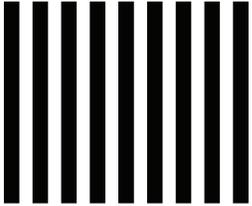


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CITY OF PORTLAND
INDEPENDENT POLICE REVIEW
1120 SW 5TH AVE
PORTLAND OR 97204-9624



PORTLAND
CITY AUDITOR
Independent
Police Review

WHO WE ARE

**FORM FOR COMPLAINTS
OR COMMENDATIONS**

INDEPENDENT POLICE REVIEW

1221 SW Fourth Ave., Room 140
Portland, OR 97204-1900

Phone: 503-823-0146

Fax: 503-823-4571

www.portlandoregon.gov/ipr



PORTLAND
CITY AUDITOR

Independent
Police Review

WHAT IS IPR?

Portland City Auditor's Independent Police Review (IPR) provides impartial oversight of police conduct, practices, and policies to increase accountability and trust. IPR is not part of the Portland Police Bureau (Police Bureau). We have three main goals:

- Improve police performance and public accountability
- Make sure public complaints about police are addressed properly and thoroughly
- Recommend policy changes to the Police Bureau

HOW TO SUBMIT A COMPLAINT OR COMMENDATION:

Complaint/Commendation forms are available to pick up at the IPR office in City Hall or any Police Bureau precinct, or as a download on our website. There are many ways you can submit a complaint or commendation:

- Call the IPR office at 503-823-0146
- File online at www.portlandoregon.gov/ipr
- Mail in (the postage is prepaid)
- Bring to the IPR office
- Fax to 503-823-4571

The City of Portland operates on a policy of inclusion, regardless of race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age or disability. Any person may submit a complaint or commendation, regardless of legal status or citizenship.

WHAT IPR DOES:

Here are the main functions of IPR:

- We receive complaints and commendations about Police Bureau officers from the community
- We conduct administrative investigations of Police Bureau officers accused of misconduct
- We issue reports about complaints and investigations, and recommend policy changes to improve policing
- We observe and participate in all investigations of officer-involved shootings and in-custody deaths
- We coordinate appeals filed by community members who are not satisfied with the outcome of administrative investigations

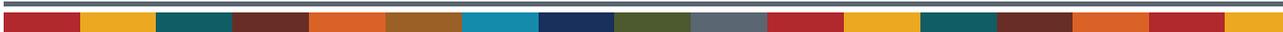
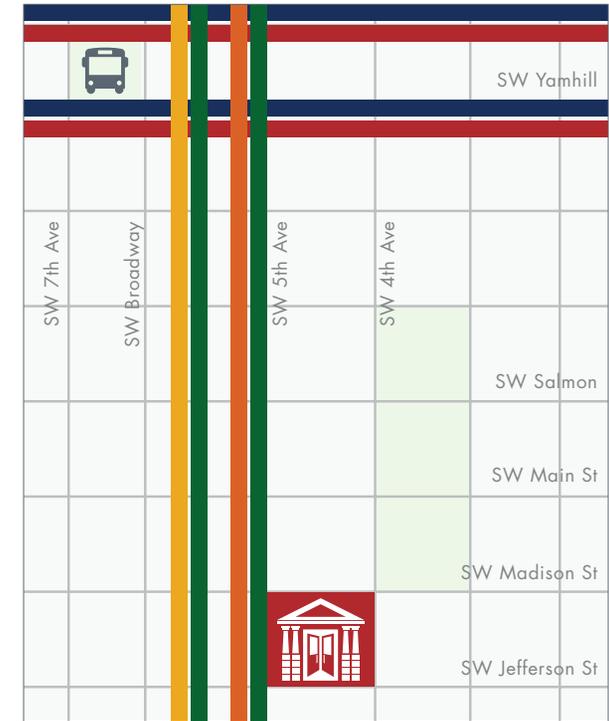
WHAT IPR DOES NOT DO:

Here are some things that don't fall within our duties:

- We don't interfere with ongoing criminal and civil investigations or actions of the court
- We don't make payments to complainants for damages or losses of personal property
- We don't handle complaints against employees of any agency other than the Police Bureau

WHERE IS IPR LOCATED?

