complaint intake process, provided that the complaint is made in person.

### **Champaign Police Website**

- A Citizen Complaint/Commendation Form is available through the City of Champaign website to allow for online reporting. The Citizen Complaint Fact Sheet and the annual Complaint summary report are also available through the website.

### **Champaign Police Department Citizen Feedback Brochure**

- A Citizen Feedback Brochure has been created to allow another means for citizens to submit both compliments and complaints to the police department. Brochures are also available in several locations, including Council Chambers.

Conducting complaint investigations which are timely, objective, and impartial remains a high priority for the Champaign Police Department. Educating and sensitizing department employees to the needs of the community continues to be an ongoing effort of particular importance.

Prepared by:

Nathan Rath  
Professional Standards Lieutenant

## Champaign Police Department 2015 Citizen Complaint Summary

COMP #	DATE FILED / FINISHED	COMPLAINT TYPE	INCIDENT LOCATION	COMPLAINANT DEMOGRAPHIC	UNIQUE COMPL.	UNIQUE OFC, TENURE	APPEAL	ALLEGATION(S) / COMMENTS	COMPLAINT DISPOSITION	CORRECTIVE ACTION	IN PROGRESS
15-01	2/20/2015; 04/29/15	Wrong Action / Unreasonable Amount of Force	51 E Main	African American Female	Yes	2 yrs	No	(1) No probable cause for arrest and (2) unreasonable amount of force	(1) exonerated; (2) exonerated; other misconduct noted	Yes	Completed
15-02	3/3/2015; 04/29/15	Wrong Action / Stop without Probable Cause	Prospect/Marketview	African American Male	Yes	9 1/2 yrs	No	(1) No probable cause for the traffic stop and (2) failed to cite the reason for the stop	(1) Not sustained; (2) sustained	Yes	Completed
15-03	6/19/2015; 9/9/15	Wrong Action	Beardsley/James	African American Male	Yes	1 3/4 yrs	No	Officer planted cannabis in the vehicle	Not sustained	No	Completed
15-04	6/26/2015; 9/9/15	Wrong Action / Discrimination	State St/University Ave	Latino Female	Yes	7 yrs	No	Officer did not thoroughly inv traffic accident; was biased against her	(1) Sustained; (2) Unfounded	Yes	Completed
15-05	12/30/2015;	Wrong Action; Discourteous Conduct; Discrimination	Bradley/McKinley	White Female	Yes	3 1/3 yrs; 5 1/2 yrs	still within 30-day window for appeal	No probable cause for arrest; verbally abusive; profiled complainant because she was white "in a black neighborhood"; did not read Miranda; suffered personal and financial loss because of the arrest	all 5 unfounded	No	Completed

## Champaign Police Department 2015 Citizen Compliment Summary

Awards Between: 1/1/2015 AND 12/31/2015				
Type	Activity	Date	From	Summary
Email Appreciation	Call for Service	1/5/2015	Citizen	Citizen thanked officer for efforts, kindness, and integrity during custody exchange.
Email Appreciation	Call for Service	1/19/2015	Citizen	Citizen thanked officer for calm presence and kindness during warrant arrest of her daughter.
Email Appreciation	Public Contact	1/27/2015	Citizen	Officer purchased and delivered food to three homeless individuals; was seen by a citizen who took a photo and reported it to the news for recognition.
Email Appreciation	Call for Service	2/2/2015	Citizen	Officer was supportive to juvenile runaway. She commended his skill in speaking with her and had a positive impact on her life.
Email Appreciation	Call for Service	2/6/2015	Citizen	Officer exercised judgment and took an intoxicated subject home instead of taking punitive enforcement action for minor incident. Subject later thanked officer for his discretion.
Phone-In Appreciation	Accident Inv	2/9/2015	Citizen	Officer was commended for how he handled caller's son's traffic accident, building positive relationships with the community, and representing the PD.
Letter of Appreciation	Crime Prevention Program	2/10/2015	Unit 4	Officer received a certificate for service for presenting at the 24th annual 8th grade career conference.
Thank You Letter	Criminal Investigation	2/13/2015	Citizen	Victim's sister wrote a thank-you letter to detective for his kindness and effective handling of the case.
Email Appreciation	Call for Service	2/13/2015	Citizen	Community Elements representative wrote email thanking officer for handling a difficult youth by relating to youth and being kind.
Email Appreciation	Call for Service	2/10/2015	Citizen	Sergeant was commended for his efforts handling a disturbance in the neighborhood via Facebook.
Email Appreciation	Public Contact	2/17/2015	Citizen	Email commendation from a citizen about sergeant's positive/energetic greeting of students at Booker T Washington school each morning, leaving a positive image with the kids.
Email Appreciation	Public Speaking	2/17/2015	Citizen	Officer commended in an email for making a hard work and dedication for presentation to Prairielands Training College.
Thank You Letter	Call for Service	2/18/2015	Citizen	Sergeant received a thank you letter from a U of I student's mother thanking her for her kindness and putting the mother's mind at ease as well as the dept's prompt and helpful response in general during efforts to locate her missing son (located).
Email Appreciation	General	3/4/2015	Citizen	General thank you to all officers for "all they do" keeping the streets safe.
Email Appreciation	General	3/4/2015	Citizen	General thank you to all officers and the department in general.
Phone-In Appreciation	Public Contact	3/4/2015	Citizen	Thanked the officer for his actions of assisting a person in a wheelchair who had gotten stuck in the snow.
Email Appreciation	Call for Service	3/4/2015	Citizen	Officers were recognized (on Facebook) for their calmness, sensitivity, and kindness to family members during a call for service.
Email Appreciation	General	3/9/2015	Citizen	General thank you for the enforcement action CPD took with underage drinking etc. during Unofficial.

