

minutes

| Personnel Subcommittee | | |
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| 2.1.2019 | 9:34am -10:43am | Plaza Del Sol, Basement Hearing Rm. Abq, NM |
| Meeting called by | Galloway | |
| Type of meeting | Personnel | |
| Facilitator | Harness | |
| Note taker | Katrina | |
| Timekeeper | Katrina | |
| Attendees | Chair Chantal Galloway, Joanne Fine, Director Harness and Diane McDermott | |
| Ordinance Update and Personnel Contact Recommendation | | |
| | Galloway | |
| Discussion | Personnel discussed the proposed ordinance changes regarding the committee and Executive Director's Review at City Councils last meeting . | |
| Conclusions | Motion by Member Fine to propose to the board that they object to the portion of the revised ordinance That requires that the Executive Director of CPOA evaluation be disseminated throughout the City. Member Galloway second the motion. Member Fine will reach out to Mary Scott with Human Resources regarding Issues and questions regarding Executive Directors contract. | |
| Action Items | Person Responsible | Deadline |
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| 2017/18 Evaluation Recommendations. A) Evaluation Tool Recommendation. B) Plan for Evaluation 1-3 | | |
| | Galloway | |
| Discussion | Chair Galloway provided an evaluation tool recommendation document titled Evaluation Criteria Based On Albuquerque Civilian Police Oversight Agency Ordinance (see attached). A) Evaluation Tool Recommendation. And make sure compliance is met. B)Plan for Evaluation 1. Evaluation Period. 2. Stakeholders 3. Start/End Dates | |
| Conclusions | A) Motion by Member Fine to present the evaluation tool for the board's approval. Chair Galloway second The motion. A second motion made by Member Fine that the second half of the evaluation tool for the position of Executive Director be Presented to the board not ordinance related, managerial, organizational and design for stake holders not the board. Chair Galloway Second the motion. B)1. Motion by Member Fine on the evaluation period a review would be conducted In January results to board In February meeting. Chair Galloway second the motion. 2. Create a list of outside stake holders for Executive Directors evaluation. 3. Personnel will distribute evaluation to the involved individuals and requesting feedback at a later time. | |
| Action Items | Person Responsible | Deadline |
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| Job Description Presentation to Full Board Recommendation | | |
| | Galloway | |
| Discussion | Discussion on Executive Directors job description on file with Human Resources. | |
| Conclusions | Personnel will provide existing job description at the next POB meeting and will revise with new Oversight Ordinance is amended. | |
| Action Items | Person Responsible | Deadline |
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minutes

| Progressive Disciplinary Action policy Recommendation | | |
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| | Galloway | |
| Discussion | Personnel Discussed discipline process. | |
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| Conclusions | Member Fine will get clarification from Mary Scott with Human Recourses and provide a update at the Next Personnel meeting. | |
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| Close session for Personnel matters | | |
| | Galloway | |
| Discussion | Chair Galloway did a roll call vote to go into a closed executive session for meeting with counsel re: Personnel Issues and Closed Discussion to discuss Possible Action re: Personnel Issues a. limited personnel matters pursuant to NMSA 1978 Section 10-15-1(H)(2). At 10:33am, the Personnel Subcommittee went into an executive session. | |
| Conclusions | The Personnel Subcommittee came out of an executive session at 10:42am. A motion was made by Chair Galloway to come out of an executive session and return to normal business. Member Fine second the motion. Roll call Vote by Chair Galloway. | |
| | Next meeting February 22, 2019 at 9:30am | |
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minutes

APPROVED:

 2/22/2019
Chantal Galloway, Chair Date
Personnel Subcommittee

CC: Julian Moya, City Council Staff
Katy Duhigg, City Clerk
Klarissa Pena, City Council President (via email)

Minutes drafted and submitted by:
Katrina Sigala, Senior Administrative Assistant

Evaluation Criteria Based on Albuquerque Police Oversight Agency Ordinance

| Topic | 95-100% - 5 | 80-95% - 4 | 65-80% - 3 | 50-65% - 2 | < 50% - 1 | Score |
|--|-------------|---------------|------------|------------|-----------|-------|
| 1. Ensure the Administrative Office received and processes all civilian complaints or commendations directed against/to the Albuquerque Police Department and any of its officers | 95-100% - 5 | 80-95% - 4 | 65-80% - 3 | 50-65% - 2 | < 50% - 1 | |
| 2. Conduct, monitor and report on police internal affairs matters. | 95-100% - 5 | 80-95% - 4 | 65-80% - 3 | 50-65% - 2 | < 50% - 1 | |
| a. Independently investigate, or cause to be investigated, all civilian complaints; | | | | | | |
| b. Prepare findings and recommendations for review by the POB; | | | | | | |
| c. Audit and monitor incidences of use of force by police and all matters under investigation by APD's Internal Affairs (IA) or other APD personnel tasked with conducting administrative investigations related to a use of force incident; | 95-100% - 5 | 80-95% - 4 | 65-80% - 3 | 50-65% - 2 | < 50% - 1 | |
| d. Shall prepare proposed findings and recommendations on all officer involved shootings and serious uses of force as defined by Article III, Paragraph 12, Subsection (qq) of the court approved DOJ Settlement Agreement with the City of Albuquerque. | 95-100% - 5 | 80-95% - 4 | 65-80% - 3 | 50-65% - 2 | < 50% - 1 | |
| i. Regularly confer with IA and take reasonable steps to coordinate the handling of investigations into matters that reasonably may lead to a criminal charge against an officer. | | | | | | *** |
| ii. The Director shall confer with the relevant prosecuting agency and/or federal law enforcement agency to assess the likelihood of an officer being criminally prosecuted based on the incident before taking action related to a serious use of force or officer involved shooting. | | | | | | *** |
| 3. Provide staffing to the POB. | | | | | | |
| 4. Manage day to day operations of the CPOA. | Always - 5 | Sometimes - 3 | Never - 1 | | | |
| a. Prescribe the duties of staff members. | Always - 5 | Sometimes - 3 | Never - 1 | | | |
| b. Meeting agendas are posted in accordance with OMA. | | | | | | |
| c. Meeting minutes are posted in accordance with OMA. | | | | | | |
| d. Email communication to @pob.gov is responded to and Board Members have been notified of the response within one week. | | | | | | |
| d. Board Member packets are complete and accurate. | | | | | | |

