



AGENDA

Citizen Police Complaint Assessment Committee

Wednesday, November 1, 2017

6:30 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2402

1. Call to Order and Declaration of Quorum
2. Public Comment
3. Approval of October 12, 2017 Meeting Minutes
4. Approval of 2017/2018 Meeting Schedule
5. Committee Process
6. Priority Setting Exercise
7. Assignments and Report Back Schedule
8. Adjournment

Order & Agenda Items are subject to change. Information about the Citizen Police Complaint Assessment Committee is available at: www.cityofevanston.org/ Questions can be directed to Kimberly Richardson at 847-448-8029.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (Voice) or 847-448-8064 (TYY).



Citizen Police Complaint Assessment Committee
Minutes of Meeting
Thursday, October 12, 2017
Lorraine H. Morton Civic Center, 2100 Ridge Avenue

Committee Members Present: Matthew Mitchell, Chair; Karen Courtright; Jared Davis; Dr. Peter Demuth; Randy Foreman; Jeff Parker; Joi Russell; Dr. Meggie Smith; Dr. Vincent Thomas Jr.

Other Present: Kimberly Richardson, Assistant to the City Manager; Aretha Barnes, Deputy Police Chief; Dennis Leaks, Police Sergeant; Stephan Hagerty, Mayor; Devon Reid, City Clerk; seven members of the public

Call to Order and Declaration of Quorum

Mayor Hagerty called the meeting to order at 6:02 p.m. Mayor named Matthew Mitchell chair of the committee. Mr. Mitchell presided over the meeting there after. Everyone was welcomed and introductions were made.

Introductions

Mayor Hagerty provided the Committee with overall goals and objectives with the committee; How does Evanston Police Department civilian police complaint process currently work?; What issues, if any, are there with the current complaint process?; What is the complaint process for communities similar to Evanston?; Are there any nationally recognized best practices related to how municipalities, similar to Evanston, handle civilian complaints?; Are there other best practices the Committee discovered?; What suggested changes can Evanston make to address any issues identified with the current process? The Committee is expected to report back in June 2018 their findings to the Human Services Committee.

Background presented by Deputy Chief Aretha Barnes

Deputy Barnes provided the Committee with a copy of the following:

- Police Department organizational chart; police union contract (Illinois Fraternal Order of Police (FOP) Patrol officer and Sergeants);
- Peace Officer's Bill of Rights;
- EPD policy manual: Policy 424 for portable audio/video recorders;
- City of Champaign Citizen Review of Police Complaints reports.

Overview of the Citizen Police Complaint Process presented by Sergeant Leaks
Sergeant Leaks provide a step-by-step account of how a complaint is received and processed after it has been filed against an officer. Every complaint submitted formal or informal starts with the Office of Professional Standards (OPS), which reviews and investigates the complaint. Next, OPS investigate which includes statement from the complainant, accused officer(s), witnesses, and review of reports, videos, or additional evidence. Next, the complaint is reviewed by the officer(s)' supervisor, whom provides a suggested disposition of the complaint and recommend specific discipline. The recommendation if forwards to the division commander, deputy chief for review and if deemed warranted, modifies the supervisor's recommendation. Lastly, the recommendation is forwarded to the Police Chief for modification and final approval. The complainant is notified of the disposition. The complaint/disposition are submitted for the review of two oversight committees (Citizen Police Advisory Committee and Human Services Committee, both public meetings.

Several committee members had clarifying questions for staff. Questions asked included:

- How many complaints does the Police Department receive per year?
The Department receives approximately 14 complaints per year (formal and informal)
- Can a complaint proceed without a formal statement by complainant? Yes, the complaint can still go through a complete review without a formal statement from the complainant, but the disciplinary action for the police officer would be different.
- Would OPS be able to find identify a police officer if the complainant could not remember their name, badge number or marked car? Yes, if the complainant recalls the time of day, location and other identifying information, OPS would be able to narrow down the possible officers.

Sergeant Leaks explained to the Committee disciplinary process of the officer depending if the complaint is formal or informal.

A copy of the "What happens after my complaint has been filed" and complaint register form are attached.

Regular Meeting Schedule

For future dates, the Committee meeting will be held on the 1st Wednesday of the month from 6:30 p.m. to 9 p.m. The meeting schedule will be approved at the next meeting.

Adjournment

Next meeting: November 1, 2017



MEETING SCHEDULE

Citizen Police Complaint Assessment Committee

**Lorraine H. Morton Civic Center, 2100 Ridge Avenue
Room 2402**

**1st Wednesday of the Month
6:30 to 9:00 PM**

Wednesday, November 1, 2017

Wednesday, December 6, 2017

Wednesday, January 10, 2018 (2nd Wednesday)

Wednesday, February 7, 2018

Wednesday, March 7, 2018

Wednesday, April 4, 2018

Wednesday, May 2, 2018

Wednesday, June 6, 2018

Wednesday, July 11, 2018 (2nd Wednesday)

Wednesday, August 1, 2018

Wednesday, September 5, 2018

Wednesday, October 3, 2018

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What happens after my complaint has been filed?

