



MEMORANDUM

December 06, 2007

TO: Mayor and City Council

FROM: Todd Rent, Human Relations Officer

RE: Review and Approval of Civilian Police Review Board Training Outline

INTRODUCTION

Pursuant to Section 19-23 of the Civilian Police Review Board Ordinance, I respectfully submit this training outline for your review and approval.

BACKGROUND

Training is a crucial factor in the success of any law enforcement oversight agency. When planned and executed properly, member training is an invaluable tool for (1) aligning group mission and values, (2) increasing group credibility through developing subject matter expertise and (3) avoiding unnecessary legal liability. The proposed training outline is structured to fulfill these functions.

TRAINING CONTENT

This training outline is drawn from several sources including “Recommended Orientation and Training: Board, Committee, and Commission Members” and “Recommended Minimum Training for A New Civilian Oversight Board or for New Members to a Board” distributed by the National Association for Civilian Oversight of Law Enforcement’s (NACOLE), Citizen Oversight of Law Enforcement edited by Justina Cintron Perino and Civilian Review of Police: Approaches and Implementation written by Peter Finn for the U.S. Department of Justice.

Once approved, staff will be able to identify training dates and coordinate outside speakers. Staff will invite and coordinate with speakers from various government agencies (i.e. Illinois Attorney General, Champaign County State’s Attorney). It is anticipated that nominal expenses will be incurred.

RECOMMENDATION

Move that the Committee of the Whole approve this training outline for consideration by the City Council.

TOPIC	DEPARTMENT	TIME
<u>I. Introduction to the Civilian Police Review Board</u>	EXECUTIVE	0:15
A. Mayoral Introduction and Charge		
<u>II. Local Oversight Agency</u>	EXECUTIVE	
A. Civilian Oversight of Law Enforcement		0:30
B. Models of Civilian Oversight (Explanation of where Urbana's model fits)		
C. Historical overview of civilian oversight and development of CPRB in Urbana		
D. Panel Discussion of Community Expectations for the CPRB (Community Leaders)		0:45
1. NAACP		
2. Urban League		
3. Champaign-Urbana Black Ministerial Alliance		
4. Champaign-Urbana Coalition for Police Citizen Review		
E. Local Government Expectations of CPRB (Introduction to City Council members)		0:45
<u>III. Ordinance Establishing the Civilian Police Review Board</u>	EXECUTIVE	1:00
A. Complaint Process		
1. Intake Procedures		
2. Case Review		
3. Hearings		
4. Development and Presentation of Findings		
5. Communications		
B. Other Duties of the CPRB		
1. Policy Review and Recommendations		
2. Quarterly Meetings		
3. Community Outreach		
4. Development and Establishment of CPRB Operational Rules		
<u>IV. Human Relations Office</u>	EXECUTIVE	

TOPIC	DEPARTMENT	TIME
A. Introduction to Human Error/Factors Analysis		0:45
<u>V. Legal Topics</u>		
A. Issues in Criminal and Constitutional Law	LEGAL	2:00
1. Case law concerning stops and detentions, search, seizure and arrest, rights of arrested persons		
B. Confidentiality/Privacy Issues		
1. Public records and public meeting laws		
2. Confidentiality requirements		
C. Uniform Peace Officers' Disciplinary Act 50 ILCS 725/1		
D. Basics of Criminal Justice		
1. The Role of the Police Officer		
2. The Role of the State's Attorney		
3. The Role of the Courts		
<u>VI. Overview of Urbana Police Department (UPD)</u>	POLICE	
A. Structure and Governance (Organizational history/culture)		
1. Chain of command and supervisory responsibilities		0:15
B. Policy, Procedure and Practice		1:00
1. Overview of UPD Policy Development, Structure and Communication		
2. Distribute Current/Relevant Policy Documents		
3. Proactive v. Reactive Policing		
4. Recruitment, Selection and Training of Officers		0:30
5. Tour of the Department		0:15
C. Control Tactics/Use of Force Guidelines and Procedures		2:00
1. Defensive Tactics		
2. Takedown and Pain Compliance Holds and Maneuvers		
3. Handcuffing Techniques		
4. Baton Use		

