

**POLICE OVERSIGHT BOARD  
CASE REVIEW SUBCOMMITTEE**

**Tuesday, November 24, 2015 – 12:00 p.m.**

**Plaza del Sol, 600 2nd Street NW –**

**Westside Ground Floor, City Engineering Large Conference Room**

**Members Present**

Dr. Moira Amado-McCoy, (Chair)

Leonard Waites

Joanne Fine

**Others Present**

Edward Harness, Executive Director

Diane McDermott

Marlo Kiefer

**MINUTES**

- I. Welcome and Call to Order:** Chair Amado-McCoy called the meeting to order at 12:00 p.m.
- II. Approval of the Agenda:** The following change to the agenda was requested:
- A. Chair Amado-McCoy requested a change to Item VII. to say, “Next Batch of *Current Letters*” instead of “Next Batch of Backlogged Complaints” (Note: Item VII was previously Item VI on the agenda, prior to other changes.)
- Subcommittee Member Fine moved to approve the agenda with changes.  
Subcommittee Member Waites seconded. Approved.  
For: Amado-McCoy, Waites, Fine.
- III. Public Comments:** None.
- IV. Approval of Minutes:** Subcommittee Member Fine moved to add Approval of the Minutes to the Agenda. Subcommittee Member Waites seconded. Passed.  
For: Amado-McCoy, Waites, Fine.
- A. Subcommittee Member Fine moved to approve the minutes as written.  
Subcommittee Member Waites seconded. Approved.  
For: Amado-McCoy, Waites, Fine.
- V. Review of November Activity; Fine Tuning Processes:** The Subcommittee members discussed the following key issues:
- A. The previous link to the drop box did not work. Executive Director Ed Harness will resend the email with another link to the drop box.

- B. The midterm meeting will include discussion on how best to organize the letters in the drop box to present to the Board. Folders will be created in sequential order categorized by month.
- C. The third meeting of the Case Review Subcommittee is not officially cancelled, but will only be held if Chair Amado-McCoy confirms it. If it is not confirmed, members can assume the meeting will not be held.

**VI. Prep Methods for December POB:** The Subcommittee discussed how and where would be the best place to incorporate the Case Review Committee into the process of reviewing letters and giving recommendations if there is disagreement about a particular finding.

- A. The purpose of the CRC is to review the letters before they go to the citizens and also to make suggestions to Policy and Procedures Subcommittee.
- B. The Subcommittee discussed the meetings between Chair Amado-McCoy and APD.
- C. The Subcommittee Members decided on a process for reviewing letters to citizens that have been drafted by the CPOA staff.
  - i. After the CPOA has drafted the letters, which includes a finding and any recommendations for discipline, the CRC Subcommittee will review the letters.
  - ii. The letters will be reviewed again after they have gone to the Police Department (Chain of Command).
  - iii. If the Police Department does not concur with the findings or discipline recommendation of the CPOA, then the Subcommittee can take the letter to the full Board for discussion and review.
  - iv. If the Police Department concurs with the findings and recommendations of the CPOA, the letters can be brought to the board as a consent agenda.

**VII. Next Batch of Current Letters:** The Subcommittee will bring all forty-seven administratively closed and backlogged letters to the Board for their review.

**VIII. Keeping up with Incoming Timeline:**

- A. **Report from CPOA Executive Director** – Director Edward Harness is moving forward with the interview process for the data analyst position. The position should be filled by the end of December or beginning of January.

- B. **Report on Tuesday meetings with APD** – Chair Amado-McCoy reported to the Subcommittee on the resolution of the police vehicle registration issue.
- C. **Interface with Policies and Procedures Subcommittee** – Through the process of reviewing cases, the Case Review Committee can start to look at the trends and patterns of the complaints. Any questions or conclusions that arise from looking at the data analysis can be shared with Policies and Procedures.

**IX. Other Business and Committee Recommendations:** No other business.

**X. Next Meeting:** The next Case Review Subcommittee meeting is set for December 22, 2015, which is two weeks after the December POB meeting.

**XI. Adjournment:** Subcommittee Member Fine motioned to adjourn the meeting. Subcommittee Member Waites seconded. Meeting adjourned at 1:35 p.m.

APPROVED:

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Dr. Moira Amado-McCoy, Chair  
Case Review Subcommittee

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Date

CC: Julian Moya, City Council Staff  
Natalie Howard, City Clerk  
Rey Garduno, City Council President