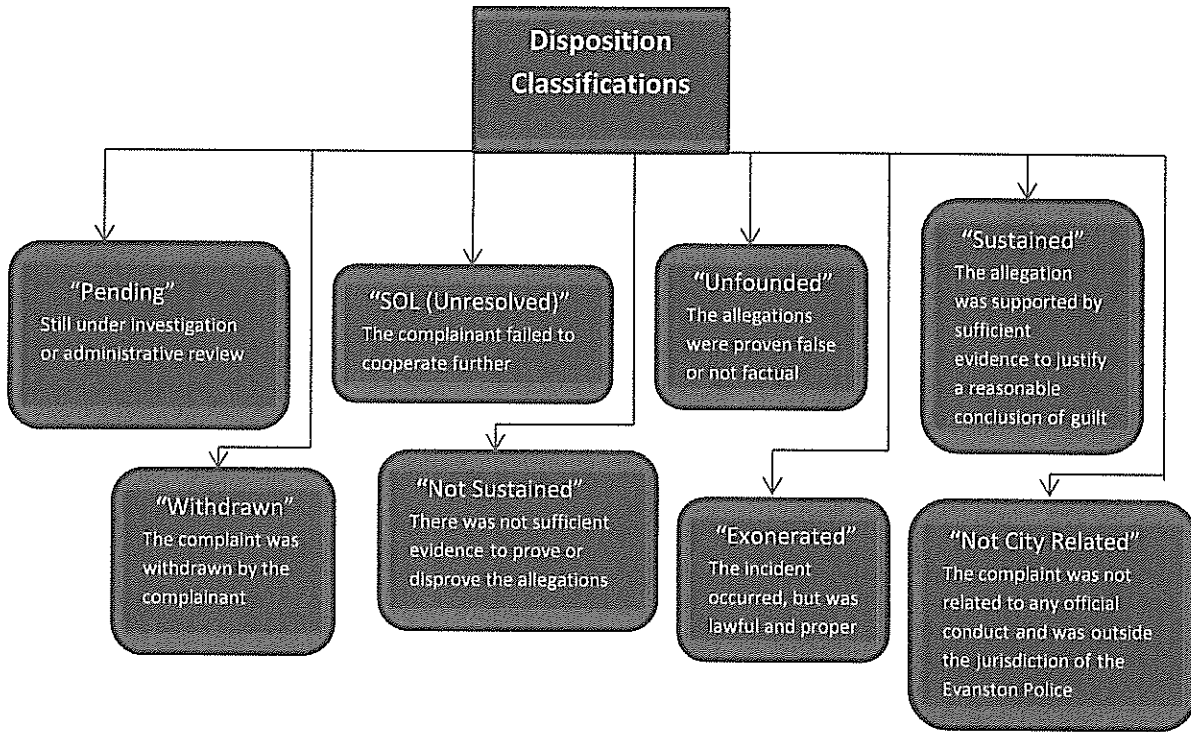
Step #1: The Office of Professional Standards (OPS) reviews and investigates the complaint.

- Step #2:** The OPS investigative process includes:
- A. Statement from the complainant.
 - B. Statement from the accused officer(s)
 - C. Statements from witnesses, if any
 - D. Review of reports, videos, additional evidence.

- Step #3:** Supervisors' Reviews:
- A. After reviewing the complaint and the OPS investigative process the accused officer(s) supervisor provides a suggested disposition of the complaint and recommends specific discipline, if deemed warranted.
 - B. Sequentially, the suggested disposition/recommended discipline are forwarded to the division commander and the deputy chief, each of whom reviews and, if deemed warranted, modifies the supervisor's recommendations.
 - C. The suggested disposition/recommended discipline are forwarded to the chief of police—the defining internal arbiter—for modification/final approval.

Step #4: The complainant is notified of the disposition.

- Step #5:** The complaint/disposition are submitted to the review of two oversight committees:
- A. Citizen Police Advisory Committee (CPAC) – Appointed by the mayor, this committee reports its findings to the city council's Human Services Committee.
 - B. City Council Human Services Committee – At televised meetings open to the public this committee reviews complaints and asks questions of police management. Members of the public may appear before the committee to comment on complaints.





EVANSTON POLICE DEPARTMENT
Office of Professional Standards
COMPLAINT REGISTER FORM



DATE: _____, 20__

My name is _____ . I am _____ years of age and my date of birth is _____ . My home address is _____ , zip code _____ . My home phone number is _____ or I can be contacted at this number _____ . My State Identification Card or Drivers' License Number is _____ .
State of Issuance Number

I have been notified that under Public Act 93 -0592 , revised January 2004 , of the State of Illinois, Section 5 (b), anyone filing a complaint against a sworn peace officer must have the complaint supported by a sworn affidavit.

1. Date of Incident: _____ . Approximate time of incident: _____ .
2. Location of Incident: _____ .
3. Please provide the names, badge numbers, police vehicle number or license plate, and/or a physical description of the officers against whom you wish to file a complaint:

4. Are there any witnesses you wish to be contacted during this investigation? YES NO

Please provide the names, addresses and phone numbers of any witnesses:

5. Please provide a full detailed account of your complaint and the nature of the incident (you may use the next page to continue your narrative or attach any additional documentation that you wish to provide):

FOR POLICE USE ONLY:

DATE COMPLAINT RECEIVED: _____ RECEIVED BY: _____

OPS NO: _____