- We're located inside Portland City Hall, at 1221 SW 4th Ave., Room 140.
- City Hall is close to stops on the Yellow, Orange and Green MAX lines.
- We're also within walking distance of the bus mall at Pioneer Courthouse Square.





FORM FOR COMPLAINTS OR COMMENDATIONS ABOUT PORTLAND POLICE

- To submit electronically: www.portlandoregon.gov/ipr
- To submit by phone: 503-823-0146 (language assistance available)
- To submit in writing: mail or deliver this postage-paid form to the IPR office, or fax to 503-823-4571
- TTY/TDD: 503-823-6868

Office Use Only:

I want to submit a: Complaint Commendation

Interested in mediation?

Information about you:

Last Name: _____ First Name: _____ Initial: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Date of Birth: _____ Gender Identity: _____ Race / Ethnicity: _____

Street: _____ Apt: _____

City: _____ State _____ ZIP Code: _____

How were you involved in the incident?

It happened to me I witnessed it I heard about it

Are you represented by an attorney in this matter? Yes No

Attorney's Name: _____ Phone: _____

Information about the incident:

Date: _____ Time _____ a.m. / p.m.

Address / Location: _____

Information about the Portland Police Bureau officer(s) or Bureau employee(s) involved:

Name: _____ Badge Number: _____

Name: _____ Badge Number: _____

If there were witnesses, please tell us about them (attach additional pages if needed):

Name: _____ Phone: _____

Address: _____

Briefly summarize what happened (attach additional pages or documents if needed):

TEAR ALONG PERFORATION • FOLD AND TAPE CLOSED • NO POSTAGE NECESSARY

WHEN WE RECEIVE A COMPLAINT:

When a community member submits a complaint, we assign one of our staff to investigate it. That investigator interviews the person who submitted the complaint and any other community witnesses, identifies the officer(s) involved, and locates records of the incident. Once the investigation is complete, we choose one of several ways to handle the complaint:

- Request additional investigation
- Arrange mediation, if both the community member and the officer agree to it
- Close the complaint

WHEN WE RECEIVE A COMMENDATION:

When a community member submits a commendation, we forward it directly to the Chief of Police, and also send copies to the commended officer(s) and their supervisor.

IPR COMMUNITY-POLICE MEDIATION PROGRAM:

IPR's mediation program is a voluntary, confidential process where a professional mediator helps community members and officers talk and listen to each other. It's a chance for community members and officers to express their thoughts and hear how their actions affect each other.

WHY ARE SOME COMPLAINTS CLOSED?

Here are common reasons for closing a complaint after an initial investigation (reasons are not limited to this list):

- A lack of supporting evidence to prove officer misconduct
- An inability to identify the officer involved

WE HEAR YOU

Even if an individual complaint is closed or allegations of misconduct are not confirmed, we keep a record of every complaint in our IPR database. This lets us analyze and report on all the complaints received over time, and identify any patterns or common issues – which we use to make recommendations for how the Police Bureau can improve policies or training.

CITIZEN REVIEW COMMITTEE:

Portland has a Citizen Review Committee, which is composed of 11 volunteers from the community. Committee members are appointed by City Council, and they review community concerns about police services, develop and deliver policy recommendations to IPR and the Police Bureau, and hear appeals from both community members and officers.

TAKE ADVANTAGE OF COMMUNITY OUTREACH:

If you'd like to learn more about IPR's duties, provide feedback about policing, host an educational session on police oversight, or find out more about the commendation or complaint process, please call our IPR Community Outreach Coordinator at 503-823-0146.



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Fax: 503-823-4571
TTY/TDD: 503-823-6868

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