

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
Communications and Community Outreach				
HRC 1	We recommend the Durham Police Department regularly publicize their involvement in the community and neighborhoods via media outlets such as the local newspaper, Durham Police Department website, social media, etc.	Administration concurs with the recommendation and recognizes that the Police Department regularly promotes community and neighborhood involvement in the local media, the website and in social media. Administration is supportive of and will offer guidance in the hiring of a permanent Public Affairs Manager for the efforts described above.	Hiring of a Public Affairs Manager Development of a Communications Plan that includes ongoing monitoring of public/community relations efforts	8/1/15: Public Affairs Manager was hired and began work March 9, 2015. In addition to tracking efforts at public outreach, including press releases, press conferences, social media and community relations efforts, he has developed a comprehensive communications plan targeting improved communications, and promoting two way dialogue between citizens and the Police Department. The plan is awaiting executive approval, and implementation of some initiatives is under way.
HRC 2	We recommend City Council find ways to increase awareness and improve attendance at PAC meetings.	Administration recommends a continuation of the efforts of NIS to boost PAC attendance.	Provide quarterly reports to the City Manager on PAC meeting attendance beginning with the quarter that ends on 9/30/14.	2/13/15: Complete. Attendance information is being provided to the City Manager's Office on a quarterly basis.
HRC 3	We recommend the Durham Police Department put more emphasis on promoting the Citizens Police Academy (CPA).	Outreach and efforts to improve diversity of and retain attendees should be enhanced, as evidenced by class sizes and demographic representation. Advertising and enhanced public relations efforts should be considered. Management recommends that evaluations be summarized and maintained, and that feedback be used to determine how to improve classes and reach more possible attendees. Once the curriculum is finalized, a brochure should be developed by the Department and distributed to help promote the CPA.	Finalize CPA curriculum; Develop Brochure; Translate brochure; distribute and post online. DPD will continue collecting and reviewing evaluations for possible improvements.	2/13/15: Complete. Staff have revised the CPA brochure and are currently reviewing minor curriculum changes based upon feedback from past participants.

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
HRC 4	We recommend the Durham Police Department recruit from the community of Durham to create a pipeline to employment with the Durham Police Department.	Administration affirms the spirit of the recommendation and endorses a continuing focus on recruiting Durham residents while maintaining a commitment to always seek the most qualified applicants to become Durham police officers.	Police Department provides report on BLET academy recruits and graduation stats regarding residency. Information will be provided after each academy is complete as part of Chief's quarterly report.	2/13/15: Ongoing. A report on the most recent graduating academy class will be included in the Chief's next quarterly report and subsequent reports as directed.
			Evaluate options to incentivize sworn police officers to reside in Durham.	8/1/15: City Manager's staff continuing to research best practices and peer experience with residency incentive programs.
			Annual report to City Council on sworn police officer residency statistics.	2/13/15: A report on sworn police officer residency statistics will be included in the Chief's annual report as directed.
Durham Police Department Policies				
HRC 5	We recommend psychiatric evaluations for all officers and employees of the Durham Police Department are required once every three years.	Administration concurs with the Department's current practice as described in General Order 2005R-1 and finds no basis to support the recommendation of the HRC to require psychiatric evaluations for all officers and employees of the Department once every three years.	None	8/21/14: No further action needed.
HRC 6	We recommend that the vehicle camera remain operating at all times. Officers should not be allowed to disable the camera.	It appears that current practice satisfies the intent of these recommendations, though it falls short of the specific request to record and retain all video during a shift. Having reviewed peer cities and best practices, Administration concludes that the Police Department's current	None	8/21/14: Complete, with ongoing monitoring.

