



CIVILIAN POLICE REVIEW BOARD

101 City Hall Plaza, Durham, NC 27701

Memorandum

To: Thomas Bonfield, City Manager, City of Durham

From: DeWarren K. Langley, Chairman, Civilian Police Review Board

cc: Members, Civilian Police Review Board
Karmisha Wallace, Senior Assistant to the City Manager, Office of the City Manager
Tonette Amos, Senior Executive Assistant, Office of the City Clerk - City of Durham
Kimberly Rehberg, Senior Attorney, Office of the City Attorney - City of Durham

Subject: Recommendations on Complaint Process & Citizens Police Review Board

Date: April 15, 2014

EXECUTIVE SUMMARY

The Civilian Police Review Board for the City of Durham (CPRB) has developed recommendations for consideration by the City Manager on the complaint process, mission, duties, responsibilities as well as jurisdiction of the CPRB and other recommendations to improve citizen awareness of the functions and work of the CRPB.

The CRPB respectfully requests a written response to the action(s) you will take to each recommendation and the expected timeline for implementation.

RECOMMENDATIONS

The CPRB has the following recommendations on the complaint process:

- 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.
- The most recent general orders, policies and procedures of the Police Department should be accessible online.

- 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.
- 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.
- 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.

The CRPB has the following recommendation on the mission, duties, responsibilities and jurisdiction of the CPRB:

- The CPRB should receive quarterly Performance Reviews Reports from the Professional Standards Division of the Police Department.

The CPRB has the following other recommendations:

- The Annual Report of the CPRB should be posted on the City Manager's website.
- The CPRB will develop a brochure about the complaint process and CPRB.
- The CPRB will host one community forum per year.
- Be available to present information on the complaint process to Partners Against Crime organizations and other interested community, civic and neighborhood groups.

The Board is not recommending an expansion of authority to conduct investigations of complaints. However, it will continue to make recommendations when cases warrant pursuant to the Civilian Police Review Board Procedure Manual, Section 4.8, Written Recommendations, Findings, Transmittal & Filing.

BACKGROUND

The Civilian Police Review Board (CPRB) has the authority to recommend amendments to the Procedure Manual which requires presentation to the City Manager and approval by the City Council prior to adoption by the Board.

The CPRB recognizes that citizen confidence in and respect for the Police Department is vital in the Department carrying out its mission to minimize crime, promote safety, and enhance the quality of life in partnership with our community.

The CPRB must serve as a neutral intermediary between citizens and the Police Department in order to ensure that the complaint process and functions of the

Board are responsive to the needs of the community. Therefore, the CPRB considered recommendations to improve the complaint process and the CPRB.

The CPRB discussed recommendations to the mission, duties & responsibilities and jurisdiction of the CPRB during the regular meeting held on December 11, 2013. The CRPB unanimously decided to hold a public information & feedback session to provide citizens with an overview of the complaint process and functions of the CPRB as well as to receive specific suggestions from citizens on changes to the mission, duties & responsibilities, and jurisdiction of the Board.

The Public Information & Feedback Session was held on February 26, 2014 at City Hall in City Council Chambers.

The CPRB developed recommendations on the complaint process, the mission, duties, responsibilities as well as jurisdiction of the CPRB based on the input of members and feedback from citizens. The recommendations were approved at a Special Meeting on April 7, 2014.

If you have any questions or require additional information, contact DeWarren K. Langley, Chairman of the Civilian Police Review Board, at politicallyactive@gmail.com or (919) 423-8089.