

REPORT TO COUNCIL

FROM: Steven C. Carter, City Manager

DATE: August 13, 2010

SUBJECT: Six Initiatives, Draft Community-Police Forum Plan – SS 2010-056

A. Introduction: The purpose of this report is to present Council with a summary of the Six Initiatives and a draft plan of the Community Forum Working Group to improve police community relations and youth issues in the Champaign community and to seek Council input.

B. Recommended Action: The Administration requests Council feedback on the draft Community-Police Forum Plan, “A Community’s Pathway to Building Stronger Police-Community Relations and Opportunities for Youth...A Call to Action: Neighborhood by Neighborhood” (Attachment A) and direction to proceed with strategy implementation based on Council comments.

C. Prior Council Action:

- At a January 12, 2010 City Council Study Session, Staff presented recommendations and revisions to the Use of Force Policy and Council directed Staff to implement changes.
- On March 15, 2010, City Council sponsored and participated in the Community and Police Forum held at Hawthorne Suites.
- At a June 22 2010 City Council Study Session, Staff presented a report on recommendations to improve the Police Complaint Process and Council directed Staff to implement changes.

D. Background:

1. **Six Initiatives:** In December, 2009 the City Manager announced Six Initiatives to begin rebuilding trust between the community and the City and Police Department which may have been damaged by the accidental shooting last October. The initiatives included:
 - a. Follow through on changes to the Use of Force Policy.
 - b. Review the current police complaint process and make recommendations to the City Council for improvements based on citizen feedback.

- c. Bring in persons from outside the City structure to review the investigation report to date and direct further investigation if needed, making recommendations to the City Manager for improvements to policy and training.
 - d. Review the police officer recruitment and selection process with the objective of greater community participation, including community representatives on the Chief's interview panel. Frankly, we need to do a better job of recruiting, hiring and retaining more African American, Latino and women police officers, but we need the community's help.
 - e. Work with African American community members to create a new police officer community orientation program which will allow a new officer to positively build relationships and understanding of the African American community. We want our officers deeply immersed into the community. We want them to personally know the people they are protecting and serving.
 - f. Support the City Council and the Human Relations Commission in hosting a Community Forum, to allow citizens, police, youth and agencies serving youth, including the school district and park district, to identify police and community issues and suggest solutions.
2. **Plans for Initiatives Underway.** Working Groups were established for each initiative. The goal was to complete these initiatives in approximately six months. Each Working Group met and developed recommendations, plans and programs to address each goal identified. Plans have been developed for the first five (5) initiatives and the implementation phase has begun (Attachment B). The last of the six initiatives was the Community Forum as outlined in this report.
 3. **Creation of Community Forum Working Group.** The City Manager sought members to assist with organizing a Police-Community Forum. Members included Troy Daniels, Champaign Police Department; Marci Dodds, City Council; Rene Dunn, Champaign Police Department; Joe Gallo, Champaign Police Department; Bill Glithero, Champaign Human Relations Commission; Will Kyles, City Council; Garth Minor, Community Relations Office; Tracy Parsons, Community Member; Jon Swenson, Champaign Police Department; and Joan Walls, Community Relations Office.
 4. **Community Forum:** On March 15, 2010, community members were invited to attend an all community meeting to discuss police-community relations and youth issues. Students, parents, educators, local law enforcement and the community at large were asked to work collaboratively to identify barriers to police-community relations and youth challenges, and to develop workable solutions.
 5. **Forum Process:** Community members and police officers served as facilitators, scribes and participants to insure the success of the Forum. Training was provided to the facilitators by Donna Tanner-Harold, Director of Counseling and Advising at Parkland College. Retired Danville Police Chief, Carl Alexander served as the keynote speaker. More than 300 attendees worked in small groups for over two hours, addressing pre-identified focus questions. The questions included:

- What does good police-community relations look like?
- What are police barriers to good police-community relations, and what steps can be taken to eliminate those barriers?
- What are community barriers to good police-community relations, and what steps can be taken to eliminate those barriers?
- What issues are Champaign youth facing, what suggestions do you have for overcoming those issues?

The discussion during the forum was extremely constructive. The discussions were emotional, vigorous, engaging, youth-driven and most importantly, finally occurring.

- 6. Citizen Comments Documented.** As a commitment to transparency, all of the unedited data from each group’s table discussion was captured in a forty-three (43) page document and shared with all Community Forum participants for their review.
- 7. Community Forum Working Group Begins Review.** The Community Forum Working Group met on ten (10) occasions to thoroughly review all comments and ideas submitted electronically and during the table discussions. The members were charged with reviewing the document in its entirety and identifying common themes in both issues and recommended solutions.
- 8. Summary of Goals.** The Community Forum Working Group identified five (5) goals from the raw data to serve as the foundation for the draft Community-Police Forum Plan, “A Community’s Pathway to Building Stronger Police Community Relations and Opportunities for Youth....A Call to Action: Neighborhood by Neighborhood”. Each of those five (5) goals will have recommendations and action items that will be used as strategies to accomplish the goals. The goals are:
 - a. Community Partners.** As a community, we work in partnership with all entities that have a vested interest in developing our youth and improving police-community relations.
 - b. Police-Community Engagement.** As a community, we utilize resources to develop and promote effective community-police relations.
 - c. Community Communications.** As a community, we utilize resources that promote openness, accountability and transparency between the police and community.
 - d. Youth Development.** As a community, we utilize all available resources in an effort to ensure that each at-risk youth develop to their fullest potential.
 - e. Youth Engagement.** As a community, we utilize resources to promote positive youth behavior and effective youth-police interaction.
- 9. Recommendations and Action Items.** Recognizing that the City alone cannot solve all of the problems, it will be necessary to bring all organizations having a vested interest in developing youth and improving police–community relations together in a coordinated manner. These organizations will identify action steps that will help achieve the recommendations for each goal.