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
HRC 7	We recommend digital copies of these recordings be maintained no less than 180 days.		None	
Police Stops and Consent Searches				
HRC 8	We recommend the Durham Police Department communicate to citizens why they are being stopped or detained. The reason should be documented by the Durham Police Department in a form that is reviewable by the citizen.	Administration recommends that the current practices outlined in General Order 4052 R-1 continue but that the General Order be reviewed to consider clarifying the intent of the Department and accompanied training by removing the word "normally" in each of the last two sentences of the section referenced herein.	Review General Order 4052 R-1 for changes to clarify the intent of the Department and the accompanying training and whether the word "normally" in each of the last two sentences should be removed.	2/13/15: Complete. General Order 4052 (Vehicle Stops) was amended on 11/3/14 as directed.
HRC 9, 10, 11	9: We recommend that a written form be required for all consent searches. This form must be signed by the citizen/detainee and should be available in English and Spanish. 10: We recommend the Durham Police Department require all officers to document with an incident report any encounter that requires a search of the person or property. This report should include a	That all written consent to search forms be available in English and Spanish in every police vehicle that has exposure to requesting consent searches.	Develop bilingual version of written consent form. Have bilingual written consent forms available in all police vehicles.	10/1/14: Complete. 10/1/14: Complete.
		That General Order 4004 R-2 be amended to clarify that every reasonable effort be made to ensure that both the in-car camera and microphone are working so as to document the request for consent and the provision or denial of that request, and that officers will be encouraged to employ the written consent to search form; however, the discretion will remain with the officer.	Amend General Order 4004 R-2 to require written documentation for consent searches of residences, businesses, vehicles, and electronic devices, and ensure every reasonable effort that in-car camera and microphones are activated and working during all traffic stops to document consent search of vehicles.	10/1/14: Complete. General Order 4004 (Warrantless Searches and Seizures) was amended on 10/1/14 as directed.

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
			Amend General Order 4004 R-2 to require written documentation for consent searches of residences, businesses, vehicles, and electronic devices, and ensure every reasonable effort that in-car camera and microphones are activated and working during all traffic stops to document consent search of vehicles.	10/1/14: Complete. General Order 4004 (Warrantless Searches and Seizures) was amended on 10/1/14 as directed.
		That requests for consent to search by H.E.A.T. officers during traffic stops will be documented by audio or video recording or utilizing a signed consent form.	Amend General Order 4004 R-2 to require written documentation for consent searches of residences, businesses, vehicles, and electronic devices, and ensure every reasonable effort that in-car camera and microphones are activated and working during all traffic stops to document consent search of vehicles.	10/1/2014: Complete. General Order 4004 (Warrantless Searches and Seizures) was amended on 10/1/14 as directed.
		That Electronic Traffic Stop Form submission software be adjusted to track the locations of traffic stops, as well as whether consent to search was given or denied.	Amend the Electronic Traffic Stop Form submission software to track locations of traffic stops and whether consent to search was requested, and then given or denied and by which method.	9/11/14: Complete. The electronic Traffic Stop Form submission software has been adjusted to track the stop location as well as whether consent to search was denied.
		That investigative encounters with citizens using a Field Contact or Intelligence Submission form to document investigative encounters be required.	Prepare a General Order requiring investigative encounters to be documented by Field Contact or Intelligence Submission. Implement by 10/1/14.	2/13/15: Complete. General Orders 4028 (Report Writing) and 4048 (Guidelines for Exchanging Intelligence Information) have been amended to direct officers to document investigative encounters via Field Contact Submission or an Intelligence Submission.

