
CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 52.3

SUBJECT: OFFICE OF PROFESSIONAL STANDARDS

EFFECTIVE DATE: 10/01/09

REVISED DATE: 6/22/21

REFERENCE ILEAP: ADM.18.03
ADM.18.04

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PURPOSE:

The purpose of this policy is to establish the organization of the Office of Professional Standards, to delineate its duties and responsibilities, and to ensure the confidentiality of its files.

POLICY:

52.3.1 ORGANIZATION

A. Office of Professional Standards

1. The Office of Professional Standards shall consist of those members of the department who are assigned to that function by the Chief of Police and shall serve at the pleasure of and be directly responsible to the Chief of Police.
2. The purpose of Professional Standards is to protect the interest of the Department, Departmental employees, and the public.
3. The goal of Professional Standards is to ensure that the integrity and credibility of the Police Department is maintained through a system of internal discipline where fairness and justice are ensured through objective, impartial investigations and reviews.

52.3.2 DUTIES AND RESPONSIBILITIES

- A. Professional Standards is responsible for the investigation or review of all allegations of misconduct by members of the department.
- B. In addition to investigations concerning allegations of misconduct, Professional Standards shall also be responsible for:
1. Maintaining files involving the discharge of firearms by Departmental personnel.
 2. Any other investigation of an administrative nature, as directed by the Chief of Police.
 3. Recording, registering, and coordinating the investigation of all misconduct complaints lodged against Departmental employees.

4. Conducting or coordinating misconduct investigations either of its own initiative or at the direction of the Chief of Police. In all cases the Chief of Police will be made aware when an investigation has been initiated.
5. Professional Standards members, or officers temporarily assigned to that function, shall have the authority to interview any member of the Department and to review any records or reports relative to their assignment. Requests from Professional Standards personnel which are in furtherance of the duties and responsibilities shall be treated as if they came directly from the Chief of Police.
6. Maintaining a comprehensive file of all complaints received by the Department. Professional Standards will also maintain a central file of all misconduct investigations.
7. Maintaining the confidentiality of all Professional Standards investigations and records.
8. Maintaining, reviewing, and distributing all policies, procedures, rules, and regulations. All proposed changes will be coordinated through the Office of Professional Standards, which ensure that all written directives are consistent with existing authority, compliant with ILEAP standards, and properly formatted.
9. Maintaining files on employee awards, commendations, and compliments.
10. Preparing timely reports that summarize the nature and disposition of all misconduct complaints received by the Department for submission to the Chief of Police. Recommendations shall be made for any developing patterns.
11. Analyzing complaints for possible developing or recurring patterns of misconduct and recommending corrective actions.
12. Preparing periodic reports summarizing the types of complaints received and the dispositions of the complaints. From this, the Chief of Police will generate an annual report for the City of Champaign Human Relations Commission. This report will include the information provided to the Chief of Police as well as additional relevant demographic and geographic information. No names will appear in this report.

52.3.3 CONFIDENTIALITY OF FILES

- A. The process of conduct investigations and all supporting materials are considered confidential.
- B. When a shift supervisor initiates a misconduct complaint the information should be forwarded to Professional Standards by entering all relevant information into the Professional Standards intake software
- C. The Professional Standards Lieutenant will assign misconduct complaint investigations consistent with Policy 52.2.
- D. Information related to misconduct investigations shall be treated as CONFIDENTIAL and should be handled as such. Any individual conducting a misconduct investigation shall maintain the integrity of the investigation by keeping all associated materials in a secure area.
- E. Personnel automatically authorized to review any misconduct investigation include the Chief of Police, the Deputy Chief of the employee being investigated, the employee assigned to the Office of Professional Standards, and the chain of command of the employee being investigated. Reviewing supervisors may allow other command officers to review the packet at their discretion. Employees who do not follow these guidelines will be disciplined.
- F. Records of receipt of the complaint, the investigation, and the disposition shall be maintained by Professional Standards. These records shall be kept in a secure storage area, permanently retained, and not destroyed. Access will be limited to the employee assigned to the Office of Professional Standards, the Chief of Police, and any designee of the Chief of Police.
- G. Only the Chief of Police or his designee is allowed to publicly release the details of an internal investigation or disciplinary matter.
- H. If a subpoena or Freedom of Information Act (FOIA) request is issued for misconduct complaint investigations records, the City of Champaign Legal Department shall be contacted to determine whether or not the records will be released.

ISSUING AUTHORITY



Anthony D. Cobb
Chief of Police
Champaign Police Department