

Background Information:

At the request of the Winston-Salem City Council, the Public Safety Committee developed a plan for a Citizen Police Review Board. The Public Safety Committee was assisted in developing this plan by interested citizens who gave their comments and suggestions during public hearings.

The Citizen Police Review Board plan was approved and adopted by the City Council on February 15, 1993.

Purpose:

The primary purpose of the Citizen Police Review Board is to act as a fact-finding body in cases involving unresolved citizen complaints against Police Department employees.

Membership:

The Citizen Police Review Board has 11 members who serve three-year terms. Each member must be a resident of Winston-Salem. Persons interested in serving on this Board should apply to:

**The Mayor's Office Suite
150 at City Hall**

or

**The Mayor's Office PO
Box 2511
Winston-Salem, NC 27102**

Meetings:

The Citizen Police Review Board holds regular meetings at least once every three months. However, special meetings may be scheduled more often, if proper notification is given to the public.

How to Make a Complaint:

If you find that you need to make a complaint against a Police Department employee, be sure to note the date and time of the incident and try to get as much information as possible about the incident. For example, get the name of the employee and the names and phone numbers of any witnesses to the incident.

Complaints may be filed immediately with the employee's supervisor by calling 773-7700 or at one of the following locations:

**Professional Standards Division
Public Safety Center, 725 N. Cherry
Street Winston-Salem, NC 27101
Phone: 336-773-7765**

**City Clerk's Office at City Hall
Suite 140, 101 N. Main Street
Winston-Salem, NC 27101
Phone: 336-727-2224**

All complaints will be investigated by the Winston-Salem Police Department. When the investigation is completed, and you are the aggrieved involved party, you will be notified of the findings and closure of the investigation.

It should be noted that the Police Chief cannot provide specific information regarding disciplinary action taken against an employee.

If you are not satisfied with the Police Chiefs decision, you may appeal to the Citizen Police Review Board.

How to Appeal:

You may appeal the Police Chiefs decision by filing a notice with the City Clerk's Office. Your appeal will be presented to the Citizen Police Review Board. Usually, within 30 days of the written appeal, the Citizen Police Review Board will decide whether to hold a hearing. If the Citizen Police Review Board decides to hold a hearing, you will be notified of this decision in writing with the date, time and place of the hearing. You will be expected to encourage all of your witnesses to attend. To assist you in the hearing, you may use the services of an attorney or any other person of your choice.

The Hearing:

At the hearing, which will be conducted in private, you and your witnesses will be given an opportunity to explain the details of your complaint to the Citizen Police Review Board. The involved Police Department employee(s) and witnesses will be given an opportunity to detail their accounts of the incident. Each side, as well as Citizen Police Review Board members, may ask questions of all persons who offer evidence.

At the conclusion of the hearing, the Citizen Police Review Board will consider all of the received information and will prepare a report on its findings. This report will be presented to the City Manager for his actions. The City Manager will advise you in writing of his resolution to your complaint. This is the final step in the administrative process to resolve a citizen complaint.

CITY OF WINSTON-SALEM

City Council

Mayor: Allen Joines

**Denise D. Adams, Mayor Pro Tempore
North Ward**

Scott Andree-Bowen*, Southwest Ward

Robert C. Clark, West Ward

Vivián V. Joiner*, South Ward

Regina Ford Hall*, Northwest Ward

Barbara H. Burke, Northeast Ward

Annette Scippio*, East Ward

James Taylor, Jr., Southeast Ward

City Manager: W. Patrick Pate

***Members of the Public Safety Committee**

The mission of the City of Winston-Salem is to provide creative and efficient municipal services which ensure the health, safety and well-being of its citizens with dedication to openness, integrity, equity and accountability.

The City does not discriminate on the basis of age, sex, color, race, national origin, religion or disability in its employment opportunities, programs, services or activities.

All requests for appropriate auxiliary aids and services, when necessary to offer a person with a disability an equal opportunity to participate in or enjoy the benefits of City services, programs or activities must be made within a reasonable time prior to the activity by calling City Link at 727-8000 or 311.



Citizen Police Review Board