10. Next Steps-Create Coalition: If the City Council directs staff to implement the Community Forum Plan, staff will establish a Community Coalition, with representatives of vested organizations, which will serve as an entity to develop a comprehensive, collaborative structure responsible for:

- Linking community resources together to create a foundational support system for youth and families;
- Researching, identifying and implementing best practices to address low income, poverty and youth issues and to improve police-community relations;
- Inventorying, coordinating and evaluating existing community programs.

E. Alternatives:

1. Direct staff to implement the Community Forum Plan, incorporating any modifications made by the City Council.
2. Do not direct staff to implement the recommendations and provide further direction.

F. Discussion of Alternatives:

Alternative 1 would direct the staff to implement the recommendations in the Community Forum Plan, incorporating any modifications made by Council.

a. Advantages:

- Responds to public input received about police community relations and youth issues.
- Incorporates citizen suggestions received at Community Forum.
- Allows for a Community Coalition to be established to work on solutions
- Will help strengthen Police and Community Relations.
- A comprehensive, collaborative approach will link community resources together to provide stronger support for youth and their families.
- Addresses citizen concerns that community organizations are not working together to build a stronger City.
- Opportunity to seek additional resources to support solutions to the challenges facing youth and families and the community.

b. Disadvantages:

- Implementation of recommendations require additional budget resources or reallocation of staff.
- The increase of current staff activities related to the Community Forum Plan may delay or defer other services or staff activities.
- Some might view the recommendations as unnecessary.

Alternative 2 would not direct the staff to implement the recommendations and provide further direction.

a. Advantages:

- City Council could provide alternative direction.

b. Disadvantages:

- Many of the recommendations are based upon suggestions and ideas received by citizens and youth; new issues may require additional public input prior to implementation.
- Delay in implementation will maintain the status quo, which involves deficiencies in improving police-community relations and supporting youth and their families.
- Addition of too many new actions might place an unrealistic demand on staff's ability to implement recommendations or may impact other City services.

G. Community Input. A Community Forum was held on March 15, 2010 to solicit feedback from citizens about Police-Community Relations and Youth Issues. Public input was sought by an electronic survey that was distributed via email from the forum participants, the Human Relations Commission and the Champaign Community and Police Partnership on August 6, 2010. In addition, numerous meetings were held by City Staff to discuss this report with Administrators from many agencies and institutions. Further public input will be provided at the Study Session.

H. Budget Impact. Costs associated with planning and organizing the Community Forum were \$2,508.15 and Staff overtime to attend event. The costs were absorbed within existing budget authorizations. The budget impact of the recommendations in the proposed plan that cannot be funded within existing budgets would be presented to Council for consideration.

I. Staffing Impact. Members of the Community Forum Working Group all put in approximately 20 hours in meetings and probably at least that number of hours outside the meetings in research, preparation and communication. Additional support was provided by Community Relations and Police Staff. Once plan is complete, additional hours for implementation will be undertaken primarily by Police and Community Relations staff.

Prepared by:

Joan Walls
Deputy City Manager for Community Relations

Attachments: Draft Community and Police Forum Plan
Summary of the Six Initiatives



**A COMMUNITY'S PATHWAY TO BUILDING
STRONGER POLICE-COMMUNITY RELATIONS
AND
OPPORTUNITIES FOR YOUTH**

A CALL TO ACTION: NEIGHBORHOOD BY NEIGHBORHOOD

August 4, 2010

Following Information To Be Included with Final Report

Table of Contents

Acknowledgements

City Manager

City Council

Human Relations Commission

Staff

CPD Officers

Community Forum Working Group

Citizens- Community Forum Participants

Champaign Community and Police Partnership

Champaign Unit 4 Schools

Champaign Park District

Representative Naomi Jakobsson

Senator Michael Frerichs

Facilitators

Scribes

Executive Summary

On October 9, 2009, the City experienced a major tragedy; the accidental shooting death of an unarmed, 15-year-old male by a police officer. This tragedy strained the social fabric of the community. Citizens were moved to publicly express their deeply-felt concerns about the shooting incident and other community issues.

City Manager Steve Carter and Champaign City Council pledged that the City was listening, and that they would partner with citizens, agencies, governmental organizations and businesses to do whatever it took to ensure that the community emerges from this stronger, wiser and at a place in which everyone can be proud. To that end, six initial steps were announced by the City Manager:

- 1) Follow through on changes to the Use of Force Policy.
- 2) Review the current police complaint process and make recommendations to the City Council for improvements based on citizen feedback.
- 3) Bring in persons from outside the City structure to review the investigation report to date and direct further investigation if needed, making recommendations to the City Manager for improvements to policy and training.
- 4) Review the police officer recruitment and selection process with the objective of greater community participation, including community representatives on the Chief's interview panel. Frankly, we need to do a better job of recruiting, hiring and retaining more African American, Latino and women police officers, but we need the community's help.
- 5) Work with African American community members to create a new police officer community orientation program which will allow a new officer to positively build relationships and understanding of the African American community. We want our officers deeply immersed into the community. We want them to personally know the people they are protecting and serving.
- 6) Support the City Council and the Human Relations Commission in hosting a Community Forum, to allow citizens, police, youth and agencies serving youth, including the school district and park district, to identify police and community issues and suggest solutions.

On March 15, 2010, the last of the six (6) initiatives, the Community and Police Forum, was implemented. Community members were invited to attend an all community meeting to discuss police-community relations and youth issues. Students, parents, educators, local law enforcement and the community at large were asked to work collaboratively to identify barriers to police-community relations and youth challenges, and to develop workable solutions.