<u>TOPIC</u>	<u>DEPARTMENT</u>	<u>TIME</u>
5. Use of Non-Legal Weapons (OC or Pepper Spray)		
6. Firearms Use Policy		1:00
D. Interagency Agreement for the Investigation and Review of Shootings and In-Custody Deaths		0:30
E. Training, resources and procedures/mentally disturbed individuals and under the influence of intoxicants		
F. Community Relations and Outreach		0:30
1. UPD and Community Organizations (UCAP, etc)		
G. Current UPD Citizen Complaint and Disciplinary Process		
1. Conducting Fair and Impartial Internal Investigations: Principles of Investigation		
2. Procedures internal investigations, interviewing/report writing, collection/preservation of evidence		
3. Evaluating credibility and reaching findings		
4. Analysis and Retrospective of Recent Internal Investigations		2:00
H. Police Ride-Along [4 Hours Initial/20 Hours Annual]		
<u>VII. Human Resources Training</u>	HUMAN RESOURCES	1:00
A. Contract Issues and CPRB Administration		
B. Principles of Progressive Discipline		



URBANA CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
400 S. VINE STREET, URBANA, IL 61801



DECEMBER 17, 2007
7:00 P.M.

A G E N D A

- A. CALL TO ORDER AND ROLL CALL
- B. APPROVAL OF MINUTES OF PREVIOUS MEETING
 - 1. December 3, 2007
- C. ADDITIONS TO THE AGENDA
- D. PETITIONS AND COMMUNICATIONS
- E. OLD BUSINESS
- F. REPORTS OF STANDING COMMITTEES
 - 1. Committee Of The Whole
 - a. Motion to approve Civilian Police Review Board (CPRB) Training Outline [EXEC]
 - b. Resolution No. 2007-12-029R: A Resolution Authorizing the Mayor to Execute a Certificate of Consistency for the Housing Authority of Champaign County Five Year Plan FY 2005-2009, and the Annual Plan for FY 2008 [CDS]
 - c. Resolution No. 2007-12-030R: A Resolution Establishing the Joseph W. Royer Arts and Architecture District [CDS]
 - d. Ordinance No. 2007-12-134: An Ordinance Approving an Intergovernmental Agreement with the County of Champaign Concerning the Funding for the Construction of Windsor Road (Windsor Road from High Cross Road (IL 130) to Philo Road) [PW]
 - e. Ordinance No. 2007-12-135: An Ordinance Approving an Intergovernmental Agreement with the County of Champaign and Somer Township Concerning the Funding for the Engineering and Construction of the Replacement of Bridge Structure #010-3168 on Lincoln Avenue (Near Wilbur Road) [PW]
 - f. Ordinance No. 2007-12-136: An Ordinance Authorizing the Execution of the National Pollution Discharge Elimination System Phase II Storm Water Notice of Intent [PW]

- g. Ordinance No. 2007-12-137: An Ordinance Amending Schedule J of Section 23-183 of the Urbana Local Traffic Code Prohibiting Parking at All Times on Certain Streets (Guardian Drive: Butzow Drive) [PW]
- h. Ordinance No. 2007-12-138: An Ordinance Establishing a Council Policy Regarding a Reimbursement Program for Illegal Connections of Private Sanitary Sewer Service Laterals to the Storm Sewer System and Repair of Sanitary and Storm Sewer Service Laterals [PW - sent from 11/26/07 Committee]
- i. Ordinance No. 2007-12-139: An Ordinance Approving a Policy Regarding Illegal Connections of Private Sanitary Sewer Service Laterals to the Storm Sewer System and Repairs to Sanitary and Storm Sewer Service Laterals [PW - sent from 11/26/07 Committee]