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
		That the Department complete the evaluation of the utilization of body cameras and provide recommendations to the City Manager in conjunction with the FY 2016 budget process.	That body camera technology be evaluated for all officers and a report and recommendation regarding this technology be provided to the City Manager by 2/1/15	8/1/15: Ongoing. Six public input sessions completed. RFP issued July 2. Media update on the Body Camera project pending. Policy draft being reviewed internally.
		That the Department by either General Order or command direction require written documentation of all investigative encounters.	Prepare or amend a General Order requiring written documentation of all investigative encounters. Implement by 10/1/14.	2/13/15: Complete. General Orders 4028 (Report Writing) and 4048 (Guidelines for Exchanging Intelligence Information) have been amended to direct officers to document investigative encounters via Field Contact Submission or an Intelligence Submission.
HRC 12	We recommend the Durham Police Department ensure that the traffic stop data is reviewed quarterly to track any irregularities. Should the data show unusual trends, it should be reported to the Chief of Police and reviewed by qualified independent analysts. Any reports should be made available to City Council for review within a reasonable time.	Administration concurs with the Police Department's actions to expand the fields of data being collected on traffic stops and the requirement that the data be analyzed on a semi-annual basis. The Administration also will direct that the Police Chief file a findings report to the City Manager within 60 days of this semi-annual review.	Expand the fields of data collected on traffic stops. Command staff review traffic stop data semi-annually and transmit to City Manager with results of review.	9/11/14: Complete. 5/31/15: Traffic stop data reports for 2013 and 2014 have been uploaded to the City's website: http://durhamnc.gov/ich/cmo/Documents/traffic_stop_data_report14.pdf

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
Training				
HRC 13	We recommend that the Durham Police Department collaborate with a national independent training organization, approved by the City Manager and City Council, to create and implement a racial equity training program for Durham police officers.	Durham has already begun the implementation of Fair and Impartial Policing, a program offered by the Department of Criminology at the University of South Florida. The program is led by a nationally recognized expert on the topic of bias based policing.	Finalize the schedule for the Fair and Impartial Policing Training Sessions.	10/30/14: The Fair and Impartial Policing training for Durham PD officers in the supervisory ranks and for PD executives along with members of the city administration was completed on October 1 and 2, 2014. The session was also attended by invited community members and members of City Council. 8/1/15: All sworn officers have completed the Fair and Impartial Policing training. Additionally, Fair and Impartial Policing training is now included in the BLET curriculum. The BLET cohort that will graduate on 8/3/15 will be the second cohort to complete the training during BLET.
HRC 14	We recommend that racial equity, mental health, and crisis intervention training be made part of new recruit training.	Administration supports DPD's current racial equity and mental health training practices for new recruits. Administration also supports the current practices related to officer inclusion and selection for CIT.	None	9/11/14: Complete, with ongoing monitoring.

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
HRC 15	We recommend the Durham Police Department enhance their mental health and crisis intervention training for those officers who interact regularly with the community.	The need to have officers well trained in dealing with mental health and crisis intervention issues is undisputed. Given the widespread use of the current crisis intervention training model, Management believes the current curriculum is appropriate for use in the department. Administration will continue to support exposing as many officers as possible to this training, and will hold department leadership accountable for meeting or exceeding guidelines for the number of officers trained in this area. Administration further directs the DPD to continually review and implement new offerings in the area of mental health and crisis intervention training when these offerings are deemed to improve upon our current training program. Finally, management will endeavor to support all efforts to secure new resources to fund specialized personnel and/or programs dedicated to the care of residents in need of mental health or crisis intervention services.	None	8/21/14: Complete, with ongoing monitoring.
HRC 16	We recommend the Durham Police Department job performance evaluation include a review of stop/search data for irregularities in conduct and policy.	The City's Performance Management System and the Early Intervention System described in the Issues/Analysis section provide the basis for effectively setting comprehensive employee performance standards in results and behaviors that align with both organizational goals and objectives, and community expectations. The Police Department also has the foundation in place to build on a system that collects and uses data appropriately to better refine and discover irregular or undesirable behavior for	Review the Police Department's early intervention system's (Professional Excellence Program) behavioral alert indicators and current mandatory referral activities for sufficiency and effectiveness, and include documentation that a review of stop/search data has been included by 12/31/14 for the 2015 calendar year.	2/12/15: Complete. The annual review of the Professional Excellence Program is done each fiscal year; the next report is due this July.

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
			Submit a copy of this evaluation to the City Manager by December 31, 2014 that documents the review and describes the methodology to be used to set the threshold for alert and intervention regarding stop/searches, and how the data generated will be used by supervisors and department management in quarterly coaching sessions and annual performance reviews.	2/12/15: Complete.
			Amend General Order 1050 to include irregular stop/search data as a referral activity to the Professional Excellence Program by 1/31/15.	2/12/15: Complete. General Order 1050 Professional Excellence Program has been amended and published effective 2/18/15.

