

**POLICE OVERSIGHT BOARD  
CASE REVIEW SUBCOMMITTEE**

**Monday, October 27, 2015 – 11:00 a.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

Paul Skotchdopole

Michelle Contreras

Diane McDermott

**MINUTES**

- I. Welcome and Call to Order:** Subcommittee Chair Moira Amado-McCoy called the meeting to order at 11:00 a.m.
- II. Approval of the Agenda:** Board Member Fine motioned to approve agenda. Board Member Waites seconded the motion. Passed.  
**For:** Fine, Waites, Amado-McCoy
- III. Public Comments:** None.
- IV. Update: Legal and Procedural Advances -** The Case Review Subcommittee discussed several key items, they are:
- A. Letters to citizens
  - B. Timing of complaints
  - C. Procedure for committee review of complaints.
- Board Member Fine moved to bring cases to the table and discuss the batch being used as an example today. Motion seconded by Board Member Waites. Passed.  
**For:** Fine, Waites, Amado-McCoy
- V. New and incoming cases:** The members discussed the issues of police vehicles being operated without current registration.
- A. Discussed policy and review regarding police vehicle registration.
  - B. Discussed a response to the complainant.
  - C. Discussed taking complaints to Policies and Procedures for a policy recommendation.
- VI. Backlogged Process:** The members discussed administratively closed cases, anonymous complaints, and using data for researching patterns.

**VII. Report to Board:** Chair Amado-McCoy will email board and invite them to look at cases via link in email. Cases that are administratively closed will be brought to the board as a consent agenda.

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

**IX. Next Meeting:** The next meeting will be determined by Chair Amado-McCoy by Friday at noon. It is unlikely that a meeting will be held next Tuesday.

It was discussed further that the Dropbox be set up a particular way in order to fill the needs of the committee. Executive Director, Edward Harness recommended that the Dropbox have one folder for cases that the review committee would be reviewing for a particular date.

**X. Adjournment:** Board Member Fine motioned to adjourn and Board Member Waites seconded. Passed.

**For:** Amado-McCoy, Waites, Fine.

The meeting adjourned at 12:40 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