



Phase and Activities <sup>1</sup>	Output/Deliverable <sup>2</sup>	Responsible <sup>3</sup>	End Date <sup>4</sup>	Report TOC Correspondence <sup>5</sup>
<p><b>Phase 2: Update on Reforms: Presenting Actions Taken and Needed</b></p> <p>1. Reports on Reforms Adopted</p> <ul style="list-style-type: none"> <li>○ POC</li> <li>○ IRO</li> <li>○ APD</li> </ul> <p>2. Summarize Citizen Input on Changes</p>	<p>1. Presentations on CCP Changes</p> <p>2. Summary of Citizen Input</p>	<p>Cameron Hammer Banks</p> <p>UNM SPA</p>		<p><b>Part 2: Reforms Adopted Prior to POTF</b></p> <p>A. CCP Changes and Status</p> <ul style="list-style-type: none"> <li>○ POC</li> <li>○ IRO</li> <li>○ APD</li> </ul> <p>B. Change Rationale</p> <p>C. CCP Citizen Change Requests</p>
<p><b>Phase 3: Examine Special Issues: Understanding Effects on CCP Process<sup>3</sup></b></p> <p>1. Alternative Models for Oversight</p> <p>2. Subcommittee Reports</p>	<p>1. Briefing</p> <p>2. Subcommittee Briefings &amp; Report</p> <p>3. Subcommittee Briefings &amp; Report</p> <p>4. Subcommittee Briefings &amp; Report</p>	<p>Walker</p> <p>SMEs</p> <p>SMEs</p> <p>SMEs</p>		<p><b>Part 3: Special Issues Outside the Current CCP</b></p> <p>A. CCP Relations with Public, Minority, and Special Needs Communities</p> <p>B. CCP Role in Use of Force Options</p> <p>C. CCP Relations with APD and IA</p> <p>D. Effects of CBA &amp; HR on CCP Process</p>
<p><b>Phase 4: Reporting: Making Recommendations Final and Writing a Report</b></p> <p>1. Draft Recommendations</p> <p>2. Draft Report</p> <p>3. Review Report</p> <p>4. Finalize Report</p> <p>5. Submit Report</p>	<p>1. Draft Recommendations</p> <p>2. Draft Report</p> <p>3. Review Report</p> <p>4. Finalize Report</p> <p>5. Submit Report</p>	<p>Management Subcomm., POTF</p> <p>UNM SPA</p> <p>Council Staff</p> <p>Full POTF</p>		<p><b>Part 4: Recommendations</b></p> <p>A. CCP System Changes</p> <ul style="list-style-type: none"> <li>○ POC Practices and Operations</li> <li>○ IRO Practices and Operations</li> <li>○ APD/IA Interface</li> <li>○ Other Offices Interface</li> <li>○ Labor Relations Suggestions</li> <li>○ Special Issues Suggestions</li> </ul> <p>B. Ordinance and Rule Changes</p> <p>C. Resources and Budget</p> <p>D. Timing and Evaluation</p>

## **NOTES**

1. Due to scheduling challenges, activities in phases may overlap run in parallel and are not in strict sequence. For example, the Town Halls run through the entire first phase and may continue into other phases.
2. Outputs/Deliverables are rough ideas of deliverables necessary to summarize work and serve as informational inputs into a final POTF report.
3. Responsible parties are illustrative, but the idea is to make someone responsible for products so that work will get done.
4. End dates are suggestions and illustrative only.
5. This is an illustrative Table of Contents (TOC) for a final POTF report that will capture the work of the committee and encapsulate recommendations for transmittal to the City Council. The TOC is pegged to the POTF deliverables.
6. Subcommittees are illustrative only, but are first consideration of additional issues to be considered that are important to, influenced by, but may reside outside of the CCP. The number of subcommittees was chosen for a roughly equal distribution of POTF members.