The City of Champaign, recognizing this community challenge cannot be solved alone, called this event the beginning of newly formed community partnership. As City

Manager Carter, told the participants at the beginning of the forum, “this forum will be different than any other forum. It is a **Call to Action** for all of us here.”

The Police-Community forum began with a commitment to honor all viewpoints, acknowledging that no one person or one group has all the answers, but with everyone collectively participating, solutions can be identified. The key voice in the room was that of local youth. Youth were able to communicate what their needs are, and give their important perspective on police/community/youth issues.

More than 300 attendees worked in small groups for over two hours, addressing pre-identified focus questions. The discussions were emotional, vigorous, engaging, youth-driven and most importantly, finally occurring.

A Call to Action

The discussion during the forum was extremely constructive. All of the raw, unedited, data from each group’s conversation was captured in a forty-three (43) page document, which was distributed to forum participants for review and feedback and can be found on the City’s website (www.ci.champaign.il.us). The Community Forum Working Group, made up of volunteers from the community, police, City Council, Human Relations Commission and City staff, met to review the raw data.

The review identified several common themes in both issues and recommended solutions. The five themes are:

1. Community Partners
2. Police-Community Engagement
3. Community Communications
4. Youth Development
5. Youth Engagement

The themes were used in formulating goals and recommendations for achieving those goals. The Community Forum Working Group will work with community groups, agencies, businesses and other citizens to develop action steps to accomplishing the recommendations.

The City recognizes that the way to resolve the identified issues is to get at the root of the problems. Also, research indicates that developing community consensus and involving youth are essential to an effective community development plan.

The Community Plan

This report aims to begin the forging of a community plan. It is organized as follows: each of the five goals is a section. The goal is stated at the beginning of the section, and recommendations that will help achieve the goal are listed underneath. Under each recommendation are action steps. The action steps are where the real work of achieving the recommendations (and, therefore, the goals) will take place. The action items list not only what is planned, but also what is currently being done. The philosophy was to strengthen, support and expand programs already in existence throughout the community. Where that was not possible, new actions were proposed.

The Community Forum Working Group remained scrupulously true to the ideas, information and even the words from the community forum. This, then, is in every sense a community document. It is written by the citizens of Champaign for the citizens of Champaign to better the community for all the citizens of Champaign.

This plan is a pathway to make our City stronger, more discussion is happening in the community in support of the goals, recommendations and actions that have been identified so far and all ideas will be considered.

GOAL 1: Community Partners – as a community, we work in partnership with all entities that have a vested interest in developing our youth and improving police-community relations.

Recommendations:

1) Develop a partnership with all vested organizations.

Action 1: Identify organizations that have an interest in developing our youth and improving police-community relations.

Action 2: Develop an agreement that vested organizations will sign to support and participate in this community-wide plan.

Action 3: Create and organize a Community Coalition who will oversee implementation of this plan.

Action 4: Look for funding and resources available to support program solutions.

Action 5:

Action 6:

Action 7:

Action 8:

2) Community Coalition will research, identify and implement Best Practices to address low income, poverty, and youth issues; such as, healthcare, homelessness, education, employment and nutrition.

Action 1: Inventory, coordinate and evaluate existing community programs.

Action 2: Link community resources together to create a foundational support system for youth and families.

Action 3: Create a one-stop shop Family Community Resource Center.

Action 4: Identify organization to apply for funding to implement an offender re-entry program.

Action 5: Develop a minority economic development plan.

Action 6: Organize a public education campaign to highlight all community resources designed to assist you and families.

Action 7:

Action 8:

Action 9:

GOAL 2: Police-Community Engagement – as a community, we utilize resources to develop and promote effective community-police relations.

Recommendations:

1) Examine and improve Police Complaint Process.

Action 1: Modify current complaint process to make it possible to pick up complaint packets at several community locations.

Action 2: Implement a Mediation Program as part of the Police Complaint Process.

Action 3: Educate the public about the Complaint Process and on “How to File a Complaint”

Action 4: Provide a more detailed report on the results of the complaint process.

Action 5:

Action 6:

Action 7:

2) Develop a training program that educates community members on police policy and procedures and individual rights and responsibilities.

Action 1: Develop a Champaign Police 101 presentation.

Action 2: Promote the Ride-Along Program.

Action 3: Promote the Champaign Citizen Police Academy.

Action 4:

Action 5:

Action 6:

3) Develop a comprehensive approach to solving neighborhood issues.

Action 1: Work with neighborhoods to determine their priorities.

Action 2: Collaborate with neighborhood groups, associations and businesses to identify their priorities.

Action 3: Create a citizen ambassador program.

Action 4: Broaden Community Action Team (CAT) deployment.

Action 5: Implement Problem Oriented Policing (POP) program

Action 6:

Action 7:

Action 8:

4) Police department develops a diversity and culturally based training, recruiting and hiring program.

Action 1: All Police Staff participate in a Cultural Awareness training.

Action 2: All Police Staff continue to participate in Anti-Biased police training.

Action 3: Implement a Train the Trainer program.

Action 4: Create a plan to diversify work force.

Action 5:

Action 6:

Action 7:

5) City revisits the issue of residency for police staff.

Action 1: Research residency requirements in other departments.

Action 2: Explore feasibility of incentive program.

Action 3:

Action 4:

Action 5:

6) Create opportunities for police and community to interact on an informal basis to help create mutual trust and respect.

Action 1: Develop a community orientation program for new officers.

Action 2: Officers attend community programs and events in their districts.

Action 4:

Action 5:

Action 6:

7) Police/community has active strategies to ensure that officers do not engage in racial profiling.

Action 1: Review enforcement practices for patterns and trends.

Action 2: Conduct yearly analysis of traffic stops.