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
HRC 17	We recommend a yearly training needs analysis in order to make any adjustments necessary to meet the needs of the community.	A review of the Department's procedures for evaluating training needs and incorporating new training topics into the curriculum seems to demonstrate that the Department is meeting or exceeding the objective called for in the HRC recommendation. Administration recommends that interested groups or individuals should contact the Durham Police Department's training division if they wish to learn more about current offerings or suggest topics for training that should be enhanced. Administration will always support maximum transparency regarding the subjects and frequency in which our staff are being trained.	None	8/21/14: Complete, with ongoing monitoring.
Marijuana Arrests				
HRC 18 & 19	18: We recommend the City of Durham reach out to municipalities, such as the City of Seattle, WA, to make inquiries about their initiatives regarding making marijuana arrest a low priority.	That the Police Department complete a thorough review of the misdemeanor marijuana arrests for the period 1/1/13-7/1/14 to determine the existence of patterns or other information that explain the racial disparity in arrests over that period and report the findings of this review to the City Administration no later than 1/1/15.	Review misdemeanor marijuana arrests for the period 1/1/13-6/30/14 to determine the existence of patterns or other information explaining racial disparities. 1/1/15 with an interim status report of the review provided to the City Manager by 11/1/14.	8/1/15: A misdemeanor marijuana arrest analysis has been submitted; follow-up data collection and analysis is currently underway. Arrest data is available on the City Manager's Office website at: http://durhamnc.gov/ich/cmo/Documents/DPD_Analysis_Misd_Marijuana_Arrest_Data.pdf
	19: We recommend the City of Durham review the data and recommend whether to implement a similar initiative to the City Council.	That the Police Department institute a policy to require an annual review of misdemeanor marijuana arrests for unexplained disparities.	That a General Order be established providing for an annual review of misdemeanor marijuana arrests for unexplained disparities and reported to the City Manager no later that April 1 of the subsequent year.	2/19/15: Complete. General Order 1052 (Annual Misdemeanor Marijuana Report) was published on 11/3/14.

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
		That the City Council ask the Chief District Court Judge, Durham District Attorney, Durham County Sheriff, and the Durham Police Chief (through the City Manager), and others as deemed appropriate, to convene a discussion and make recommendations on programs and practices that reduce the criminal and financial impact on persons charged and/or convicted of misdemeanor marijuana possession, including expanded diversion and treatment programs and report said findings to the City Council and the County Commission through the Durham Crime Cabinet.	That the City Council ask the Chief District Court Judge, Durham District Attorney, Durham County Sheriff, and the Durham Police Chief (through the City Manager), and others as deemed appropriate, to convene a discussion and make recommendations on programs and practices that reduce the criminal and financial impact on persons charged and/or convicted of misdemeanor marijuana possession, including expanded diversion and treatment programs and report said findings to the City Council and the County Commission through the Durham Crime Cabinet.	8/1/15 - 6th Meeting held 7/10/15. Participants reviewed and approved final draft plan of expanded expand misdemeanor diversion program to age 21. Forms and processing guidelines being finalized and implementation scheduled for 9/1/15.
	Citizens Police Review Board			
HRC 20	We recommend that City Council move to an alternate model where the complaints themselves, rather than the Internal Affairs review process, undergo investigation by the Citizens Police Review Board. (Reference: Nacole.org Models of Civilian Oversight in the United States: Similarities, Differences, Expectations and Resources)	Management recommends that initial complaints continue to be investigated by the Police Department. In the case of all City departments, Department Directors or their designees are instructed to seek resolution on complaints before pursuing alternate means. The Police Department is expected to adhere to the same practice.	Discuss Police-Community Relations during 9/24/14 Civilian Police Review Board meeting.	10/29/14: Complete.
HRC 21	We recommend City Council annually brings in a representative from The National Association for Civilian Oversight of Law	Obtain membership with NACOLE	Contact NACOLE to identify current peer city memberships. Process payment for NACOLE membership	10/29/14: Complete.

