

- To submit electronically: www.portland.gov/ipr
- To submit by phone: 503-823-0146 or 844-770-5700 (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):

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 IPR at 503-823-0146 or 844-770-5700.



**Independent
Police Review**

Phone: 503-823-0146

Toll-Free: 844-770-5700

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