Action 3: All Police Staff continue to participate in diversity and anti-biased police training.

Action 4: Educate the public about the Complaint Process and on “How to File a Complaint”.

Action 5:

Action 6:

Action 7:

8) The Champaign Police Department will continue to seek ways to improve Customer Service.

Action 1: CPD actions reflect service with PRIDE (customer service philosophy).

Action 2:

Action 3:

Action 4:

Action 5:

GOAL 3: Community Communications – as a community, we utilize resources that promote openness, accountability and transparency between the police and community.

Recommendations:

1) Increase communication between police and community.

Action 1: Proactively look for ways to communicate with the public.

Action 2: Update website with police news, programs and staffing.

Action 3: Explore the utilization of social networking (facebook, twitter, etc..).

Action 4: Attend neighborhood meetings and community events regularly.

Action 5: Utilize news releases, PSA's, and billboards to provide important police information.

Action 6:

Action 7:

Action 8:

2) Acknowledge historical black community/police issues, but focus efforts on building better relationships.

Action 1: Acknowledge and have on-going dialogue about long term African American/police issues using the Study Circles model.

Action 2: Research restorative justice programs.

Action 3: Reconciliation and justice

Action 4:

Action 5:

Action 6:

3) Inform public about police activity addressing neighborhood issues.

Action 1: Be open and transparent with communications.

Action 2: Citizens utilize neighborhood meetings to get information.

Action 3: As applicable, target news about specific neighborhood concerns.

Action 4: Use door to door communication when necessary.

Action 5:

4) Proactively communicate with the media.

Action 1: Promote educational and positive stories.

Action 2: Provide timely, accurate information.

Action 3: Distribute public service announcements and crime alerts.

Action 4:

Action 5:

Action 6:

5) Recognize police officers and community members for exceptional problem-solving efforts.

Action 1: Utilize the Heroes and Helping Hands awards program.

Action 2: Utilize the City awards/recognition program.

Action 3: Promote stories on City's website.

Action 4: Distribute timely news releases.

Action 5:

GOAL 4: Youth Development – as a community, we utilize all available resources in an effort to ensure that each at-risk youth develop to their fullest potential.

Recommendations:

1) Support parents in their efforts to guide their children.

Action 1: training

Action 2: education

Action 3: Parental Programs

Action 4: Communication

Action 5:

2) Identify opportunities to involve a trusted adult in the life of each youth.

Action 1: Coordinate mentoring programs.

Action 2: School Resource Officer Program

Action 3: School programs

Action 4: churches

Action 5: programs geared at family interaction

3) Assist each community school to maximize the academic achievement of all students.

Action 1: U of I/Parkland

Action 2: tutoring/academic support

- Action 3: business involvement
- Action 4: truancy outreach
- Action 5: School Resource Officer Program
- Action 6: Parent communication
- Action 7: CU Scholars Program
- Action 8: AVID Program
- Action 9: Teacher support
- Action 10: Technology

4) Prepare youth for employment and career opportunities.

- Action 1: Increase job training opportunities
- Action 2: Internships
- Action 3: After school programs
- Action 4: Education to Career program
- Action 5: Career Exploration (Operation Hope)

5) Teach youth how to manage and handle conflict.

- Action 1: Peer mediation
- Action 2:
- Action 3:
- Action 4:
- Action 5:

6) Provide youth with information and tools to effectively manage peer pressure.

- Action 1: Consequences
- Action 2: Bullying
- Action 3: Sexting
- Action 4:
- Action 5:

7) Ensure community has active and collaborative strategies to combat negative gang activity.

- Action 1: Research the Gang Resistance Education and Training (GREAT) program
- Action 2: Consequences to behavior
- Action 3: Create a hotline for youth who need assistance.
- Action 4: neighborhood groups
- Action 5: programs
- Action 6:
- Action 7:
- Action 8:

8) Offer youth safe, constructive, social and recreational opportunities.

- Action 1: Research existing programs
- Action 2: programming for teens and middle school students
- Action 3: safe parks
- Action 4: 40 North Arts/Music
- Action 5: CUPERSTAR
- Action 6:
- Action 7:

GOAL 5: Youth Engagement – as a community, we utilize resources to promote positive youth behavior and effective youth-police interaction.

Recommendations:

1) Police and youth actively work together to manage conflict.

- Action 1: Mediation program
- Action 2: The Law and You
- Action 3: Police Youth Training
- Action 4: Know Your Rights and Responsibilities
- Action 5:
- Action 6:
- Action 7:

2) Police and community develop a plan to reduce youth crime and violence.

- Action 1: Students create an anti-violence education campaign.
- Action 2: School crimestopper program
- Action 3:
- Action 4:
- Action 5:

3) Create new opportunities and enhance on-going activities between youth and police to build better relationships.

- Action 1: Police offer a youth academy to encourage, educate, and engage youth in the world of profession of policing.
- Action 2: Police, community groups, churches, and social service agencies host forums to create opportunities for youth discussion.
- Action 3:
- Action 4:
- Action 5:
- Action 6:

4) Address and educate youth and police about the respect for cultural differences and the dangers of stereotyping.

Action 1: anti-biased police training

Action 2: cultural awareness training

Action 3:

Action 4:

Action 5:

5) Police response to youth behavioral issues is consistent across neighborhoods.

Action 1: Monitor and review enforcement practices for patterns and trends.

Action 2: Proactive communicate to youth and parents.

Action 3: Communicate neighborhood priorities.

Action 4:

Action 5:

INITIATIVE ONE – USE OF FORCE POLICY REVISION

TITLE: Use of Force Policy Revision

GOAL: Revise the Department’s Use of Force Policy in adherence with current legal standards, best practices and national standards, including recommended changes requested by the Champaign City Council.