G. REPORTS OF SPECIAL COMMITTEES

H. REPORTS OF OFFICERS

I. NEW BUSINESS

- 1. Mayoral Appointments:
 - a. Civilian Police Review Board:
 - 1. Thomas Costello
 - 2. Scotty Dossett
 - 3. Grace Mitchell
 - 4. James McNeely
 - 5. Phillip Chong Ho Shon
 - 6. Diane Gottheil
 - 7. Ivy Williams
- 2. Ordinance No. 2007-12-140: An Ordinance Approving and Authorizing the Execution of an Annexation Agreement (23.124-Acre Tract of Land Located North of Saline Court/Champaign Asphalt, LLC) [CDS]
- 3. Ordinance No. 2007-12-141: An Ordinance Approving a Combined Preliminary/Final Subdivision Plat (Squire Subdivision No. 1, Plan Case No. 2057-S-07) [CDS]

J. ADJOURNMENT

STATE OF ILLINOIS

CITY OF URBANA

Laurel Lunt Prussing, Mayor

Phyllis D. Clark, City Clerk



URBANA CITY COUNCIL MEETING
DECEMBER 17, 2007

The City Council of the City of Urbana, Illinois, met in regular session Monday, December 17, 2007 in the Council Chambers at the Urbana City Building.

ELECTED OFFICIALS PHYSICALLY PRESENT

Charlie Smyth, Alderman Ward 1
Danielle Chynoweth, Alderwoman Ward 2
Robert E. Lewis, Alderman Ward 3
Brandon Bowersox, Alderman Ward 4
Dennis Roberts, Alderman Ward 5
Heather Stevenson, Alderwoman Ward 6
Lynne C. Barnes, Alderwoman Ward 7
Laurel Lunt Prussing, Mayor
Phyllis D. Clark, City Clerk

ELECTED OFFICIALS PRESENT VIA TELECONFERENCE

None

ELECTED OFFICIALS ABSENT

None

STAFF PRESENT

Ronald O'Neal; Michael Bily; Michael Dilly; Elizabeth Tyler; Robert Myers; Thomas Carrino; Gale Jamison

OTHERS PRESENT

Linda Lorenz; Nick Arend; Members of the Media

A. CALL TO ORDER AND ROLL CALL

Mayor Prussing called the meeting of the Urbana City Council to order at 7:35 p.m.

B. APPROVAL OF MINUTES OF PREVIOUS MEETING

December 3, 2007 - Alderman Roberts made a motion to approve the minutes of the meeting held December 3, 2007. Alderwoman Barnes seconded. The motion carried by voice vote.

C. ADDITIONS TO THE AGENDA

There were none.

D. PETITIONS AND COMMUNICATIONS

Linda Lorenz, 409 W. High, addressed the Council in support of establishing the Joseph W. Royer Arts and Architecture District.

Nick Arend, 804 S. McCullough, addressed the Council in support of the proposed sewer connection policy.

Council Member Input

Alderman Roberts informed the Council of correspondence he had received from Alice Novak (Chair, Urbana Historic Preservation Commission) and a phone call he made to the State agency for historic preservation regarding the barn move. This action is currently on hold. The University of Illinois is required to hold a public hearing to receive input and comments. The move will not take place until after all requirements have been met.

E. OLD BUSINESS

There was none.

F. REPORTS OF STANDING COMMITTEES

1. **Committee Of The Whole**

a. **Motion to Approve Civilian Police Review Board (CPRB) Training Outline**

Alderman Roberts made a motion to approve the Civilian Police Review Board Training Outline. Alderwoman Barnes seconded. The motion carried by voice vote.

Disposition: The Civilian Police Review Board Training Outline was approved by Council by voice vote.

b. **Resolution No. 2007-12-029R: A Resolution Authorizing the Mayor to Execute a Certificate of Consistency for the Housing Authority of Champaign County Five-Year Plan FY 2005-2009, and the Annual Plan for FY 2008**

Alderman Roberts made a motion to adopt the resolution. Alderwoman Barnes seconded. The motion carried by voice vote.

Disposition: Resolution No. 2007-12-029R, "A Resolution Authorizing the Mayor to Execute a Certificate of Consistency for the Housing Authority of Champaign County Five-Year Plan FY 2005-2009, and the Annual Plan for FY 2008", was adopted by Council by voice vote.

c. **Resolution No. 2007-12-030R: A Resolution Establishing the Joseph W. Royer Arts and Architecture District**

Alderman Roberts made a motion to adopt the resolution. Alderwoman Barnes seconded. The motion carried by voice vote.

