



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1435
TOPIC: CITIZEN POLICE ADVISORY BOARD
ISSUED BY: JAMES PESCHONG, CHIEF OF POLICE
DATE: 1-1-2016
SUPERSEDES: G.O. 1435, 1999
REFERENCE: L.M.C. 4.08.010, et seq.

I. POLICY

The Citizen Police Advisory Board, established by Lincoln Municipal Code, exists to resolve citizen complaints regarding police performance. The Lincoln Police Department will comply with the ordinance in all respects.

II. PROCEDURE

A. Receiving Complaints

1. Complaints to the Citizen Police Advisory Board (CPAB) may be filed at the Mayor's Office.
2. Citizens must contact the Mayor's Office in person to file a complaint.
3. The complaint must be filed within 45 days from the date of occurrence or date of adjudication if a court case is pending.
4. Whenever a Level IV complaint is filed with the department, the Internal Affairs Unit will notify the complainant of the option of filing a complaint with the CPAB. This notification will be included in the department's letter to the complainant acknowledging receipt of the complaint.

B. Citizen Police Advisory Board Process

1. Two members of the CPAB will meet informally with the complainant, the officers involved, and two members of the department. This meeting will be held within 30 working days of the complaint.
2. A full public meeting of the CPAB will be held quarterly. The board members attending the informal meeting will report:
 - a. Whether there was or was not a basis for the allegations of the complaint.
 - b. Whether the complaint was resolved at the meeting.
 - c. Whether another meeting or meetings will be held to further attempt to resolve the complaint.

d. Whether the complaint is not likely to be resolved through the informal meeting procedure.

3. If the complaint is not resolved, the full board shall then consider the report of the Internal Affairs Unit and the report of the board members participating in the informal meetings and, based upon those reports, shall submit a report and recommendations to the City Council, the mayor and the chief of police.
4. These reports will find that the complaint does or does not warrant corrective action.
5. If corrective action is warranted, they may recommend the action which the board feels is necessary to correct the policies or activities of the department upon which the complaint is based.

C. Internal Affairs Responsibilities

1. In cases of a CPAB complaint, the Internal Affairs Unit will:
 - a. Investigate all complaints as formal complaints;
 - b. Submit a summary of the department's investigation and findings to the CPAB as soon as practicable;
 - c. Attend the CPAB meetings as a representative of the department.
2. At regular quarterly meeting of the CPAB, the Internal Affairs Unit will present the following information:
 - a. Statistics concerning complaints received by the Lincoln Police Department, and the disposition of those complaints.
 - b. A brief summary of each Level IV complaint investigation and disposition within the preceding quarter, without identifying the name, gender, or race of those involved.
 - c. Statistical information concerning commendations, arrests and citations, and department workload.