

## **Options for Filing a Complaint About an Iowa City Police Officer**

There are **three kinds** of complaint forms a person may file against an Iowa City Police Officer. A person may choose one or all three. Please note that each type of complaint has a different statute of limitations. The form you choose determines how your complaint will be handled.

### **1) Iowa City Police Department Complaint Form - No Statute of Limitations**

If you use the **Police Department form**, Iowa City Police Department Policy will determine the level of investigation into your complaint.

You can choose to limit your involvement to a discussion between you and the officer's supervisor, or you can choose to participate in an internal investigation which means that you, the officer, and witnesses will be interviewed by Police Department investigators and a written report on the department's findings and conclusions will be prepared.

Generally, investigations and any officer discipline that may result from them are considered nonpublic, confidential records. By law, the Police Chief decides if and how an officer will be disciplined.

It usually takes from one week to three months to receive a final response from the department. When you use the Police Department complaint form, the Community Police Review Board will not review your complaint, unless you also file a CPRB complaint form. If you have questions, contact the ***Police Department (356-5275)***

### **2) Community Police Review Board (CPRB) Complaint Form - Within 90 days of the alleged misconduct.**

If you use the **CPRB form**, the Police Department will conduct an internal investigation. A Supervisor or Investigator from the Police Department will contact you as part of the investigation process. **Your participation is critical to the review process.**

You will be notified of the outcome of the CPRB's review. The CPRB has no authority to discipline police officers. The CPRB handles its work with complaints confidentially and generally does not include information identifying you or the officer in its reports. However, **if a complaint is upheld**, the CPRB does have the right to include the names of complainants and officers in its reports under certain conditions.

For more information about the CPRB, consult the city ordinance that established it (Iowa City Code Chapter 8-8). The City Code is available on-line at [www.icgov.org](http://www.icgov.org) or for review in the City Clerk's office at the City Hall, 410 E. Washington Street, or contact the ***Community Police Review Board (356-5041)***

### **3) Iowa City Human Rights Commission Complaint Form – Within 300 days after the alleged discriminatory or unfair practice has occurred.**

An individual who believes that they have been discriminated against due to age, race, marital status, national origin, sexual orientation, disability, creed, sex, color, religion, gender identity or retaliated against can file a complaint of discrimination with the Iowa City Human Rights Commission. A complaint of discrimination must be filed with the Iowa City Human Rights Commission within three hundred (300) days after the alleged discriminatory or unfair practice occurred. Complaint forms are available upon request or at the Iowa City Human Rights Commission's Office. For more information about filing a complaint of discrimination with the ***Iowa City Human Rights Commission contact 356-5022 or 356-5015.***

Please note complaints of discrimination against the City of Iowa City, including the Iowa City Police Department are referred to an outside agency for investigation to avoid any appearance of impropriety.

FOR STAFF USE:  
Complaint No. \_\_\_\_\_  
Received by \_\_\_\_\_

**CONFIDENTIAL**

Return to:

**COMMUNITY POLICE REVIEW BOARD**

A Board of the City of Iowa City  
City Clerk's Office  
410 E. Washington Street  
Iowa City, IA 52240-1826  
(319) 356-5041

Name \_\_\_\_\_

Address/other contact information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Best time to call \_\_\_\_\_

A Supervisor or Investigator from the Police Department will contact the complainant as part of the investigation process.

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Gender \_\_\_\_\_

Date the incident took place \_\_\_\_\_

(All complaints to the Board must be filed with the City Clerk within ninety (90) days of the alleged misconduct.)

**Any person with personal knowledge of the alleged police misconduct may file a CPRB complaint with the board. In order to have "personal knowledge", the complainant must have been directly involved in the incident or witnessed the incident. If the person with personal knowledge is underage or otherwise unable to complete a CPRB complaint form, the CPRB complaint may be filed by such person's designated representative.**

**Those who may file a complaint shall include an adult, a minor with an adult's assistance, an adult filing on behalf of a minor, or a vulnerable adult with assistance from a family member, friend, clergy, or a guardian or other similar court appointed representative.**

**A support person (as defined above) may accompany the complainant through the complaint review process.**

Describe the incident you are complaining about. Give as many details as possible.

For example: Where did it happen? Who else was there? Describe the specific police actions you are complaining about. Give officers' names, badge numbers, descriptions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CONFIDENTIAL**  
**VOLUNTARY SURVEY**  
For Statistical Use Only

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We will use the following information, which concerns classes of people protected under Iowa City's Human Rights Ordinance, only to prepare our CPRB annual report. We will not use your name or other identifying information in this report.

YOU DO NOT HAVE TO PROVIDE THIS INFORMATION TO FILE YOUR COMPLAINT.

DATE \_\_\_\_\_

AGE (Circle One)

18—25    26—35    36—45    46—55    56—64    65+

DISABILITY (Circle All Applicable)

Physical    Mental    None

ANNUAL HOUSEHOLD INCOME (Circle One)

100K+    75—99K    50—75K    25—49K    Under 25K

GENDER (Circle One)

Female    Male    Other \_\_\_\_\_

SEXUAL ORIENTATION (Circle One)

LGBTQ    Heterosexual    Other \_\_\_\_\_

ETHNIC ORIGIN (Circle One)

Black/African-American    Hispanic    American Indian/Alaska Native

Asian/Pacific Islander    White/Caucasian    Other \_\_\_\_\_

WERE YOU BORN IN THE UNITED STATES? (Circle One)

Yes    No

RELIGION \_\_\_\_\_ None    Other \_\_\_\_\_

MARITAL STATUS (Circle One)

Married    Single    Divorced    Separated    Widowed    Other \_\_\_\_\_

**THANK YOU FOR YOUR PARTICIPATION IN THIS SURVEY.**