Disposition: Resolution No. 2007-12-030R, "A Resolution Establishing the Joseph W. Royer Arts and Architecture District", was adopted by Council by a voice vote.

- d. **Ordinance No. 2007-12-134: An Ordinance Approving an Intergovernmental Agreement with the County of Champaign Concerning the Funding for the Construction of Windsor Road (Windsor Road from High Cross Road (IL 130) to Philo Road)**

Alderman Roberts made a motion to approve. Alderwoman Stevenson seconded. The vote was as follows:

Barnes - Aye	Roberts - Aye
Bowersox - Aye	Smyth - Aye
Chynoweth - Aye	Stevenson - Aye
Lewis - Aye	

Disposition: Ordinance No. 2007-12-134, "An Ordinance Approving an Intergovernmental Agreement with the County of Champaign Concerning the Funding for the Construction of Windsor Road (Windsor Road from High Cross Road (IL 130) to Philo Road)", was approved by Council by a roll call vote (7-aye:0-nay).

- e. **Ordinance No. 2007-12-135: An Ordinance Approving an Intergovernmental Agreement with the County of Champaign and Somer Township Concerning the Funding for the Engineering and Construction of the Replacement of Bridge Structure #010-3168 on Lincoln Avenue (Near Wilbur Road)**

Alderman Roberts made a motion to approve. Alderman Smyth seconded. The vote was as follows:

Barnes - Aye	Roberts - Aye
Bowersox - Aye	Smyth - Aye
Chynoweth - Aye	Stevenson - Aye
Lewis - Aye	

Disposition: Ordinance No. 2007-12-135, "An Ordinance Approving an Intergovernmental Agreement with the County of Champaign and Somer Township Concerning the Funding for the Engineering and Construction of the Replacement of Bridge Structure #010-3168 on Lincoln Avenue (Near Wilbur Road)", was approved by Council by roll call vote (7-aye:0-nay).

- f. **Ordinance No. 2007-12-136: An Ordinance Authorizing the Execution of the National Pollution Discharge Elimination System Phase II Storm Water Notice of Intent**

Alderman Roberts made a motion to approve. Alderman Smyth seconded. The vote was as follows:

Barnes - Aye	Roberts - Aye
Bowersox - Aye	Smyth - Aye
Chynoweth - Aye	Stevenson - Aye
Lewis - Aye	

Disposition: Ordinance No. 2007-12-136, "An Ordinance Authorizing the Execution of the National Pollution Discharge Elimination System Phase II Storm Water Notice of Intent", was approved by Council by roll call vote (7-aye:0-nay).

- g. **Ordinance No. 2007-12-137: An Ordinance Amending Schedule J of Section 23-183 of the Urbana Local Traffic Code Prohibiting Parking at All Times on Certain Streets (Guardian Drive; Butzow Drive)**

Alderman Roberts made a motion to approve. Alderwoman Barnes seconded. The vote was as follows:

Barnes - Aye	Roberts - Aye
Bowersox - Aye	Smyth - Aye
Chynoweth - Aye	Stevenson - Aye
Lewis - Aye	

Disposition: Ordinance No. 2007-12-137, "An Ordinance Amending Schedule J of Section 23-183 of the Urbana Local Traffic Code Prohibiting Parking at All Times on Certain Streets (Guardian Drive; Butzow Drive)", was approved by Council by roll call vote (7-aye:0-nay).

- h. **Ordinance No. 2007-12-138: An Ordinance Establishing a Council Policy Regarding a Reimbursement Program for Illegal Connections of Private Sanitary Sewer Service Laterals to the Storm Sewer System and Repair of Sanitary and Storm Sewer Service Laterals**

Alderman Roberts made a motion to approve. Alderman Smyth seconded. The vote was as follows:

Barnes - Aye	Roberts - Aye
Bowersox - Aye	Smyth - Aye
Chynoweth - Aye	Stevenson - Aye
Lewis - Aye	

Disposition: Ordinance No. 2007-12-138, "An Ordinance Establishing a Council Policy Regarding a Reimbursement Program for Illegal Connections of Private Sanitary Sewer Service Laterals to the Storm Sewer System and Repair of Sanitary and Storm Sewer Service Laterals", was approved by Council by roll call vote.