PRODUCT: A Champaign Police Department Use of Force Policy that will provide guidance to Champaign Police Officers when deciding when and how to use force in the course of their employment. The Policy will also guide training standards as well as requiring analytical reports concerning reasons and levels of force used by the Department annually.

WORKING GROUP: R.T. Finney, CPD; Steve Carter, CMO; Fred Stavins, Legal Department; Troy Daniels, CPD; Holly Nearing, CPD; Mike Paulus, CPD; and Jon Swenson, CPD

SUMMARY:

At the November 10, 2009 Study Session, the City Council reviewed changes to the Use of Force Policy that went into effect on October 1, 2009.

Based on input at that meeting, the Police Department presented proposed revisions at the January 12, 2010 Study Session in the areas of (a) expanded guidance on “reasonable belief”; (b) expanded mission and values language; (c) inclusion of identical language as Illinois law when describing appropriate force to be used; (d) addition of language giving direction as to when it would be appropriate to draw a weapon; and (e) clarifying language on taser deployment when assistance from other law enforcement agencies is requested and making it clear that Champaign officers are not authorized to carry tasers.

The process for reviewing proposed changes in Police policies and procedures was modified in December, 2009 to provide for City Attorney and City Manager review and comment, and determination if City Council review was warranted.

On January 15, 2010, the Accreditation Council of the Illinois Law Enforcement Accreditation Program granted Tier II accreditation to the Champaign Police Department, by finding their policies and procedures were consistent with state and national standards.

On August 18, 2010, the entire Police Department’s Policy and Procedures Manual was made available to the public through the City of Champaign website (<http://ci.champaign.il.us/cpdpolicy>).

INITIATIVE TWO - POLICE COMPLAINT PROCESS

TITLE: Police Complaint Process

GOAL: Review the current police complaint process and make recommendations to the City Council for improvements based on citizen feedback.

PRODUCT: A written report from the Police Complaint Process Working Group to the City Council that recommends improvements to the current complaint process.

WORKING GROUP: Mark Aber-HRC, CCAPP; Andre Arrington-CCAPP; Jamar Brown-HRC, CCAPP; Steve Carter-CMO; R.T. Finney-CPD; David Griffet-CPD; Valerie McWilliams-CCAPP; Garth Minor- CRO; and Holly Nearing-CPD.

SUMMARY:

The goal of the working group was to improve the effectiveness of the police complaint process by (a) providing an opportunity for a fair resolution of concerns about a contact with the police, and (b) improving police accountability through greater transparency. The group reviewed the current process and researched processes used in other cities.

The working group made the following recommendations:

1. Making a complaint.
 - Update the complaint pamphlet and form to reflect process changes.
 - Create complaint packets with complaint forms that can be handed out.
 - Replace the affidavit with a signature affirming the allegations are true.
 - Expand the locations where complaint packets are available to include sites throughout the community.
 - Train persons at each site to assist with the filing of a complaint.
 - Move the on-line complaint form to a City website location which is easier to find and provide the complaint packet in PDF form.
2. Offering mediation.
 - Develop and implement a mediation program.
 - Promote the use of mediation to both the public and to employees.
3. Reporting the results.
 - Provide a more detailed report similar to the matrix used by the Urbana Police Department quarterly to the HRC and City Council.
 - Expand the annual summary report to include an explanation of the complaint process as well as the matrix with the full year of cases.
4. Educating the public.
 - Place information of CGTV regarding how to file a complaint.
 - Post complaint process information and quarterly reports on City's Website.
 - Develop brochures and make them available to the public at several locations.
 - Issue a news release to media that highlights the complaint process.
 - Have the Police Complaint Process Working Group do interviews with media.
 - During HRC meeting, have CRO staff provide information about the process.

INITIATIVE THREE – INTERNAL INVESTIGATION

TITLE: Internal Investigation

GOAL: Bring in persons from outside the City structure to review the investigation report to date and direct further investigation if needed, making recommendations to the City Manager for improvements to policy and training.

PRODUCT: A written report from the External Advisors, as well as the Internal Investigation and Police Firearms Discharge Review Board.

WORKING GROUP: External Advisors: Retired Chief Judge John Freese and Retired Police Chief Eddie Adair.
Police Internal Investigation: Deputy Chief Holly Nearing
Police Firearms Discharge Review Board: Deputy Chief John Murphy
Legal Counsel: City Attorney Fred Stavins and Deputy City Attorney Trisha Crowley.

SUMMARY:

Following the completion of the investigation by the Multijurisdictional team on November 12, 2009 and the decision of State's Attorney Julia Rietz on December 8, 2009 not to pursue criminal charges against Officer Norbits, Deputy Chief Holly Nearing began the Police internal investigation. The external advisors were selected in late December and began their work on January 4, 2010.

The Police internal investigation was completed on March 31, 2010. That investigation concluded that the firing of the weapon was not an intentional use of deadly force, that is, it was accidental. However, the weapons discharge was a violation of the Police rule regarding carelessly handling firearms. No other violations were found.

The report of the external advisors was completed on April 7, 2010. The external advisors recommended that the police officer be disciplined for violation of the Department policy by failing to exercise due care with his weapon. The advisors commented that the written policies and rules of the Department were thorough and in compliance with State standards and training guidelines, but recommended that "indexing of a weapon" be taught and documented in use of force and weapons instruction.

The report of the Police Firearms Discharge Review Board was completed on April 8, 2010. It considered policy, tactics, training, equipment, supervision, discipline and the overall post shooting review. They noted that additional training weapons had already been acquired and training initiated to improve training. That training continues to be taught and documented.

Based on the reports, the City Manager suspended the police officer for 30 days. On behalf of the officer, the Fraternal Order of Police appealed the discipline, and the case is awaiting arbitration.

