

**SPECIAL MEETING OF THE
POLICE OVERSIGHT BOARD
OUTREACH SUBCOMMITTEE**

**Monday, January 11, 2016 – 2:00 p.m.
Plaza Del Sol, Basement Hearing Room 160
600 2nd St. NW Albuquerque, New Mexico**

Members Present

Dr. Jeannette Baca (Chair)
Rev. Dr. David Z. Ring III
Leonard Waites

Others Present

Edward Harness, Exec. Director
Amanda Bustos
Marlo Kiefer

MINUTES

- I. Welcome and Call to Order:** Subcommittee Chair Baca called the meeting to order at 2:00 p.m.
- II. Approval of the Agenda:** Subcommittee Member Ring moved to approve the agenda. Subcommittee Member Waites seconded the motion. Approved.
For: Waites, Baca, Ring.
- IV. Public Comments:** None
- V. CPOA/POB Brochure Revision:** Community Engagement Specialist, Amanda Bustos, presented her draft of the new brochure for review.
- A. The translation into Spanish isn't finished yet. Amanda will collaborate with a professor from UNM and have the brochure reviewed for accuracy once complete.
- B. The front of the brochure still needs a tag line. The focus should be on mutual trust.
- C. The Subcommittee members discussed whether the brochure should be in Question and Answer format or in Statement format.
- D. The Subcommittee members decided on the following changes:
- i. The word "sworn" will be removed.
 - ii. The term "compliment" will be changed to "commendation."
 - iii. The phrase "chosen by POB..." will be changed to "**selected** by POB..."
 - iv. The phrase "Recommends..." will be changed to "Reviews and Recommends..."

- v. The term “forum” will be changed to “Meeting.”
 - vi. The section discussing the Board will be moved to go **above** the section that discusses the CPOA.
 - vii. The term “Chain of Command” will be changed to “Chief of Police.”
 - viii. The entire paragraph after the bullet points about the CPOA will be removed.
 - ix. The description of the Board will now say, “The Board is made up of nine volunteer citizens.”
 - x. “The POB is responsible for overseeing the CPOA and making policy recommendations to APD” will be added.
- E. The Subcommittee discussed adding a line stating that the CPOA does not handle Bernalillo County Sheriff’s Office complaints.
- F. The complaint form portion of the brochure needs to be revised. The form could be abbreviated and state, “Tell us a few words about your problem...” Since the Investigators are required to interview the complainant, it isn’t necessary for the citizen to write their complaint in great detail.
- G. The brochure itself can be used as a complaint form that can be sent in to the CPOA using “no postage necessary” mail service, which the CPOA would pay for.
Amanda will look into getting a postage permit for this purpose.
- H. The statement “...it is assigned a case number and referred to Internal Affairs,” needs to be changed to include the CPOA investigation. Amanda will create a bullet point section for the “What happens next” paragraph.
- I. Some members of the Board will be absent from the upcoming POB meeting, therefore the group photo will be postponed until everyone is present.
- J. Amanda will make changes and give the Board members a draft for review and will also look into a postage paid brochure.
- K. Chair Baca will email Amanda a copy of the old logo.

VI. Other Business and Recommendations: None

VIII. Next meeting date: The next regular Outreach Subcommittee meeting is scheduled for Monday, January 25th at 2:00 p.m. in Room 160, Basement of Plaza del Sol.

IX. Adjournment: Subcommittee Member Ring moved to adjourn the meeting. Subcommittee Chair Baca seconded the motion. Meeting adjourned at 3:02 p.m.

Approved by:
Jeannette Baca, Chair
Outreach Subcommittee

Date

CC: Julian Moya, City Council Staff
Natalie Y. Howard, City Clerk
Dan Lewis, City Council President