



CITY OF
BLOOMINGTON
SPECIAL SESSION
MEETING
JULY 10, 2017

AGENDA



**SPECIAL MEETING SESSION AGENDA
OF THE CITY COUNCIL
CITY HALL COUNCIL CHAMBERS
109 E. OLIVE STREET, BLOOMINGTON, IL 61701
MONDAY, JULY 10, 2017; 5:15 P.M.**

1. Call to Order
2. Roll Call of Attendance
3. Public Comment
4. Closed Special Meeting
 - A. Personnel - Section 2(c) (1) of 5 ILCS 120/2
 - B. Land Acquisition – Section 2(c) (5) of 5 ILCS 120/2
 - C. Review of Closed Session Minutes – Section 2(c) (21) of 5 ILCS 120/2)
5. Adjourn Closed Session and Return to Open Session
6. Discussion on Proposed Public Safety and Community Relations Commission. (*Alderman Agenda Request Form, Council discussion with Brenden Heffner, Police Chief 35 minutes.*)
7. Adjourn (*approximately 6:50 PM*)



SPECIAL SESSION AGENDA ITEM NO. 6

FOR COUNCIL: July 10, 2017

SUBJECT: Discussion of Public Safety and Community Relations Commission.

RECOMMENDATION/MOTION: Discussion Only.

STRATEGIC PLAN LINK: Goal 5 – Great Place – Livable, Sustainable City.

STRATEGIC PLAN SIGNIFICANCE: b. City decisions consistent with plans and policies.

BACKGROUND: Alderman Sage requested additional discussion on the Public Safety and Community Relations Commission. The request is supported by Aldermen Bray, Mwilambwe, Painter and Schmidt.

Chief Heffner will provide additional information at the meeting as requested.

Respectfully submitted for Council consideration.

Recommended by:

David A. Hales
City Manager

Attachments:

- Agenda Request Form
- Police Department Citizen Complaint Process
- Police Department Citizen Complaint Form



Agenda Request Form

To Be Completed By Alderman:

Alderman Making Request: Sage Date: 6/28/2017

Topic Summary (attach additional info/documentation to this form if necessary):

A public presentation by Police Chief Heffner covering a:
1. Comprehensive review of all BPD community outreach / educational activities and programs.
2. Review of the current BPD complaint process.

Alderman's Priority Level: Low Medium High

Aldermen Supporting Topic Consideration (three additional minimum):

Bray, Mwilambwe, Painter, and Schmidt

To Be Completed By City Manager/Staff:

City Manager Review (resources required to implement, impact on City priorities, etc.):

[Redacted area]

Recommendation for Further Action:

[Redacted area]

Bloomington Police

Citizen Complaint Process

- Complaint forms are available at the Bloomington Police Department lobby, front desk, and online at the City of Bloomington website. There are several community organizations including NAACP, Not in Our Town, and others who have access to these forms and can assist with filling them out. A complaint form can also be mailed, if needed.
- All complaint forms must be notarized prior to being turned in. Illinois State law (50 ILCS 725.3.8) requires a sworn affidavit (complaint form) to be notarized and turned in before it can be investigated. A staff officer at the Bloomington Police Department can assist with this Notary, free of cost, or you can use a Notary of your choosing.
- All complaints must be turned in via in person to a staff officer of the Bloomington Police Department. If someone does not feel comfortable coming to the Bloomington Police Station to turn in the complaint form, it can also be sent in via US Mail to: The Office of Professional Standards, 305 S. East Street, Bloomington, IL. 61701.
- The person making the complaint will be contacted by a staff officer or the department's internal investigator to advise of the receipt of the complaint and possibly to set up a time/location for a formal interview or clarification of the allegations.
- The Bloomington Police Department Office of Professional Standards strives to complete the investigations within 30 days, although more complex investigation may take additional time. If the investigation will take additional time, the investigator will have communication with the complainant in regards to the expected length of the investigation.
- At the conclusion of the investigation, each complainant will receive a letter, via US Mail, advising them of the final disposition.

BLOOMINGTON POLICE DEPARTMENT CITIZEN COMPLAINT FORM

The policy of the Bloomington Police Department is to investigate complaints of misconduct on the part of any Police Officer or employee of the Department. In order to allow proper investigation of alleged police/employee misconduct, the attached form must be filled out completely and **notarized** before it is submitted to the Department for review.

The completed form must be returned to a staff officer of the Bloomington Police Department (Sergeant, Lieutenant or Assistant Chief). The completed form may be the basis for an investigation of the allegations against the individual. The person making the complaint may be contacted by a staff officer or the Department's internal investigator for an interview, the formal taking of a statement, or clarification of the allegations.

It should be noted that because State Law requires that Citizen Complaint Forms be notarized before they are submitted to the Police Department, **no action can or will be taken on any Citizen Complaint Form that is not notarized.**

It also should be noted that a person who knowingly makes false, untrue or malicious complaints may be subject to criminal prosecution. State Law states that a false report filed with a police agency may constitute a crime punishable by a fine of not more than \$500 and/or imprisonment for not more than six (6) months. In addition, a person who makes a statement required by law to be made under oath or affirmation -- knowing it to be false -- may be charged with perjury, a felony punishable by up to five (5) years in prison.

Citizens who might feel uncomfortable submitting this form at the Police Department should contact the BPD Administration Office at (309) 434-2350 and other arrangements can be made.

As a matter of policy, each person who makes a formal complaint against a Bloomington Police Department employee will be advised of the final result of the investigation. If you have any questions about the internal investigation policy or procedures, please contact the office of the Chief of Police at (309) 434-2350.

**BLOOMINGTON POLICE DEPARTMENT
CITIZEN COMPLAINT FORM**

Complaint Number: _____

Complainant's
Name: _____
2. By Phone _____
Date of Birth: _____

Complaint Taken:
1. In Person _____
3. Via Letter _____

Complainant's Address:

Street City State Zip Code Phone

Place of Employment Address Phone

Witness Information:

Name Address City/State/Zip Phone

Officers Involved:

Name ID # Name ID #

Location and Time Of Incident

Location of Incident Date Time

Description Of Incident: Be as specific as possible (Use additional paper if needed)

STATE OF ILLINOIS) ss

COUNTY OF MCLEAN)

I, _____, being first duly sworn on oath, state that I have read the foregoing Complaint and that the statements contained therein are true.

(Signature of Complainant)

Subscribed and sworn to before me this ___ day of _____, 201__.

Notary Public

Staff Officer Receiving the Complaint

Date

Complaint able to be resolved at time submitted: Yes _____ No _____

Complaint requires additional follow up investigation: Yes _____ No _____

Chief's Office Use:

Reviewed By: _____ Date _____

Recommendation: _____

Investigation assigned to: _____

Date Investigation Completed: _____

Investigation Results: Unfounded _____ Exonerated _____ Not Sustained _____
Sustained _____ Policy Failure _____

Investigator's Recommendation: _____

Investigative Results Sent to Complainant _____, Officer(s) _____
Date Date