INITIATIVE FOUR – POLICE OFFICER SELECTION

TITLE: Police Officer Selection

GOAL: Review the recruitment and selection process with an eye toward greater community involvement and focus on traits that would help ensure an officer's success with interactions in the community; and increase minority hiring.

PRODUCT: A revised hiring procedure that includes community participation in final interviews; revised interview questions focusing on the customer service trait and adding a written profile questionnaire to reinforce the customer service traits. Secondly, identify candidates with strengths in relational skills including ample multicultural exposure.

WORKING GROUP: Chris Bezruki-Human Resources; Rene Dunn-CPD; R.T. Finney-CPD; Karen Hampton-The News-Gazette; Minor Jackson-Parkland College; Holly Nearing-CPD; and Rachel Wright-Don Moyer Boys & Girls Club

SUMMARY:

The working group met twice to review the current recruitment and hiring efforts and process, and made the following recommendations:

1. Recruit experienced officer minority candidates from area departments experiencing layoffs and keep doing our current recruitment procedures while adding outreach with Facebook and Twitter.
2. Re-worked the Chief's level interview questions to be more behavior-based and emphasizing relationship skills, customer service and diversity awareness to more closely align with City/Department values.
3. Incorporated the Everything Disc People Reading Guide assessment tool into the interview process to assist in identifying the above traits.
4. Change from one large panel interviews to two smaller panel interviews to allow for a better exchange and better understanding of the candidate.
5. Community committee members agreed to serve on the interview panels to increase diversity and identified 12 others to be recruited to assist in future interviews. A brief interview training session will be scheduled for the community member prior to the next round of interviews.

INITIATIVE FIVE – COMMUNITY ORIENTATION PROGRAM

TITLE: Community Orientation Program

GOAL: Work with Champaign community members to incorporate community members and community events into new officer orientation course with the goal of building positive relationships, better understanding of our community and community familiarity with police personnel.

PRODUCT: New officer basic orientation course (Field Training Program) will include a community introduction segment that will assist Field Training Officers in identifying key community members, organizations and events that will represent various segments of our community that will be used to immerse the new officer into our diverse community.

WORKING GROUP: Dorothy Ann David, CMO; Bishop Lloyd Gwin, CCAPP; Charles Burton, Champaign Park District; Seon Williams, CCAPP; R.T. Finney, CPD; Troy Daniels, CPD; Michael Paulus, CPD; Kevin Jackson, NSD; Lori Bluhm, Human Resources

SUMMARY:

The Committee provided internal and external organization input to identify over thirty six community members, organizations and events that would be valuable immersion examples to include into the Basic Orientation Course of the Champaign Police Department Field Training Program. These examples will be added to the Basic Orientation Course Manual of the Department. Examples will be added or deleted as necessary.

The Field Training Program will determine what events and organizations a new officer can attend and communicate with based on the recruits schedule and the time of year in the program. Flexibility is necessary because of the 24 hours a day, 365 days a year work schedule of the Department.

Some examples of organizations, events, and members of the community that were developed by the four District Commanders are: Bishop Gwin, Patricia Adkinson (Housing Manager at Skelton Place), Ed Bland (Champaign County Housing Authority), Carmela David (Principal at Edison Middle School), The Pavilion, Swann's Special Care, Youth Home at 1705 Georgetown, C-U Days, and Neighborhood Association Meetings in each District.

The working group also discussed how current officers could be incorporated into this process. It is understood that many officers work at the special events now. More emphasis could be placed on officers and Sergeants working the events take a "meet and greet" approach at these events as the workload allows.

Lastly, it was discovered by the working group that this process has broader implications throughout the City organization. Lori Bluhm discussed how Human Resources could look to incorporate parts of this process to the new hire orientation program for all new employees.

INITIATIVE SIX - COMMUNITY-POLICE FORUM

TITLE: Community Forum

GOAL: Host a community forum, to allow citizens, police, youth and agencies serving youth, including the school and park district, to identify police-community issues and suggest solutions.

PRODUCT: A written report from the Forum Working Group to the City Manager that sets out the issues and suggested solutions as identified by the forum participants.

WORKING GROUP: Troy Daniels-CPD; Marci Dodds-Council; Rene Dunn-CPD; Joe Gallo-CPD; Bill Glithero-HRC; Will Kyles-Council; Garth Minor-CRO; Tracy Parsons-Community Member; Jon Swenson-CPD; and Joan Walls-CRO

SPONSORED BY: Champaign City Council, Human Relations Commission, Sen. Michael Frerichs, Rep. Naomi Jakobsson, CCAPP and Champaign Unit 4 School District

SUMMARY:

The Community-Police Forum was held on March 15, 2010 at the Hawthorne Suites, Champaign. More than three hundred attendees, including youth, police officers and other community members, worked collaboratively in small groups to address four focus questions: 1) What does good police-community relations look like? 2) What are police barriers to good police-community relations, and what steps can be taken to eliminate those barriers? 3) What are community barriers to good police-community relations, and what steps can be taken to eliminate those barriers? 4) What issues are Champaign youth facing, what suggestions do you have for overcoming those issues?

The forum participant's unedited responses to the questions were captured in a 43-page document. The Community Forum Working Group Sub-Committee reviewed the raw data, and discovered five common themes contained in the responses:

1. Community Partners
2. Police-Community Engagement
3. Community Communications
4. Youth Development
5. Youth Engagement

A forum report was constructed that used the themes to formulate goals and recommendations for achieving said goals. The forum sub-committee will work with community groups, agencies, businesses and other citizenry to develop action steps to accomplish the recommendations.