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
		Identify trainings/technical assistance for CPRB members	Contact NACOLE about upcoming trainings/technical assistance for CPRB members. Share training opportunities with CPRB during 9/24/14 Board meeting.	
HRC 22	We recommend City Council have oversight of the Citizens Police Review Board, including appointment of Citizens Police Review Board members. City Council should designate a staff attorney to advise the Citizens Police Review Board.	The Administration recommends that the procedures for selecting appointees to the Civilian Police Review Board be revised to provide for the Mayor and City Council to confirm the City Manager's selections for appointment.	That the procedures for selecting appointees to the Civilian Police Review Board be revised to provide for the Mayor and City Council to confirm the City Manager's selections for appointment.	2/13/15: Complete. Revisions to the CPRB Procedure Manual adopted by City Council on 11/7/14.
HRC 23	We recommend some members of the Citizens Police Review Board be appointed and selected through the PAC organizations that closely follow police procedures. By changing the make-up of the Citizens Police Review Board to require PAC district representation, we can ensure all geographical areas within the City of Durham are represented.	The Administration recommends that the City Clerk's Office notify PAC co-facilitators in conjunction with advertising vacancies on the Civilian Police Review Board, but the Board not be required to include members from each PAC nor that PAC-affiliated applicants receive deferential consideration.	Notify PACs of existence of vacancies on CPRB.	8/21/14: Complete. General notification change to PACs has occurred and will happen as vacancies occur.
HRC 24	We recommend the time allowed to appeal to the Citizens Police Review Board be extended to 30 working days after documented receipt of the Internal Affairs response. (CPRB 5)	Revise the relevant language in the Civilian Police Review Board Procedure Manual (Section 4.5) to extend the request for appeal from 14 calendar days to 30 business days (Monday - Friday). This change must be approved by the City Council. In addition to the Procedure Manual, any and all references to the 14 day appeal period would have to be revised as well (e.g., website and letters).	Amend Section 4.5 of the Civilian Police Review Board Procedure Manual.	2/13/15: Complete. Revisions to the CPRB Procedure Manual adopted by City Council on 11/7/14.

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
		Determination Letters should be mailed with return receipt so the Clerk's Office and CPRB can determine whether Requests for Appeals have been submitted within 30 business days.	Work with DPD to revise the necessary document(s) to reflect the return receipt requirement.	10/29/14: Complete.
HRC 25	We recommend the complainant have 60 days to gather information, documents, evidence, etc. to submit to the Citizens Police Review Board.	Allow Complainants 30 business days (Monday - Friday), instead of 14 calendar days, to file a Request for Hearing with the CPRB.	Create agenda item to amend Section 4.5 of the Civilian Police Review Board Procedure Manual.	2/13/15: Complete. Revisions to the CPRB Procedure Manual were adopted by City Council on 11/7/14.
HRC 26	We recommend the Citizens Police Review Board appeal complaint form be made available in electronic form and a link to this form should be placed on the City of Durham Human Relations Commission web page. (CPRB 1)	Develop an electronic form of the Request for Appeal Hearing Form.	Create the electronic form.	9/18/14: Complete. Request for Appeal Hearing Form can be completed and subitted online.
			Test the electronic form.	9/11/14: Complete.
			Place the link to the electronic form on the City's website by 9/30/14	9/18/14: Complete.
			Place the link to the electronic form on the Human Relations webpage by 9/30/14	9/18/14: Complete.
HRC 27	We recommend the Citizens Police Review Board report any findings of unethical behaviors towards citizens and if merited, disciplinary action be taken. The findings should be reported to the appropriate entity.	The Administration supports the recommendation that any findings or suspicion of unethical behavior be reported to the City Manager or Audit Services Department for review and investigation. Merited disciplinary action will be determined in accordance with City of Durham Personnel Policies and Procedures.	None	8/21/14: No further action required.
Complaints and Internal Affairs				
HRC 28	We recommend Complaint Forms be available to complete online, and allow	Institute a Complaint Form that can be completed on line and submitted electronically.	Create the electronic Complaint Form by 9/30/14. Test form by 9/30/14.	9/18/14: Complete. DPD Complaint Form can be completed and subitted online.