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| <p>5. Reports to the Mayor and City Council:</p> | | | | |
| <p>a. Outreach efforts, annually;</p> | Yes - 5 | No - 1 | | |
| <p>b. Written reports, semi-annually, containing:</p> | Yes - 5 | No - 1 | | |
| <p>i. Data relating to the number, kind and status of all complaints received including those complaints sent to mediation;</p> | Yes - 5 | No - 1 | | |
| <p>ii. Discussion of issues of interest undertaken by the POB which may include:</p> | Yes - 5 | No - 1 | | |
| <p>1. Suggested policy and/or procedural changes;</p> | Yes - 5 | No - 1 | | |
| <p>2. A listing of complaints and allegations by Council District;</p> | Yes - 5 | No - 1 | | |
| <p>3. Statistical ethnicity of subject officers;</p> | Yes - 5 | No - 1 | | |
| <p>4. Statistical ethnicity of complainants;</p> | Yes - 5 | No - 1 | | |
| <p>5. Updates on prior issues and/or recommendations.</p> | Yes - 5 | No - 1 | | |
| <p>iii. The CPOA's findings and the Chief of Police's issuance of discipline on those findings and the ongoing disciplinary trends of the Police Department;</p> | Yes - 5 | No - 1 | | |
| <p>iv. Information on all public outreach initiatives undertaken by the POB or the Director such as:</p> | Yes - 5 | No - 1 | | |
| <p>1. Speaking engagements;</p> | Yes - 5 | No - 1 | | |
| <p>2. Public safety announcements;</p> | Yes - 5 | No - 1 | | |
| <p>3. Public information brochures on the oversight process;</p> | Yes - 5 | No - 1 | | |
| <p>v. The status of the long-term planning process identifying major problems, policy suggestions, and studies as required by § 9-4-1-4(C)(5);</p> | Yes - 5 | No - 1 | | |
| <p>vi. Identification of any matters that may necessitate the City Council's consideration of legislative amendments to the Police Oversight Ordinance; and</p> | Yes - 5 | No - 1 | | |
| <p>vii. The amount of time the POB dedicated to the policy activities prescribed by § 9-4-1-4(C)(5) relative to its other activities over the past quarter.</p> | Yes - 5 | No - 1 | | |
| <p>c. Oral reports, quarterly.</p> | 5 | 4 | 3 | 2 1 |
| <p>6. Ensure APD provides POB members, the Director, and CPOA staff with reasonable access to APD premises, files, documents, reports, and other materials that are reasonably necessary for the agency to perform thorough, independent investigations of civilian complaints and reviews of serious use of force and officer involved shootings.</p> | Yes - 5 | No - 1 | | |

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| <p>7. Ensure Internal Affairs provides weekly updates to the Director on all open investigations.</p> <p>a. Director's investigation report and findings shall include whether within the past year there were any IA investigation or supervisor generated complaints against the officer(s) involved in the incident being investigated or that there are otherwise relevant to the subject matter of the investigation, the general nature of the prior investigations or complaints, and whether they resulted in discipline;</p> <p>b. That redacted personnel records including those of the Internal Affairs Unit shall be made available to the POB on demand.</p> | | | | | *** |
| <p>8. CPOA Policy Recommendations</p> <p>a. Engage in a long-term planning process through which it identifies major problems or trends, evaluates the efficacy of existing law enforcement practices in dealing with the same, and establishes a program resulting in policy suggestions and studies each year.</p> <p>b. Ensure the POB shall review and analyze policy suggestions, analysis, studies, and trend data collected or developed by the Administrative Office, and shall by majority vote recommend policies relating to training, programs and procedures or other matters relating to APD.</p> <p>i. Ensure that the POB's policy recommendations are submitted to APD and City Council.</p> <p>c. Ensure that the POB dedicates a majority (more than 50%) of its time to these functions.</p> | | | | | *** |
| <p>9. Ensure POB members completed required orientation, trainings, and ongoing requirements for membership.</p> <p>10. Ensure compliance with the New Mexico Open Meetings Act.</p> <p>a. Prepared agenda is distributed in advance to the Mayor, City Council, Police Chief, and City Attorney.</p> <p>b. Coordinate with the appropriate government access channel for televised broadcast of Board meetings.</p> | <p>95-100% - 5</p> <p>80-95% - 4</p> <p>65-80% - 3</p> <p>50-65% - 2</p> <p>< 50% - 1</p> | | | | |
| Total Score Based on Ordinance Criteria | | | | | |