

**POLICE OVERSIGHT BOARD
COMMUNITY OUTREACH SUBCOMMITTEE**

**Tuesday, October 17, 2017 – 5:00 p.m.
Plaza del Sol Building, 600 2nd Street NW
Basement Hearing Room, #160**

Members Present

Rev. Dr. David Z. Ring III
Johnny J. Armijo
Dr. William Kass

Others Present

Amanda Bustos
Michelle Contreras

MINUTES

- I. Welcome and Call to Order:** Subcommittee Chair Ring called the meeting to order at 5:00 p.m.
- II. Approval of the Agenda:** A motion was made by Subcommittee Member Armijo to approve the agenda. Subcommittee member Kass seconded the motion. The motion was carried by the following vote:
For: Armijo, Kass, Ring
- III. Approval of the Minutes for July 18, 2017:**
- a) Prior to the motion, Subcommittee Member Armijo pointed out a clerical error in agenda item III, a), 1. to remove “in” after the word audience. Subcommittee Chair Ring fixed the error on the original minutes and initialed the deletion.
 - b) Members discussed the previous meeting discussion topics regarding the Talking stick method and the fact sheet for the public.
 - c) A motion was made by Subcommittee Member Kass to approve the July 18, 2017 minutes. Subcommittee Member Armijo seconded the motion. The motion was carried by the following vote:
For: Armijo, Kass, Ring
- IV. Public Comments:** There was no public comment.
- V. Discuss Heights Community Center Outreach: 10/09/17**
- a) On October 9, 2017, Subcommittee Member Kass and Amanda Bustos attended the Silver Hills Neighborhood association monthly board meeting and did a presentation about the CPOA and the POB.
 - b) Discussed was had regarding APD recruiting efforts.
 - c) Member Kass suggested that the Outreach Subcommittee members attend at least one Citizen Policing Council (CPC) meeting a month.
- VI. Approval of new Agency Brochure**
- a) Ms. Bustos has a meeting with a graphic designer from ABQ Grafix and will have more information after her meeting with the designer. Ms.

Minutes

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Bustos explained that the CPOA is currently looking to hire a temporary worker to help with the Senior Administrative Assistant with the minutes in order to help her with the large amount of complaints that the office has been receiving. With the extra help, this will relieve Ms. Bustos so she can have more time to work on the brochure.

- b) A copy of the draft brochure/complaint form was distributed and discussed. See attachment "A."
 - 1. Discussed the complaint process which included the informal mediation process.
 - 2. Discussed the brochure format and members gave their input on the design.
 - 3. Member Armijo suggested that the brochure have more information about the Police Oversight Board.
- c) After the discussion on the new brochure/complaint form, this topic will be tabled until the next meeting so that Ms. Bustos can meet with the graphic designer.

VII. Discuss additional avenues of outreach for the POB

- a) **Follow up on Goals, Objectives, etc.**
 - 1. **Further Outreach Activities**
 - i. Members and Ms. Bustos discussed the POB Community Outreach Subcommittee outreach activities with Neighborhood associations at the Community Centers.
 - ii. Ms. Bustos suggested that each member start with their Neighborhood Associations in their areas.
 - iii. Ms. Bustos to send the members the listing of the Neighborhood Associations.
 - iv. Member Armijo will call a couple of Community Centers to arrange for the Community Outreach members to attend Neighborhood Association meetings.
 - v. Ms. Bustos will email the list of the CPC's meetings will be emailed to the members and each will pick a target and share it with each other.
 - vi. Ms. Bustos to attend the meeting to represent the CPOA and one POB Community Outreach Subcommittee to attend to represent the POB.
 - 2. **Goals and Objectives**
 - i. Ms. Bustos will email the subcommittee members for feedback the list of goals that Member Armijo previously compiled for the Community Outreach Subcommittee.

ii. This item will be revisited later.

VIII. Other Business

- a) The Status Conference with Judge Brack will be held on November 16, 2017 and the monitor meetings with the parties will be held on November 17, 2017.
- b) Member Armijo mentioned that his band will be inducted into the New Mexico Hall of Fame at the Kimo Theater on November 4, 2017 at 7:00 p.m., which is by invitation only.
- c) As part of their community policing efforts, APD is having Soda Pop with a Cop on October 18, 2017 from 3:00 p.m. to 5:30 p.m. at the Sonic on Eubank and Lomas.
- d) Subcommittee members gave an update to Subcommittee Chair Ring about what happened at the last POB meeting.

IX. Next Meeting. The Community Outreach Subcommittee meeting next meeting will be held on November 14, 2017 at 5:00 p.m.