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
			Place a link to the electronic Complaint Form on DPD's website by 9/30/14.	
		Make Complaint Forms accessible from the City Manager's webpage and place hard copies at the Durham One Call desk in the first floor lobby of City Hall and the City Manager's Office.	Place a link to the electronic Complaint Form on the City Manager's webpage and place hard copies of the Complaint Form at the Durham One Call lobby desk in City Hall as well as the City Manager's Office by 9/30/14.	
		Continue instructing Complainants to submit their complaints to the Police Department.	No further action required	
		Revise the Complaint Form to allow the complainant to provide any and all contact information (telephone and email) where they would like to be reached for the purposes of completing a full investigation.	No further action required.	9/3/14: Complete.
		Develop a Complaint Form in Spanish.	Translation services have been secured	2/13/15: Complete.
HRC 29	We recommend the Durham Police Department institute a policy that provides citizens whose complaints have been sustained with a more timely and substantive response than the current practice. (CPRB 4)	Police Department should follow up with Complainants in writing when they anticipate the investigation will last longer than the time communicated in the initial letter that is sent to Complainants.	None	2/18/15: Complete.
HRC 30	We recommend a policy that ensures complaints of retaliation are properly investigated.	A thorough, fair and impartial complaint investigation process is a critical component of maintaining the credibility of the Police Department. Like other potential abuses, threats of retaliation must be guarded against. Protections for those who bring allegations against the Police Department are a critical component of ensuring the process remains	None	8/21/14: Complete. 8/1/15: Beginning in 2015, Internal Affairs Quarterly Reports are uploaded to the City's website for public review. Link to most recent Internal Affairs Quarterly Report:

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
				http://durhamnc.gov/ich/cmo/Documents/dpd_ia_report_apr-june15.pdf
HRC 31	We recommend the Citizens Police Review Board investigate whether there has been retaliation by Durham Police Department officers against citizens who have filed complaints.	The Administration does not recommend that the City Council broaden the powers and authority of the Civilian Police Review Board to investigate whether there has been retaliation by Durham Police Department officers against citizens who have filed complaints. As indicated in the response to HRC 30 the current procedures and practices outlined in General Order 1014 R-7, City ethics and personnel policies and procedures related to abuse of authority, and the to be revised policies and guidelines, for the Civilian Police Review Board, provide adequate avenues for investigation and review of alleged retaliation complaints from persons who have filed previous complaints.	None	8/21/14: No further action needed.

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
	General Recommendations			
HRC 32	We recommend the Durham Police Department strengthen accountability, both internal and external, regarding racial profiling and bias with the use of measurable benchmarks.	Management agrees that a more comprehensive evaluation of the data generated and reported regarding stops and searches is indicated in the Durham Police Department. General Order 4074 "Biased Based Policing" should be reviewed and amended to incorporate the changes. These changes include a semi-annual review of data instead of annual, as well as procedures for utilizing the data collected at both the individual officer level, supervisory level, and executive level in individual and departmental performance management systems.	None	10/30/14: Complete, with ongoing monitoring
HRC 33	We recommend the City of Durham partner with the Human Relations Commission and outside organizations (Fostering Alternative Drug Enforcement, National Association for the Advancement of Colored People, Southern Coalition for Social Justice, etc.) to promote a comprehensive program to educate the citizens of their rights in regards to police stops, searches, and their avenues of redress.	The Administration will continue to support interest in community education regarding residents' rights. Suggested outside agencies are encouraged to promote positions and interpretations as their resources, priorities and interests permit.	A structured citizen engagement process with the Durham Police Department exists. It is facilitated by NIS through PACs and recurring community engagement activities such as direct outreach and neighborhood publications. This engagement can and will be used for topics of discussion as desired by the Department and citizens.	9/11/14: Complete, with ongoing monitoring

