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 compliant 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