### **7. Acronyms**

- APD Albuquerque Police Department
- CBA – Collective Bargaining Agreement
- CCP – Citizen Complaint Process
- HR – Human Resource
- IA – Internal Affairs
- IRO – Independent Review Office/Officer
- LMRO – Labor Management Relations Ordinance
- NMLRS – New Mexico Labor Relations Statutes
- POTF – Police Oversight Task Force
- POC – Police Oversight Commission
- SME – Subject Matter Expert
- UNM SPA – University of New Mexico, School of Public Administration

## PROPOSED SUB COMMITTEE STRUCTURE AND SCOPE

**Guiding Principle:** A principle that should be paramount in the committee process is that all subcommittees, assignments, scopes, and recommendations, should be approved by vote of POTF. Also, POTF plenary meeting dates will be scheduled by the full POTF. The POTF Chair shall serve as an ex officio member of all subcommittees.

**Main Charge to POTF:** Review and make Recommendations on the Citizen Complaint Process (CCP). The POTF as a whole should be involved in reviewing, making, and adopting recommendations on selection, organization, structure, roles, relations and processes of:

1. Police Oversight Commission (POC)
2. Independent Review Officer (IRO)
3. Albuquerque Police Department (APD)
4. Differences between policy and practice of foregoing (Delta)

A key task for the entire POTF upon receiving recommendations from subcommittees will be to address policy changes that aim to guarantee the responsiveness and accountability of the police oversight process and the CCP. This may take the form of recommendations on transformation of the entire system or changes in specific systemic processes. This would include tracking and feedback mechanisms of the CCP.

### Subcommittee Charges

Subcommittees will focus on important contributing issues and processes that provide a framework for the above, such as collective bargaining agreements, labor relations and human resource policies, or that intersect with but may rest outside these processes, such as community relations, use of force, recruiting, or training. Subcommittees should advance any recommendations that the members believe the full POTF ought to consider. Also, it is important to note that subcommittee charges are not confined to peripheral changes in the processes but can and should include policy suggestions that change the CCP to promote accountability and responsiveness. If subcommittees deem it necessary to recommend specific changes to policies, ordinances, rules, regulations, procedures, processes, structures, or other mechanisms, they should do so. Suggested subcommittees:

#### 1. Public Awareness and Opinions of Inputs to the CCP

The scope for this subcommittee includes issues around ensuring that citizens are aware of and have access to the CCP and other access and process related issues. Also, it includes community interaction and relations of the CCP and involved offices and departments with Special Needs, Disadvantaged and Minority Communities. One focus of this subcommittee will be to look at how the CCP can improve its collection of citizen issues.

#### 2. Education, Training, and Qualifications of CCP Involved Offices

The scope for this subcommittee includes all issues involved in ensuring a qualified set of actors and institutions in the CCP process including the ongoing update of knowledge, skills, and abilities for this purpose. The main offices considered are APD, IRO, and POC and their employees, but the scope is not necessarily limited to them and this subcommittee would consider important training related issues such as officer recruitment, selection, use of force, and relations with the APD academy as well as the qualifications and training of the POC members or the IRO.

### **3. Frameworks for Accountability, Negotiation, Alternative Dispute Resolution, Collective Bargaining, Labor Relations and Human Resource Management**

The scope for this subcommittee includes all issues pertaining to accountability and negotiating outcomes for all participants in the process including citizens and officers, management and labor, or employees and supervisors, as well as others. This could include review of all mechanisms for accountability including the division of labor among the APD and the IRO and the tracking of complaints and their resolution as well as the monitoring of change in both institutions. Also, it could include examining the potential for mediation or other resolution mechanisms as part of the CCP process, recommendations on the scope of future contractual negotiations, as well as changes in the policies governing relations of the offices under consideration. Labor management relations as well as supervision and related policies such as standard operating procedures might be considered by this subcommittee.

### **4. Management and Drafting**

The scope for this subcommittee will touch on the issues related to the management of the POTF process, the management, organization, and funding of the CCP, as well as other pertinent issues related to the management of the offices involved. In addition, it will cover the assembly and drafting of the final POTF recommendations and reporting of them in an acceptable format. This may include drafting a report for approval by the full POTF.