- i. **Ordinance No. 2007-12-139: An Ordinance Approving a Policy Regarding Illegal Connections of Private Sanitary Sewer Service Laterals to the Storm Sewer System and Repairs to Sanitary and Storm Sewer Service Laterals**

Gale Jamison (Assistant City Engineer) explained that this ordinance was not necessary because it was incorporated in the previous ordinance.

This item was withdrawn by staff and is null and void.

The Committee Of The Whole meeting scheduled for December 24, 2007 is cancelled due to the Christmas Holiday. The next regular meeting of the Committee Of The Whole will be January 14, 2007 at 7:00 p.m. in the Council Chambers.

G. REPORTS OF SPECIAL COMMITTEES

There were none.

H. REPORTS OF OFFICERS

There were none.

I. NEW BUSINESS

1. Mayoral Appointments:

- a. **Civilian Police Review Board** - Mayor Prussing presented the following names as her recommendation for appointment to the Civilian Police Review Board: Thomas Costello, Scotty Dossett, Grace Mitchell, James McNeely, Phillip Chong Ho Shon, Diane Gottheil, and Ivy Williams.

Alderman Roberts made a motion to approve the appointments. Alderman Smyth seconded. The motion carried by voice vote.

Disposition: The appointments of Thomas Costello, Scotty Dossett, Grace Mitchell, James McNeely, Phillip Chong Ho Shon, Diane Gottheil, and Ivy Williams to the Civilian Police Review Board were approved by Council by voice vote.

2. Ordinance No. 2007-12-140: An Ordinance Approving and Authorizing the Execution of an Annexation Agreement (23.124-Acre Tract of Land Located North of Saline Court / Champaign Asphalt, LLC)

Robert Myers (Planning Division Manager) presented the staff report. Joseph Lamb (Champaign Asphalt) was available to answer questions.

Alderwoman Stevens made a motion to approve. Alderman Lewis seconded.

Alderwoman Chynoweth made a motion to amend the site plan to require the berm extend to the southern property line. Alderwoman Barnes seconded. The motion carried by voice vote.

The vote on the motion to approve was as follows:

Barnes - Aye	Roberts - Aye
Bowersox - Aye	Smyth - Aye
Chynoweth - Aye	Stevenson - Aye
Lewis - Aye	

Disposition: Ordinance No. 2007-12-140, "An Ordinance Approving and Authorizing the Execution of an Annexation Agreement (23.124-

Acre Tract of Land Located North of Saline Court / Champaign Asphalt, LLC)", was approved by Council by roll call vote (7-aye:0-nay).

3. **Ordinance No. 2007-12-141: An Ordinance Approving a Combined Preliminary/Final Subdivision Plat (Squire Subdivision No. 1, Plan Case No. 2057-S-07)**

Mr. Myers presented the staff report.

Alderwoman Stevenson made a motion to approve. Alderwoman Chynoweth seconded. The vote was as follows:

Barnes - Aye	Roberts - Aye
Bowersox - Aye	Smyth - Aye
Chynoweth - Aye	Stevenson - Aye
Lewis - Aye	

Disposition: Ordinance No. 2007-12-141, "An Ordinance Approving a Combined Preliminary/Final Subdivision Plat (Squire Subdivision No. 1, Plan Case No. 2057-S-07)", was approved by Council by roll call vote (7-aye:0-nay).

J. ADJOURNMENT

There being no further business to come before the City Council, Mayor Prussing declared the meeting adjourned at 8:38 p.m.

Deborah J. Roberts
Recording Secretary

Phyllis D. Clark
City Clerk

This meeting was taped.

This meeting was broadcast on cable television.

Minutes Approved: January 22, 2008