	HRC Recommendation	Management Recommendation (from report)	Action Item	Current Status
HRC 34	We recommend the Durham Police Department, as all other governmental departments in the City of Durham, complete a strategic plan, which includes community-policing initiatives.	It is recommended that the final approved Strategic Plan of the Police Department include priority community policing initiatives that align with priorities of the City's Strategic Plan goal of Safe and Secure Community. It is recommended that community policing initiatives identified in the plan be highlighted to increase understanding of how the specific initiatives will enhance the overall goal and culture of community policing in the Durham community.	City Manager to approve departmental strategic plan by 10/31/14.	2/15/15: Complete. The police department strategic plan was completed and approved in December 2014.

	CPRB Recommendation	Management Recommendation (from report)	Action Item	Current Status
Complaint Process				
CPRB 1	The Complaint Form should be a fillable PDF/Word document available in both hard and soft copy and not require the complainant's occupation or work number. The Complaint Form should be more readily available. Decals should be placed on the back of patrol cars instructing citizens to contact Durham OneCall with concerns about police services. (HRC 26, 28)	See HRC 28	<p>Institute a Complaint Form that can be completed online and submitted electronically by 9/30/14.</p> <p>Make Complaint Forms accessible from the City Manager's webpage by 9/30/14</p> <p>Place hard copies of the Complaint Form at the Durham One Call desk in the first floor lobby of City Hall and the City Manager's Office by 9/30/14.</p> <p>Revise the Complaint Form to allow the complainant to provide any and all contact information (telephone and email) where they would like to be reached for the purposes of completing a full investigation.</p>	<p>9/18/14: Complete. DPD Complaint Form can be completed and submitted online.</p> <p>9/3/14: Complete.</p>
CPRB 2	The most recent general orders, policies and procedures of the Police Department should be accessible online.	The City Manager has directed the Police Department to begin implementing this recommendation. Police Department staff have indicated some time is necessary to prepare the documents for posting given the size of the General Orders, but that the process has begun and will be monitored by the City Manager's Office.	Post General Orders to the Police Department's webpage by 11/30/14.	2/13/15: Complete. This item was completed prior to the projected date of 11/30/14.
CPRB 3	The Professional Standards Division should provide complainant with a letter confirming receipt of the complaint. The letter should explain the investigative process that the complaint will follow and when the complainant should expect to hear back from the Police Department. In addition, the letter should include contact information for the Captain of the Professional Standards Division or their designee.	<p>The Police Department should follow up with Complainants if the investigation is going to last longer than the projected completion date.</p> <p>The Police Department should provide contact information for the Captain of the Professional Standards Division, or his/her designee, in the second letter that is mailed to Complainants at the completion of the investigation.</p>	No further action required	9/11/14: Complete and ongoing.

	CPRB Recommendation	Management Recommendation (from report)	Action Item	Current Status
CPRB 4	In the determination letter to the complainant by the Professional Standards Division, the letter should additionally provide some detail of the facts of the case, the six levels of discipline for a City of Durham employee and whether or not the officer was in fact disciplined. The letter should note that the specific discipline, with the exception of suspension, demotion or termination, cannot be disclosed due to the Personnel Privacy Act. (HRC 29)	The Police Department does not currently provide information regarding the six levels of discipline for City of Durham employees. The Police Department should provide that information in each Determination Letter.	Revise letter(s) to Complainants to include the six levels of discipline	10/29/14: Complete.
		Each determination letter should be revised to include the City of Durham's six levels of discipline and that all City employees are subject to this disciplinary process.	Revise letter(s) to Complainants to include the six levels of discipline and the City's disciplinary process	
		Each determination letter should be revised to include language stating that State law prohibits the City from disclosing personnel information except for suspensions, demotions, or terminations.	Revise letter(s) to Complainants to include requested language	
CPRB 5	The complainant should have 30 days from receipt of the determination letter from the Professional Standards Division of the Police Department to file an appeal with the Civilian Police Review Board. (HRC 24)	Revise the relevant language in the Civilian Police Review Board Procedure Manual (Section 4.5) to extend the request for appeal from 14 calendar days to 30 calendar days. This change must be approved by the City Council. In addition to the Procedure Manual, any and all references to the 14 day appeal period would have to be revised as well (e.g., website and letters).	Amend Section 4.5 of the Civilian Police Review Board Procedure Manual.	2/13/15: Complete. Revisions to the CPRB Procedure Manual were adopted by City Council on 11/7/14.

