

**POLICE OVERSIGHT BOARD
CASE REVIEW SUBCOMMITTEE
Tuesday, March 1, 2016 – 10:00 a.m.
Plaza del Sol Building, 600 2nd Street NW
Ground Floor Basement Hearing Room #160**

Members Present

Jeffrey Scott Wilson, Chair
Joanne Fine
Leonard Waites

Others Present

Edward Harness, Exec. Director
Marlo Kiefer
Diane McDermott
Mark Baker

MINUTES

- I. Welcome and Call to Order:** Subcommittee Chair Wilson called the meeting to order at 10:03 a.m.
- II. Approval of the Agenda:** Copies of the Agenda were distributed. The order of agenda items may need to be moved around, to accommodate late arrivals. Subcommittee Member Waites moved to approve the Agenda. Subcommittee Member Fine seconded the motion. Approved.
For: Wilson, Fine, Waites.
- III. Approval of Minutes:** Copies of the Minutes from the Case Review Subcommittee meeting from February 9, 2016 were distributed and reviewed. Subcommittee Member Waites moved to approve the minutes as written. Subcommittee Member Fine seconded the motion. Approved.
For: Waites, Fine, and Wilson.
- IV. Public Comments:** None.
- V. Review of cases:** The Subcommittee reviewed and discussed the following group of CPCs. Recommendations were made to edit several of the letters to the citizen as indicated.
 - A.**
085-15; 090-15; 092-15
095-15-Repititious wording in the complaint section;
097-15-Check letter for consistency of the officer's name in the findings;
098-15;
100-15; 103-14; 105-15; 112-15;
113-15-Remove officer's full name from letter;

114-15; 116-15; 117-15;
118-15-Remove officer's full name from letter;
119-13; 124-15;
125-15-Remove officer's full name from letter;
129-13-Complaint section needs more background information;
129-14;
129-15-Lengthy narrative repeated for every SOP allegation;
132-13-Letter was an initial complaint letter, not a findings letter;
138-15; 140-15; 141-15; 185-15;
186-15-Complaint section needs more background information;
191-15-Narrative in letter is too long;
196-15-References to the officer are confusing and needs to be reworded;
201-15; 203-15; 205-15; 217-15;
222-15-Letter needs more clarification and detail about the investigation.

- B.** Writing style of the letters needs to be improved. A template could be written as a guide for investigators to follow for consistency. Subcommittee member Wilson offered to write a sample template.
- C.** Director Harness will email Board members the list of CPCs discussed today.
- D.** The next group of cases to be reviewed by the Case Review Subcommittee will include all of the older cases that remain on SharePoint, plus any new cases that have less than 120 days as of this meeting.
- E.** Subcommittee member Fine moved to approve the CPCs discussed in this meeting as a consent agenda to be presented to the full Board on March 10, 2016. Subcommittee member Waites seconded the motion. **Approved.**
For: Waites, Wilson, and Fine.

VI. Discussion of Flow Chart:

- A.** Discussed adding timelines to the chart. Timelines could be color coded for greater clarity.
- B.** Mark Baker has concerns about the wording regarding "Cases prepared for APD..." because of timing constraints.
- C.** The Federal Monitor recommends that if the POB is unable to review findings within the 30-day timeline, it should be forwarded to the Chain of Command without POB review.

- i. The Subcommittee members strongly disagree with this recommendation, as their work is largely about being able to review complaint findings.
- ii. Subcommittee member Waites will ask Beth Mohr to speak with Dan Giaquinto for clarification on whether the recommendation is meant to be a failsafe in situations where there isn't enough time, or if they want it to be the standard.
- iii. The POB will do everything in its power to keep its commitment to the public and provide oversight.

D. Eliminate box on flow chart for “If Chief does or does not agree...”

E. Add the word “Serious” to Use of Force in the box at the top of flow chart.

VII. CPOA Report, Director Edward Harness:

- A. Chief Eden and Assistant Chief Huntsman will be at the next POB meeting out of interest in the Officer Involved Shooting case.
- B. The next CRC meeting can devise a mechanism for reviewing OIS cases that Director Harness has for them to review, including expired OIS cases.
- C. A Data Analyst candidate has been offered the position and will be in the office on Wednesday to discuss job details.

VIII. Other Business and Committee Recommendations: None

IX. Next Meeting: The next Case Review Subcommittee meeting is scheduled for Wednesday, March 16, 2016 at 10:00 a.m. A member of the monitoring team could be invited to attend the meeting, since they will still be in town.

X. Adjournment: Subcommittee member Waites moved to adjourn the meeting. Subcommittee member Fine seconded the motion. Meeting adjourned at 11:45 a.m.

APPROVED:

 Jeffrey Scott Wilson, Chair
 Case Review Subcommittee
 CC: Julian Moya, City Council Staff
 Natalie Howard, City Clerk
 Dan Lewis, City Council President

 Date

“Attachment A”

Case Review Committee (CRC) Flowchart- DRAFT

