

**Durham Civilian Police Review Board  
Information for Persons Requesting an Appeal Hearing**

**Q:** What is the Civilian Police Review Board?

**A:** The Civilian Police Review Board is a group of Durham residents who are appointed by the Durham City Manager. The Board reviews cases involving appeals from Police Department investigations of complaints about the actions of officers or employees.

**Q:** What does the Board review when a case is appealed?

**A:** The Board does not review the actions of the officer or employee who was the subject of a complaint. The Board reviews the investigation that the Police Department conducted in response to a complaint about an officer or employee.

**Q:** What does the Board do when it considers cases?

**A:** First, the Board decides whether a hearing should be held. That decision is based upon written information submitted by the person requesting an appeal hearing, together with a case summary provided by the Police Department about its investigation. If the Board decides that no hearing is appropriate, the parties are notified. If the Board decides that an appeal hearing should be held, a date is set and the parties are notified.

**Q:** Are Board hearings open to the public?

**A:** The general business parts of Board meetings are open to the public. Because of State privacy laws, the parts of meetings where Board members consider individual cases are closed to the public and the media. Decisions as to whether or not hearings will be held are announced in public. The hearings themselves are not open to the public.

**Q:** What power does the Board have?

**A:** The Board has no power to discipline, reprimand, or fire any officer or employee. The Board's only power is to make recommendations to the City Manager and Chief of Police. The Board can make recommendations whether or not a hearing is held.

**Q:** Can I appeal a decision made by the Board?

**A:** Because the Board's power is limited to making recommendations, there is no avenue for appealing decisions made by the Board.

**Q:** Where can I get more information about the Board's procedures?

**A:** A copy of the *City of Durham Civilian Police Review Board Procedure Manual* can be viewed at the City Clerk's Office, City Hall, 101 City Hall Plaza, Durham, NC 27701 or accessed online at <http://www.durhamnc.gov/departments/manager/>.



# Durham Civilian Police Review Board Request for Appeal Hearing

YOUR NAME: \_\_\_\_\_

YOUR ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Your Telephone Number: \_\_\_\_\_ (DAY) \_\_\_\_\_ (EVENING)

NAME OF OFFICER/EMPLOYEE YOU FILED A COMPLAINT ABOUT: \_\_\_\_\_

\*DATE YOU RECEIVED LETTER FROM POLICE DEPARTMENT ABOUT ITS INVESTIGATION: \_\_\_\_\_, 20\_\_

DESCRIBE BRIEFLY WHY YOU BELIEVE THE POLICE DEPARTMENT'S INVESTIGATION WAS IN ERROR:

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

CHECK HERE IF YOU HAVE ATTACHED ADDITIONAL PAGES OR COPIES OF ANY DOCUMENTS:

LIST WITNESSES WHO WOULD TESTIFY IF THE BOARD DECIDES TO GRANT YOUR REQUEST FOR A HEARING:

NAME	ADDRESS	TELEPHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

I HAVE READ THE INFORMATION ABOUT THE DURHAM CIVILIAN POLICE REVIEW BOARD ON THE BACK OF THIS FORM AND HEREBY REQUEST THAT THE BOARD GRANT ME AN APPEAL HEARING.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_, 20\_\_

**\*FILE WITH: CITY CLERK, CITY HALL, 101 CITY HALL PLAZA, DURHAM, NC 27701, WITHIN 14 DAYS OF RECEIPT\***