

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD  
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE**

*Dr. William Kass - Chair*

*Tara Armijo-Prewitt*

*Eric Olivas*

*Cathryn Starr*

Edward Harness, CPOA Executive Director

**Members Present:**

Dr. William Kass

Tara Armijo-Prewitt

Chantal M. Galloway

Eric Nixon

**Members Absent:**

Eric Olivas

Cathryn Starr

**Others Present**

Diane McDermott, CPOA

Valerie Barela, CPOA

Ali Abbasi, CPOA

Patricia Serna, APD

**Thursday, July 2 at 4:30 pm  
By Video Conference**

**Minutes**

- I. Welcome and Call to Order:** Chair Dr. Kass called to order the Policy and Procedure Review Subcommittee meeting at 4:37 pm.
  - a. Board members Galloway and Nixon participated in the meeting in lieu of Policy and Procedure subcommittee members Olivas and Starr.
- II. Approval of the Agenda**
  - a. Agenda approved
- III. Approval of the Minutes from June 4, 2020**
  - a. Chair Dr. Kass recommends to table approval of June 4, 2020 Minutes to the next scheduled Policy and Procedure meeting.
- IV. Conduct and Ethics Policy Review and Edit**
  - a. Policy and Procedure Subcommittee recommends to table the Conduct and Ethics Policy Review and Edit to the next scheduled subcommittee meeting.
  - b. Chair Dr. Kass will consult with Board Attorney to get clarity on Leave of Absence policy.

## **V. SOP Review**

- a. Recent OPA/PPRB meeting SOPs
  1. Chair Dr. Kass provided a summary of the recent SOPs discussed OPA and SOPs that will be discussed at the next PPRB meeting.
- b. Policy review principles and strategy
  1. Policy and Procedure subcommittee discussed possible strategies for Policy review.  
**\*\*\*Member Nixon left the meeting at 5:28 pm\*\*\***
  2. Chair Dr. Kass will distribute the draft of APD SOP 1-46 to subcommittee members with guidance on review and SOP 1-46 will be discussed at the next Policy and Procedure Subcommittee meeting.
- c. Responding to SOP's reviewed by APD
  1. Policy and Procedure subcommittee discussed that this body will prepare a written response to APD's Office of Policy Analysis with a recommendation or non-recommendation to the 30-day commentary period of SOP's.

## **VI. Other business**

- a. None

## **VII. Next meeting August 6, 2020 at 4:30pm**

## **VIII. Adjournment**

- a. The meeting adjourned at 6:30 pm.