Thank You Letter	Training	3/26/2015	Citizen	Thank you letter for Lieutenant who provided ALICE training to Cunningham Children's Home.
Email Appreciation	Public Contact	4/11/2015	Citizen	Detective was commended by a victim for his professionalism and work ethic.
Letter of Appreciation	Criminal Investigation	4/17/2015	Citizen	Officers recognized in a victim impact statement/letter for their excellent work in the case.
Email Appreciation	Public Contact	4/20/2015	Citizen	Lt. recognized by citizen for his assistance with straightening out an incorrect traffic citation.
Thank You Letter	Public Speaking	5/6/2015	Citizen	Sgt. Was thanked for speaking at a school.
Thank You Letter	Public Speaking	5/6/2015	Citizen	Sgt. was recognized for speaking at Cornerstone Home School Co-op.
Email Appreciation	Call for Service	5/14/2015	Citizen	Officer recognized for his calm, assuring demeanor when dealing with a juvenile who was not cooperative. Successful end result.
Email Appreciation	Call for Service	5/12/2015	Citizen	Officer recognized by a family for his compassion and kindness in dealing with a mental subject (daughter).
Email Appreciation	Public Contact	5/20/2015	Citizen	Officer recognized by citizen for his kind gesture of handing out stickers to kids in a restaurant and taking the time to talk with them.
Email Appreciation	Public Contact	5/25/2015	Citizen	Employee recognized for her treatment of father and daughter during two separate incidents of theft and mislaid property.
Email Appreciation	Call for Service	6/4/2015	Citizen	Officer recognized for extra efforts by citizen handling illegal dumping call and following up.
Email Appreciation	Problem Solving Project	6/4/2015	Citizen	Citizen recognized an officer and a sergeant for their efforts in addressing drug sales and ultimately reducing the problem.
Email Appreciation	Call for Service	6/2/2015	Citizen	Officer recognized for his handling of a mental health call in which the officer demonstrated great patience, professionalism, "intelligent thinking," and kindness.
Letter of Appreciation	Criminal Arrest	6/23/2015	Citizen	Officers and Detectives were commended for their work in arresting a bank robbery suspect.
Email Appreciation	Accident Inv	7/1/2015	Citizen	Officer recognized by a citizen for his professional manner in which he handled the accident and leaving the citizen with a positive impression.
Letter of Appreciation	Work Ethics	7/3/2015	Citizen	Letter of appreciation from a citizen thanking officer for all their efforts in protecting citizens and the city.
Phone-In Appreciation	Call for Service	7/14/2015	Citizen	Officer recognized for his efforts in locating a lost purse and treating the RP "like family."
Email Appreciation	Call for Service	7/15/2015	Citizen	Officer commended for his professionalism and courteousness on a call for service.
Phone-In Appreciation	Work Ethics	7/31/2015	Citizen	Citizen called in to generally thank officers for their efforts every day.
Letter of Appreciation	Call for Service	7/31/2015	Citizen	Officer recognized by a citizen for his assistance, courtesy, professionalism, and understanding during a call for service.
Phone-In Appreciation	Call for Service	8/7/2015	Citizen	Officer was commended by a citizen for his understanding, compassion, professionalism, and respect during a missing person call involving a mentally disabled subject.
Email Appreciation	Call for Service	8/10/2015	Citizen	Officers received a thank you email from an individual whom they helped during an alcohol poisoning incident.
Phone-In Appreciation	Call for Service	8/14/2015	Citizen	Citizen called to thank officers for how they handled two calls for service regarding problems with a homeless subject.

