

Community Police Review Board Office Policies and Procedures of Operation

I. Mission Statement

The Community Police Review Board (CPRB) is dedicated to providing fair and impartial oversight of law enforcement activities in South Bend. The Board serves as a platform for community participation in police accountability. It builds trust between residents and the South Bend Police Department (SBPD) by ensuring transparency, justice, and public safety.

II. Creation & Legal Authority

The Community Police Review Board (CPRB) was established under the City of South Bend Ordinance 10721-20, effective October 5, 2020. Its purpose is to:

- Independently review and assess complaints against SBPD officers.
- Ensure accountability and integrity in police conduct.
- Enhance transparency in law enforcement practices.
- Provide recommendations for policy improvements.
- Foster police-community relationships through oversight and engagement.

III. Membership & Organization

A. Membership & Terms

- The CPRB comprises nine (9) volunteer members appointed by the Common Council.
- Members serve three-year terms, with a maximum of two consecutive terms.
- Members must be:
 - Residents of South Bend, Indiana.
 - At least 18 years old.
 - Willing to undergo background checks.
 - Committed to impartial police oversight.

B. Disqualifications for Membership

- Conviction of a felony or serious misdemeanor.
- Active employment in law enforcement.
- Immediate family relationship with SBPD personnel.
- Holding or running for political office.

C. Membership Selection Process

- Candidates submit applications and undergo interviews conducted by the Common Council.
- Officers (Chair, Vice-Chair, Secretary) are elected annually by the Board.

IV. Complaint Intake & Investigation Process

A. Accepted Complaint Submission Methods

- **Online:** www.southbend.in.gov/cprb
- **In-Person:** CPRB Office, 202 S. Michigan St., 8th Floor, Suite 801, South Bend, IN 46601
- **Phone:** (574) 235-9355 (24/7 voicemail available)
- **Mail:** 202 S. Michigan St., 8th Floor, Suite 801, South Bend, IN 46601
- **Email:** CPRB@southbend.in.gov

B. Complaint Criteria

- Complaints may be filed by individuals who have directly interacted with SBPD officers.
- Anonymous complaints are permitted if they contain sufficient details.
- Complainants must provide:
 - Date, time, and location of incident
 - Names or badge numbers of involved officers (if known)
 - Description of alleged misconduct
 - Supporting evidence (videos, photos, witness statements, etc.)

C. Initial Review & Screening

- The Review Office (RO) assigns a case number and enters the complaint into the tracking system.
- Complaints are forwarded to SBPD Internal Affairs (IA) within 24 hours.
- IA and RO conduct separate but parallel investigations.

D. Investigation Timeline & Procedures

- Investigations should be completed within 60 days unless an extension is justified.
- Investigators gather witness statements, body-worn camera footage, police reports, and physical evidence.
- The CPRB Review Panel assesses the case independently.
 - The Review Panel comprises the Chair or Vice Chair, a Board Member, and the RO Director or designee.

E. Case Disposition

- The CPRB issues findings within 60 days of completing its review.
- Possible dispositions:
 - **Sustained** – Evidence supports the complaint.
 - **Not Sustained** – Insufficient evidence to determine misconduct.
 - **Exonerated** – The officer's actions were lawful and appropriate.
 - **Withdrawn** – The complainant voluntarily withdraws.
 - **Mediation Ordered** – The case is referred for alternative resolution.

F. Preponderance of Evidence Standard

- The CPRB applies a preponderance of evidence standard when making determinations.
- This means the Board must determine whether it is more likely than not (greater than 50% probability) that the alleged misconduct occurred.
- Factors considered include:
 - Physical evidence
 - Witness testimony
 - Officer statements
 - Surveillance and body camera footage
 - Department policies and procedures

V. Reporting & Appeals

A. Reporting Requirements

- **Findings must be reported within 10 days to:**
 - South Bend Common Council
 - Mayor's Office
 - Board of Public Safety and or The Merrit Board
 - Complainant
- CPRB publishes quarterly public reports summarizing case trends and policy recommendations.
- An annual audit is conducted to evaluate complaint resolutions.

B. Appeals Process

- Complainants or officers may appeal within 30 days of receiving a CPRB decision.
- Appeals must be submitted in writing with supporting documentation.
- Appeals are reviewed by an independent panel within the CPRB.

VI. Community Engagement & Transparency

- The CPRB will conduct public awareness campaigns to ensure accessibility.
- Regular community meetings will be held to discuss oversight practices.
- A public dashboard will be maintained to display statistics and case outcomes.
- CPRB will actively collaborate with advocacy groups, faith organizations, and neighborhood associations.

VII. Electronic Meetings Policy

- Members may participate remotely if real-time communication is possible.
- A quorum must be physically present for meetings involving final actions.
- Electronic participation is limited to 50% of meetings annually, except in emergencies.
- Virtual participation is prohibited for votes on budget, personnel, penalties, or policy amendments.

VIII. Collaboration with SBPD Internal Affairs & Other Entities

- The Review Office (RO) and the Community Police Review Board (CPRB) will work with SBPD Internal Affairs (IA) to ensure complaint consistency and fairness.
- Joint meetings with SBPD will be held quarterly to discuss trends and policy improvements.
- The CPRB may issue formal policy recommendations to SBPD leadership.
- The CPRB will liaise with:
 - South Bend Human Rights Commission on discrimination-related complaints.
 - The Board of Public Safety and/or The Merrit Board will review disciplinary actions.
 - City Council & Mayor's Office on legislative reforms.

IX. Amendments & Revisions

- A majority vote of CPRB members may amend policies.
- Annual policy reviews will assess necessary updates and legal compliance.
- Amendments will be subject to public review and feedback.