

# Citizen's Community Policing Advisory Board Information

---

## Meetings

- ◆ 6:00 pm on the fourth Monday of the month, unless otherwise noted
- ◆ Coralville City Hall, 1512 7th St., Coralville, IA
- ◆ Open to the public

## Agendas & Minutes

Agendas are available prior to the meetings at [www.coralville.org/CPAB](http://www.coralville.org/CPAB). Minutes are available at [www.coralville.org/CPAB](http://www.coralville.org/CPAB) following approval.

## Reasonable Accommodations

Meetings of the Citizen's Community Policing Advisory Board are open to all individuals, regardless of language spoken or disability.

If you require a reasonable accommodation to participate, contact the City Clerk's office at 319.248.1700 or [tjohnson@coralville.org](mailto:tjohnson@coralville.org) at least two business days prior to the meeting.

## Board Members

The Board has up to seven members, who are appointed by the Mayor and approved by the City Council. The Board is made up of:

- ◆ Four Coralville residents, who make up the majority of the board
- ◆ One person who holds or has held a law enforcement officer position for at least five years
- ◆ One member of the NAACP (National Association for the Advancement of Colored People)
- ◆ One member of LULAC (League of United Latin American Citizens)

## Learn More

- ◆ Email the Board at [cpab@coralville.org](mailto:cpab@coralville.org)
- ◆ Visit [www.coralville.org/CPAB](http://www.coralville.org/CPAB)



## Coralville Police Department

---

1503 5th St.  
P.O. Box 5911  
Coralville, IA 52241

Phone: 319.248.1800  
Fax: 319.248.1888

Monday - Friday  
7:30 am - 7:00 pm

[www.coralville.org/police](http://www.coralville.org/police)



# Citizen's Community Policing Advisory Board



## Citizen's Community Policing Advisory Board Duties

In 2021, the Coralville City Council, in collaboration with the NAACP and citizens, established a Citizen's Community Policing Advisory Board (CCPAB). The Board was formed to work collaboratively with the City of Coralville, the Coralville Police Department, the NAACP, LULAC, and other citizen advocacy groups to promote unbiased policing practices in the City of Coralville.

The Board's duties, as defined in City code, are to:

- ◆ **Review complaints** of racial profiling, discriminatory policing practices, and allegations of prohibited disparate treatment made against any law enforcement officer filed with the Board.
- ◆ **Review data** collected by the Coralville Police Department on an annual basis.
- ◆ **Educate the public** about the complaint process and assist individuals with filing biased policing or racial profiling complaints with the Iowa Civil Rights Commission.
- ◆ **Recommend training opportunities** in regard to unbiased policing and prohibited racial profiling to the Coralville Police Department.

If you have experienced or observed a biased policing practice, a complaint can be filed one of two ways:  
1) through the Coralville Police Department, or  
2) through the Iowa Civil Rights Commission.  
The Citizen's Community Policing Advisory Board is available to provide assistance if needed.

## File a complaint of biased policing or racial profiling through the Coralville Police Department

**Step one:** Obtain and complete the complaint form. There are four options:

- 1) In person: request a form from the reception desk at the Coralville Police Department.
- 2) Online: download and print the form from [www.coralville.org/CPAB](http://www.coralville.org/CPAB).
- 3) By phone: call the Coralville Police Department non-emergency line at 319.248.1800, ask to speak with the on-duty supervisor, and request a form.
- 4) In person: pick up a form at any monthly CCPAB meeting.

**Step two:** Complete the complaint form. Provide enough information to describe the event. **Completed forms must be signed by a Notary Public.** Contact your local bank, or Coralville City Hall at 319.248.1700, to check on availability of notary services.

**Step three:** Return the complaint form in person or by mail to:

Coralville Police Department  
1503 5th Street  
Coralville, IA 52241

### What happens next:

- ◆ All complaint forms are forwarded for review to the Chief of Police.
- ◆ The Chief of Police investigates any complaint and submits findings to appropriate personnel.
- ◆ Upon review, if the complaint is determined to be founded, the Chief of Police takes the appropriate actions to resolve the complaint.

## File a Complaint through the Iowa Civil Rights Commission

**Step one:** Access the complaint process from the ICRC website:

<https://icrc.iowa.gov/file-complaint>

**Step two:** Complete the form. There are two options:

- 1) electronic form via DocuSign.
- 2) hard-copy via mail, e-mail, fax, or hand-delivery. Print and complete three forms:
  - ✓ **Contact Information**
  - ✓ **Release Form**
  - ✓ **Complaint Form**

**Step three:** Return printed forms:

- ◆ By mail or hand-delivery to:  
Iowa Civil Rights Commission  
400 East 14th Street  
Des Moines, Iowa 50319-0201
- ◆ By email: [icrc@iowa.gov](mailto:icrc@iowa.gov)
- ◆ By fax: 515.242.5840

### What happens next:

- ◆ Complaint forms are reviewed to determine whether the agency has jurisdiction over the complaint.
- ◆ Complainant and Respondent are sent questionnaires for any relevant background information.
- ◆ Respondents may answer the questionnaire or submit a position statement.
- ◆ After all responses to the questionnaires have been received or 30 days have passed, the collected information is reviewed by a screener for resolution.