

Public Safety Citizen Relations Board  
Quarterly Meeting  
City of Refuge Ministries  
401 E. Jefferson, Bloomington, IL 61701  
Wednesday, March 21, 2018; 6 pm

**1. Call to Order**

The meeting convened at the City of Refuge Ministries at 6 pm, Wednesday, March 14, 2018. The meeting was called to order by Arthur Taylor.

**2. Roll Call**

Mr. Taylor called the roll and all members answered present.

Staff present: Chief Brendan Heffner, Assistant Chief Clay Wheeler, Greg Moredock, Nora Dukowitz, Steve Rasmussen

Mr. Taylor welcomed attendees and acknowledged the supporting groups that urged for the formation of the PSCRB.

**3. Public Comment**

There were no comments offered.

**4. Board Member Introductions**

Board Members gave brief introductions of themselves.

**5. Discussion/Review of:**

- a. Loyalty Oath of Office
- b. Enacting Ordinance
- c. Draft Board Rules
- d. Selection of Chair and Vice Chair
- e. Setting of Future Board and Quarterly Meeting Dates

Chairman Taylor reviewed the Board's activities since its inception last year. He reviewed the Board's established purpose and enacting ordinance. Chairman Taylor and the Board discussed the importance of confidentiality to protect the impartiality of the review and avoid creating a conflict of interest. Chairman Taylor explained the process of establishing officers as well as meeting days/times.

**6. Discussion of Draft Brochure**

The draft brochure was distributed to the audience and Chairman Taylor went over highlights. Chief Heffner and Assistant Chief Wheeler clarified how to submit a complaint to the Police department and, following that, how to have it reviewed by the PSCRB. Board members and the audience suggested some relatively small changes to the brochure's language, which Assistant Chief Wheeler noted to update on the next draft that comes forward.

**7. Question/Answer Period Between the Public and the PSCRB**

Chairman Taylor opened the floor for a question and answer period. Several questions and comments were offered by the audience (the name of the audience member is noted if recorded during the meeting's proceedings):

Q: What if someone loses the letter from the PD with their complaint number? (Camille Taylor)

A: Assistant Chief Wheeler responded that the PD's Office of Professional Standards would reach out to figure out the complaint info.

Q: What happens if the PSCRB's findings differ from those of the PD? (Debra Johnson)

A: The PSCRB could recommend policy changes to the Chief/City Manager. Written findings could be produced and shared.

Comment: Various comments and points of clarification were shared (Michael Herzog). These included clarifying that it was the board's role to make sure the PD followed proper procedures, that the Board and the PD worked on the draft brochure together, and that the Board had a protocol for preserving confidentiality and impartiality. Chairman Taylor responded in the affirmative.

Comment: A comment was shared again confirming that the board is not presented with names of the complainants (Debra Johnson). Chairman Taylor responded in the affirmative. The Board stressed that they labored over confidentiality, avoiding conflict of interest, and maintaining the integrity of the review process. However, the Board has not yet received its first complaint.

Comment: It was suggested that the brochure include a statement that board members are unable to discuss specific complaints (Camille Taylor).

Q: Does the Board go into closed session to review complaints? (Camille Taylor)

A: It could and likely would at some point during their review.

Q: Will the PD be in any closed session? (Olivia Butts)

A: The PD would be available as a resource to the Board, just as it is for the City Council during their closed sessions. The PD could be called into the closed session at the request of the Board.

Comment: Vice Chairman Lancaster reiterated that this was new to everyone. Member Fish indicated that the Board was using the PD as a resource but is operating as its own entity. Other members of the board echoed those comments. Chairman Taylor again stated the purpose of the Board and the value of dialogue between the PD and community.

Comment: It was urged that a new meeting location, outside of the PD, be found for the PSCRB meetings (Olivia Butts). Member Fish said the Board does not have a budget for other meeting locations but is trying to do its quarterly meetings in other places in the community.

Q: Are there any statistics to share regarding number of complaints received? (Debra Johnson)

A: There have been no complaints passed on yet to the PSCRB.

Comment: It is backwards that complaints go to the PD before the PSCRB (Debra Johnson). Chairman Taylor stated that the process was governed by ordinance. Assistant Chief Wheeler stated that the initial complaint can be made via several avenues.

Comment: The PD should be sharing info with the PSCRB regarding how many complaints they receive in general (Olivia Butts). Chairman Taylor stated that they are sharing that info.

Q: Will the PSCRB be mentioned in the PD's closeout letter? (Olivia Butts)

A: Yes.

Q: How quickly will complainants get a response from the PSCRB? (Michael Herzog)

A: That is still being determined, though the Board will aim to be efficient. A complainant has 30 days to file with the PSCRB after receiving their closeout letter from the PD.

Comment: The PD's process of responding to a complaint in general should be made public (Michael Herzog). Assistant Chief Wheeler indicated that may present some difficulties as investigations are fluid and may not take on the same process each time.

Q: Will the PSCRB review complaints put in the complaint box before giving them to the PD? What is the timeline for the PD to get info for review to the PSCRB? (Cinnamon Porter)

A: This is TBD as the PSCRB has not received its first complaint.

Q: What info is redacted from materials before they are presented to the PSCRB? (Cinnamon Porter)

A: Identifying information is redacted.

Q: Would complaint be reopened if PSCRB found that a PD policy was not followed? (Emily Waters)

A: No, however the PSCRB could recommend policy changes.

Q: Could the City Council change policy based on the PSCRB's recommendations? (Camille Taylor)

A: Yes, but they could not overrule a particular case.

Comment: The suggestion was offered that complainants should be told that even though they may not think it is "right," policy was indeed followed (if that is the case) (Michael Herzog). Chairman Taylor agreed and said it was the PSCRB's role to educate the public and hear their comments.

Comment: The group discussed working with the City Council to change/update policies if needed.

## **8. Review Next Board Meeting and Quarterly Meeting Dates**

Chairman Taylor noted the next regular meeting is April 11 and the next quarterly meeting is June 20.

## **9. Adjournment**

**Motion by Member Fish, seconded by Member Borquez adjourn. Time: 7:43 pm**

**Motion carried (viva voce)**