

WHO WE ARE

The Berkeley Police Review Commission (PRC) was created by Berkeley voters in 1973 "... to provide for community participation in setting and reviewing Police Department policies, practices and procedures and to provide a means for prompt, impartial and fair investigation of complaints brought by individuals against the Berkeley Police Department." (Ordinance 4644-NS §1, 1973). The nine-member Commission is appointed by members of the City Council and the Mayor.

WHO CAN FILE A COMPLAINT?

Any person directly affected by the alleged police misconduct may file a complaint. You **do not** need to be a Berkeley resident or a U.S. citizen to file a complaint.

TYPES OF COMPLAINTS

- Improper Arrest, Search, Seizure, or Stop
- Improper or Inadequate Investigation
- Improper Detention Procedure
- Improper Police Procedures
- Excessive Force
- Discrimination
- Harassment
- Discourtesy

SHOULD I FILE A COMPLAINT WITH THE PRC?

The PRC is staffed by civilians and is independent of the Police Department. All complaints are forwarded to BPD's Internal Affairs Bureau, which conducts its own investigation into the same matter. Your complaint will receive a fair and objective investigation.

HOW DO I FILE A COMPLAINT?

- **In Person:** You may file your complaint in person at our office at 1947 Center Street, 3rd Floor, Berkeley, between 8:00 a.m. and 5:00 pm.
- **By Mail:** Upon request, the PRC will mail you a complaint form. Call (510) 981-4950.
- **Online:** You can download a complaint form on the PRC website. Visit www.cityofberkeley.info/prc
- All complaints must be in writing and signed. If you are unable to write your complaint for any reason, PRC staff will assist you in completing the form.
- Complaints must be filed within 90 days from the incident date; however, it is beneficial to file as soon as possible after the incident. *The 90-day deadline can be appealed.*

IMPORTANT INFORMATION

It is helpful to have as much information as possible about the incident. Important facts include:

- Time, date and location of the incident
- Names and badge numbers of officers
- Names and phone numbers of witnesses
- Any documents such as photographs, citations, hospital records, etc...

MEDIATION - AN ALTERNATIVE

In most cases, you may choose mediation instead of an investigation and hearing. If you and the officer(s) agree to mediation, you will both meet with an outside mediator and attempt to arrive at a mutually agreeable resolution of the complaint.

WHAT HAPPENS AFTER I FILE A COMPLAINT?

- A PRC Investigator will interview you and ascertain the specific allegations in the complaint.
- The Chief of Police and each officer who is a subject of the complaint will be notified that a complaint has been filed.
- The Investigator will interview the subject officer(s) and any witnesses. Officers are required to cooperate with the investigation.
- The PRC Officer will determine whether to schedule a Board of Inquiry hearing.

WHAT IS THE RESULT OF A HEARING?

The Board of Inquiry makes factual findings from the allegations. All findings are confidential; they are sent to the complainant, the officer(s), the City Manager, and the Chief of Police.

BOARDS OF INQUIRY - THE HEARING PROCESS

- Boards of Inquiry are composed of three Commissioners.
- The Board hears testimony from the complainant, subject officer(s), and any witnesses in a closed session.

POLICY COMPLAINTS

- When one or more members of the community have a concern about a police procedure or practice, but there is no allegation of individual officer misconduct, they may file a policy complaint.
- The complainant will be notified about a hearing of the policy issue before the full Commission.
- If 50 or more Berkeley residents file a petition concerning a policy matter, the Commission will hold a special hearing to address the issue.

PRC COMMUNITY OUTREACH

The PRC wants to make sure that the community is informed about what we do and how to effectively utilize the PRC process. Please contact us if you are interested in receiving outreach materials or would like to arrange for a presentation at a neighborhood or other community meeting or forum.

HOW TO CONTACT US

Victoria Urbi
Police Review Commission Officer
Police Review Commission
1947 Center Street, Third Floor
Berkeley • CA • 94704
(510) 981-4950
(510) 981-6903 (TDD)
(510) 981-4955 (FAX)

Web: www.cityofberkeley.info/prc
E-mail: prc@cityofberkeley.info

PRC meetings are open to the public and everyone is welcome.

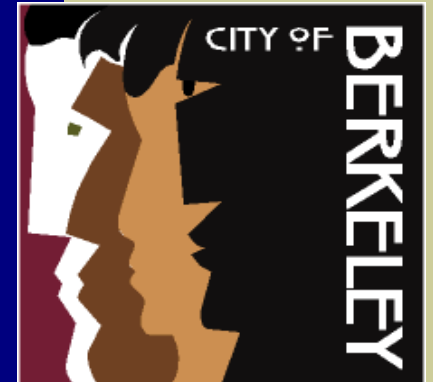
The PRC holds regular meetings at 7: 00 p.m. on the 2nd & 4th Wednesday of every month except August.



The PRC meets at:
South Berkeley Senior Center
2939 Ellis Street (@ Ashby)
unless otherwise posted

Please contact the PRC office for information regarding upcoming Commission meetings.

THE BERKELEY POLICE REVIEW COMMISSION



INFORMATIONAL BROCHURE

AN INDEPENDENT
CIVILIAN OVERSIGHT
AGENCY