Thank you Letter	Call for Service	8/16/2015	Citizen	Officer received a thank you letter from a citizen regarding their lost bicycle that he recovered.
Phone-In Appreciation	Accident Inv	8/20/2015	Citizen	Department received a phone call from a citizen commending an officer for his actions during an accident investigation during which the caller observed the officer offer his jacket to the subjects involved.
Email Appreciation	Problem Solving Project	8/27/2015	Citizen	Lieutenant received a complimentary email from council member for setting up community meeting regarding recent violence in the down town area.
Email Appreciation	Traffic Enforcement	8/31/2015	Citizen	Officer received a thank you email for his traffic enforcement efforts, specifically addressing the speeding near a school and in an area where recent accidents had occurred.
Email Appreciation	Call for Service	8/31/2015	Citizen	Officer received a thank you email from the victim of a stolen vehicle; commended his assistance and friendly demeanor in getting the vehicle returned.
Email Appreciation	Public Contact	8/31/2015	Citizen	Officers were thanked by citizens for attending their block party and speaking with the neighborhood.
Email Appreciation	Call for Service	9/12/2015	Citizen	Officer received a thank you email for going above and beyond to locate the owner of a lost set of keys.
Email Appreciation	Accident Inv	9/12/2015	Citizen	Officer commended for his professionalism and kind treatment of person involved in accident.
Thank You Letter	Accident Inv	9/15/2015	Citizen	Officer received a thank you letter for his thorough investigation of an accident.
Email Appreciation	Public Contact	9/21/2015	Citizen	Citizen thanked officer, and officers in general, for all the assistance, support, and efforts over the years.
Email Appreciation	Call for Service	9/21/2015	Citizen	Officer was thanked for being friendly and approachable when he spoke with citizen's son; also thanked another officer for his kindness and respect he showed her son in the past.
Email Appreciation	Accident Inv	9/17/2015	Citizen	Citizen complimented an officer for manner in which he handled her accident investigation, how he dealt with her, and followed up with her afterwards.
Email Appreciation	Public Contact	9/24/2015	Citizen	Several officers, detectives, and a supervisor were thanked for the way they handled a death investigation and the care they took with the family.
Thank You Letter	Work Ethics	10/1/2015	Citizen	Five year old wrote a letter thanking police officers for keeping the city safe.
Email Appreciation	Public Contact	10/8/2015	Citizen	Officer thanked for his assistance and encouragement two years ago that led to the writer's completing Marine Corps officer training.
Thank You Letter	Call for Service	10/20/2015	Citizen	Officer commended by burglary victim for how he handled the call and treated the family.
Email Appreciation	Work Ethics	10/22/2015	Citizen	Department received an email generally thanking all officers for the work they do protecting the community and the services they provide.
Phone-In Appreciation	Call for Service	11/3/2015	Citizen	Citizen called to thank officers for the way they handled an alarm call, particularly waiting for her daughter to arrive.
Email Appreciation	Problem Solving Project	11/5/2015	Citizen	Officer commended for his handling of neighborhood issues in a professional, mind manner, which made the resident feel safer.
Email Appreciation	Criminal Arrest	11/10/2015	Citizen	PD received an email commending officer how he handled a stand-off situation recently with patience, bravery, and respect.
Email Appreciation	Public Contact	11/12/2015	Citizen	Officer received email from a citizen thanking him for the ride-along experience.

Phone-In Appreciation	Call for Service	11/18/2015	Citizen	Officer received appreciation from Community Elements for his treatment of a person he had taken there and the manner in which he was able to de-escalate the situation.
Email Appreciation	Call for Service	11/22/2015	Citizen	Sergeant and Officers commended by parents of handicapped daughter for helping their daughter who was stranded in her wheelchair downtown at 1 a.m.
Email Appreciation	Accident Inv	11/30/2015	Citizen	Officers received a thank you email regarding the assistance they provided to a motorist involved in an accident. They ensured everyone's safety, pushed the car onto the road, and acted in a calm and efficient manner.
Email Appreciation	Public Contact	12/3/2015	Citizen	Front desk employee commended for her efficiency and being nice and kind to a citizen.
Email Appreciation	Call for Service	12/7/2015	Citizen	Officers and Sergeant received a thank you email for their courtesy, professionalism, and swift response locating a citizen's daughter.
Thank You Letter	Public Contact	12/8/2015	Citizen	Officer received a thank you letter from a college student who rode along with him thanking him for the experience.
Phone-In Appreciation	Work Ethics	12/15/2015	Citizen	Officer received general praise and support from a citizen.
Phone-In Appreciation	Work Ethics	12/15/2015	Citizen	Caller, who identified himself as an African American, wanted officers to know they handle themselves well especially considering all the shootings that have occurred.
Phone-In Appreciation	Call for Service	12/28/2015	Citizen	Officer received a thank you call from a citizen about the way he handled the burglary to motor vehicle call for service.
Email Appreciation	Public Contact	12/30/2015	Citizen	Sergeant and officers in general received a thank-you posting to FB for their generosity of collecting and donating clothing and other items to a family that lost everything in a house fire around Christmas time.
Thank You Letter	Work Ethics	12/30/2015	Citizen	Officers received a thank you letter from a citizen about being heroes, fighting crime, and the sacrifice each officer gives on a daily basis; thanking officers for their hard work.