MINUTES

Champaign City Council
Regular Study Session

DATE: August 24, 2010

PLACE: Champaign City Building
102 North Neil Street
Champaign, Illinois 61820

COUNCIL MEMBERS PRESENT:	Tom Bruno	Marci Dodds
	Deborah Feinen	Karen Foster
	Kyle Harrison	Gordy Hulten
	Will Kyles	Michael LaDue

COUNCIL MEMBERS
ABSENT: Mayor Gerald Schweighart

STAFF PRESENT: Steven C. Carter, City Manager
Fred Stavins, City Attorney
Fred Halenar, Information Technologies Director
Trisha A. Crowley, Deputy City Attorney
Jeff Hamilton, AV/Telecommunications Technician
R. T. Finney, Police Chief
Holly Nearing, Deputy Police Chief
Joan Walls, Assistant to the City Manager for Community
Relations
Garth Minor, Community Relations Specialist

OTHERS PRESENT: Tracey Parsons, Community Forum Representative
Rick Atterberry, Chair, CATV Commission

TIME STARTED: 7:00 p.m.

TOPICS DISCUSSED:

Comcast Cable Franchise Agreement [SS 2010-055]:

City Manager Carter noted that staff is working to negotiate a new franchise agreement with Comcast. The Federal government has curtailed local government authority in relation to franchise agreements. A tentative agreement has been reached, and staff seeks Council direction on proceeding toward a formal agreement.

Action Recommended: The Administration seeks Council direction on the proposed cable franchise agreement. Approval of the agreement is tentatively scheduled for September 7, 2010.

Staff Presentation:

Technician Hamilton noted that City staff, in conjunction with the City of Urbana, has worked for the past several years to renegotiate the cable franchise agreement utilizing the services of a cable consultant. A Community Needs Assessment was adopted in February 2008, and active negotiations for a new agreement subsequently began. Joint negotiations were not productive so the City began negotiating separately from Urbana in January 2009. The City initiated a formal renewal process in April 2009. Informal negotiations became more productive in January 2010 resulting in the proposed franchise agreement and memorandum of understanding (MOU). The MOU contains contractual obligations agreed to by Comcast but is detailed in a document separate from the cable franchise agreement.

Some of the key points of the proposed agreement and MOU are as follows:

- 10 year, non-exclusive franchise agreement.
- Retains the 5% franchise fee.
- Retains the 4 Public Educational Government (PEG) access channels (controlled jointly by Champaign and Urbana) with the option for a 5th channel.
- Retains a local Comcast office through December 2014.
- Comcast will adhere to the City's right of way regulations; and meet the minimum FCC technical standards for operations, National Electrical safety codes, and other public safety codes.
- Comcast will send tornado warnings and emergency alerts to viewers.
- Comcast will provide \$210,000 PEG capital funding (equipment replacement, etc.).
- Comcast will provide \$118,000 consultant fee reimbursement.
- Retains free cable services to municipal buildings, libraries, and schools.
- PEG programming capable of being originated from more locations.
- Provisions concerning enforcement procedures, penalties, liquidated damages, etc.

The proposed contract terms do not include the following terms that the City had sought in negotiations:

- A commitment by Comcast to maintain a local office for the entire contract term, but Comcast must provide an 800 phone number for customer service
- Senior citizen discounts
- Free basic cable services to more agencies
- The A commitment to maintain all PEG channels in an analog format

In addition, the PEG fee paid to the City will be collected from subscribers at a rate of \$0.35 per month rather than as a percent of the amount billed. Technician Hamilton also noted issues of relocating the UI-7 and PCTV channels to a digital location. All channels will be digital in the future, but currently remain on the basic tier of services.

Deputy Attorney Crowley briefly reviewed the following changes to the municipal code that would be required

- To reflect technical and legal changes from the current franchise agreement to the proposed agreement
- To remove duplication of the franchise process
- To address any language that would impact any state cable franchises such as AT&T
- To address the City's role in customer service enforcement, and the right to impose certain types of fees.

Staff noted that the Cable Commission supported the agreement, and that the Commission was concerned with moving UI-7 and PCTV to a digital format and not keeping the channels together. In addition, staff expressed concern with reopening negotiations that would require additional staff time and funding.

Council Members' Technical Questions:

- If approved, there would be a franchise for 10 years, but a commitment for a local office only through 2014? (Correct)
- If the formal process of negotiations begins to gain additional concessions, what happens if an agreement cannot be reached? (Council has the right to reject whatever is offered, but that action would probably result in legal proceedings, and Council could possibly sever the contract with the Cable provider.)
- Would it be possible to get other companies to provide service to the area if an agreement is not reached? (The top 20 companies in the country were invited last year to consider providing services to the area as competing agencies but no interest was expressed.)
- Regarding the PEG fee of \$210,000, how are funds recouped in relation to PEG capital funding? (\$0.35 per month is collected until \$210,000 is recouped. Comcast pays the \$210,000 upfront for PEG capital and will recoup this amount from providers at \$0.35 per month, which will take approximately 2.5 years. Once the \$210,000 is repaid, Council would need to consider removing the fee or continue to receive those funds for future PEG capital expenses.)
- What type of infrastructure has Comcast installed? Has new infrastructure been laid? How long has Comcast been the City's provider? (Comcast has fiber optic lines and coaxial cable throughout the network that it purchased from Insight. Comcast has not replaced everything installed by Insight. New infrastructure has not been laid, but some improvements have probably been made. Comcast has been the provider for approximately two years.)
- Why not maintain the local office beyond 2014? (This time period was negotiated considering that a state franchise does not require companies to maintain a local office. If Comcast was to apply for state cable franchise, no local office would be required.)
- PEG channels are jointly controlled by the cities of Champaign and Urbana, but each governmental entity maintains its channel? (Correct; and the cities have allowed Parkland and the University to each operate a channel.) Does the City control programming on channels operated by Urbana, the University, or Parkland? (No.)