	CPRB Recommendation	Management Recommendation (from report)	Action Item	Current Status
		Determination Letters should be mailed with return receipt so the Clerk's Office, and CPRB, can determine whether Requests for Appeals have been submitted within 30 calendar days.	Work with DPD to revise the necessary document(s) to reflect the return receipt requirement.	
CPRB Activities				
CPRB 6	The CPRB should receive quarterly Performance Reviews Reports from the Professional Standards Division of the Police Department.	The Police Department should submit quarterly reports to the Civilian Police Review Board and City Manager summarizing the number and types of investigations received during the previous quarter. Reports should be submitted as follows: January - March: April 30th April – June: July 31st July – September: October 31st October – December: January 31st Reports should be submitted electronically and should include the following: (1) Date the alleged incident occurred (2) Type of the alleged violation (include applicable rules and/or general orders) (3) Outcome of the investigation (sustained, not sustained, exonerated, unfounded, or policy failure)	Work with DPD to develop quarterly reporting format	2/14/15: Complete with ongoing monitoring. Link to most recent Internal Affairs Quarterly Report: http://durhamnc.gov/ich/cmo/Documents/dpd_ia_report_apr-june15.pdf

	CPRB Recommendation	Management Recommendation (from report)	Action Item	Current Status
CPRB 7	The Annual Report of the CPRB should be posted on the City Manager's website.	To promote transparency and sharing of information related to the reviews conducted by the CPRB, the 2012 and 2013 Annual Reports have been placed on the City Manager's page in the publications section on the City website. CPRB Annual Reports are completed in September, and will be placed on the City Manager's webpage upon electronic receipt from the CPRB in the City Manager's Office.	No further action required.	8/21/14: Complete.
CPRB 8	The CPRB will develop a brochure about the complaint process and CPRB.	Administration supports efforts to inform and educate the public about the complaint process and encourages the CPRB to work with the Office of Public Affairs to develop a brochure in English and Spanish. Upon completion, the brochures will be available at the City Manager's Office, and locations selected by the CPRB. It will be at the discretion of CPRB to ensure that the brochures are placed at the suggested locations.	Develop brochure and approve. Translate brochure. Determine distribution and posting needs.	8/11/15: The CPRB provided feedback on the DRAFT brochure and revisions are being incorporated.
CPRB 9	The CPRB will host one community forum per year.	To ensure accountability and continuity of the CPRB annual community forum, the Civilian Police Review Board Procedure Manual should be amended to include the forum as an expectation of CPRB members. The amendment would have to be approved by the City Council.	Revise CPRB Procedure Manual to include annual community forum requirement - Manual requirements must be presented to City Council	8/11/15: The requirement of a forum has been included in the CPRB Procedure Manual and the forum will take place on March 3, 2016.
CPRB 10	[CPRB will be] available to present information on the complaint process to Partners Against Crime organizations and other interested community, civic and neighborhood groups.	To ensure accountability and continuity, the Civilian Police Review Board Procedure Manual should be amended to include a requirement to present to at least two community/civic/neighborhood groups per year.	Revise CPRB Procedure Manual to include annual community forum requirement - Manual requirements must be presented to City Council	8/11/15: The requirement of conducting two community presentations has been incorporated into the CPRB Procedure Manual. The CPRB will select a PAC and meeting date to present.