Public Input:

The following members of the public addressed concerns regarding Comcast, the cable franchise, and PEG channels:

Chris Foster, Manager Parkland College Television and CATV Commission Member,
Kate Brickman, 1210 E. Windward Lane, Mahomet
Durl Kruse, 2007 S. George Huff, Urbana
Jamie Lynn Mullins-Johnson, 2522 W. Springfield Ave.
Rick Atterberry, 705 W. Washington, Chair CATV Commission
Deb Piscola, Director of Governmental Affairs for Comcast
Conrad Wetzal, 2334 W. John St.

Council Members' General Comments and Discussion:

- Thanks to work of staff. Negotiations are difficult and it's understandable that everyone does not get what they want.
- Need a local office beyond three to four years to call or go to and address any concerns, and receive service. The 800 call service is not working for customers based on the number of complaints received.
- Prefer to have PEG channels grouped together.
- Concerned with the lack of infrastructure investment by Comcast in the community, and in terms being good citizens.
- Citizens have the right to consider competitors for types of entertainment services provided by Comcast.
- Concerned that Comcast uses the City's land to provide cable services but is not part of the community's economic development. Comcast needs to earn the right to continue doing business with the City.
- Possible impact on citizens if an agreement is not reached with Comcast.
- Comcast has donated computers and participated in events with the Don Moyers Boys and Girls Club.

Poll: Deputy Mayor La Due polled Alternative 1, directing staff to place the cable franchise agreement and MOU on a Council agenda for approval. The result of the poll was 1 aye (CM Foster), and 7 nays (CM Kyles, Harrison, Bruno, Dodds, Feinen, Hulten, and Deputy Mayor La Due). The poll failed.

Six Initiatives – Draft Community-Police Forum Plan [SS 2010-056]:

City Manager Carter noted the purpose of the discussion is to summarize the status of the six police initiatives announced by the City last December, and to present a draft of the Community-Police Forum Plan. Council is aware of the initiatives announced last December to begin rebuilding trust between the community and the City. The initiatives were based on discussions by the Champaign community, Champaign Community and Policing Partnership, and comments made during Council meetings. The goal was to show the City's commitment to rebuilding trust. The City looked at actions that could be taken to obtain short-term results, while realizing that it would take longer to achieve long-term solutions utilizing the community forum. Each initiative

involved members of the Human Relations Commission (HRC), Champaign Community and Policing Partnership (CCAPP), community members, and various staff including police officers. Much progress is being made on initiatives, and some have been completed.

Deputy Chief Nearing briefly discussed internal and external reviews of the Use of Force Policy and Citizen Complaint Process. She noted that the Use of Force Policy has been discussed and some policy revisions have been made and implemented. The policy is available on the City's website. The Citizen Complaint Process has also been reviewed and updated to include how a complaint is made, offering mediation, reporting results, and educating the public.

Police Chief Finney briefly reviewed the Community Orientation Program including the new officer orientation (field training), and goals including building positive relationships. He noted 36 events are being built into the officer training program, and also incorporates current community activities such as CU Days.

Mr. Parsons provided information relating to planning and implementation phases of the Community Forum. Community Relations Specialist Minor addressed the work of the community work group, process to review data, and engaging participants. Community Relations Manager Walls provided closing comments regarding planning, next steps, goals, issues and areas of concern, and need for a community partnership-community coalition including referrals for troubled youth.

Council Members' Technical Questions:

- When will reporting on the complaint process begin? (Reporting is currently handled annually, but staff expects to begin quarterly reporting).
- Can staff provide any updates regarding the appeals process and how that will be addressed? (The process remains the same with the availability of an appeal to the City Manager after the Police Department has made a determination. The process has mediation built in.)
- Are there any pathway programs to address troubled youth, or support programs for parents? (Staff is working with other organizations to help formulate programs on these issues.)
- Are there any goals to use other media to proactively communicate with the public? (Staff anticipates the continued use of news releases invitation to events, and continues to work on using social media to get information out to youth and others.)

Public Input:

The following members of the public addressed concerns regarding the Community-Police Forum Plan:

Belden Fields, 206 W. Pennsylvania, Urbana
Neal Parsons, 705 E. Colorado, Urbana
Conrad Wetzel, 2334 W. John St.
Martel Miller, General Mail Delivery
Nathaniel Moore, 50? W. Green
Sean Williams, 904 N. Fourth St.

Lynn Stuckey, 806B W. Healey St.
Rev. Troy Burks, 1010 N. Division
Ronna James, 410 Buena Vista Dr.
Durl Kruse, 2007 S George Huff Dr., Urbana
Brian Dolinar, 303 W. Locust, Urbana

Council Members' General Comments and Discussion:

- Thanks and appreciation for the initiatives and the plan; continue to move forward; noted importance of including economic development as part of the plan.
- Consider the use of other locations for filing complaints. Glad to see mediation as part of the appeals process.
- Importance of continuing to work with Unit 4 on youth employment; and the need to continue to further the community plan.
- Committed to an increased level of transparency and addressing police complaints.
- Continue to address issues and concerns, have faith in one another, and the need to push beyond our comfort levels to address issues and concerns.

Poll: Deputy Mayor La Due polled Alternative 1, directing staff to implement the recommendations in the Community Forum Plan incorporating any modifications made by Council. The result of the poll was 8 ayes and 0 nays.

Adjournment: CM Dodds, seconded by CM Foster, moved to adjourn. A voice vote was taken on the motion to adjourn; all voted yes.

TIME ADJOURNED: 9:39 p.m.

Marilyn L. Banks
City Clerk