X. Adjournment. A motion was made by Subcommittee Member Armijo to adjourn the meeting. Subcommittee Member Kass seconded the motion. The motion was carried by the following vote:

For: Armijo, Kass, Ring

The meeting was adjourned at 6:26 p.m.

APPROVED:

Rev. Dr. David Z. Ring III, Chair

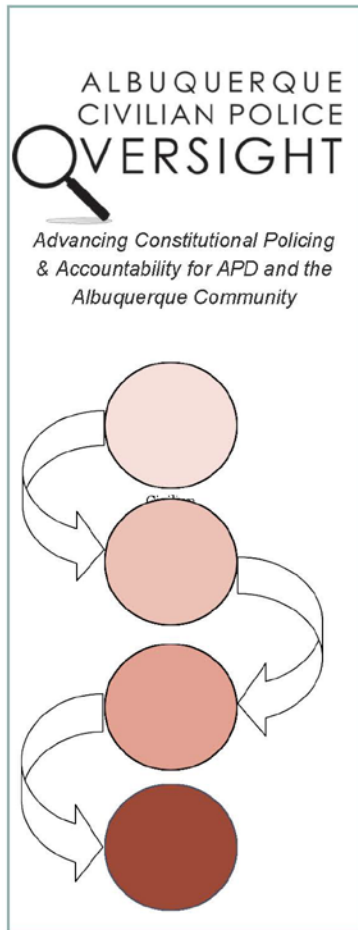
Date

CC: Julian Moya, City Council Staff
Natalie Howard, City Clerk
Isaac Benton, City Council President

Minutes drafted and submitted by:
Michelle Contreras, Senior Administrative Assistant

Attachments

DRAFT



Attachment “A”

What is the Civilian Police Oversight Agency?

The Agency (CPOA) is made up of nine volunteer Police Oversight Board (POB) members who govern the full-time staffed executive director. The executive director manages a team of 4 independent investigators, a community engagement specialist, a senior administrator, and a data analyst.

Together, we receive, review, and investigate civilian complaints and commendations regarding the Albuquerque Police Department (APD) and their standard operating procedures (SOP's).

After an investigation is complete, the executive director makes a disciplinary recommendation. The POB then reviews the recommendation and either approves or suggests that the CPOA review the investigation again. When in agreement, a Findings Letter is submitted to the APD Chief of Police. Subsequently, the Chief of Police has 30 days to respond the Agency.

The Agency also recommends policy, procedure, and training improvements, as well as, publically reports information regarding patters of complaints, findings, and discipline.

We can only investigate misconduct complaints against employee's, both sworn and unsworn, of the Albuquerque Police Department. All other complaints are out of our jurisdiction.

It is important to note that the CPOA is not a lawyer referral and cannot provide legal advice.

FAQ

Can I file my complaint anonymously?

I am afraid to submit my complaint because I fear retaliation, what should I do?

Why should I submit my complaint?

Are there other ways to submit my complaint?

What happens after I submit my complaint?

I am homeless and do not have a mailing address, how will your office contact me?



Business Reply Mail

POSTAGE WILL BE PAID BY ADDRESSEE

Policing the Police

The Civilian Police Oversight Agency is a community agency designed to help the community keep their police department accountable to professional policing.

Albuquerque Police Department Complaint or Commendation Form

This form can be hand delivered to the CPOA office located at the
 Plaza Del Sol Building, 600 and SE, NW Room 815, Albuquerque, NM 87102
 Fax: 505-924-3775
 Email: cpoa@abq.gov
 Mail: CPOA, P.O. Box 1099
 Albuquerque, NM 87103
 TTY (800) 659-8331

Please complete as much information as possible below. The CPOA only accepts complaints and commendations for the Albuquerque Police Department. In order to make sure your accessibility needs are being met, such as sign language interpretation or help completing this form, please contact the CPOA at 505-924-3770.

I want to file a: Complaint Commendation Interested in Mediation? Yes No I need more information

Information about you:

First: _____ Last: _____ Middle: _____
 Home: () _____ Cell/Work () _____ Best time to call? _____
 Email: _____ Preferred Language: _____ Date of Birth: ____/____/____
 Street: _____ Apt: _____
 City: _____ State: _____ Zip Code: _____

Optional: This section is for statistical purposes only. Please circle your answer.

Gender: Male / Female / Other Race: Asian / Black / Mixed Race / Native American / Pacific Islander / White / Other

Sexual Orientation: Heterosexual / Homosexual / Bisexual / Asexual / Other Ethnicity: Hispanic / Non-Hispanic

Do you have a Mental Illness? Yes No

Do you struggle with homelessness? Yes No Were you homeless at the time of the incident? Yes No

Information about the Incident:

Date: ____/____/____ Time: _____ AM / PM

Address/Location: _____

Information about the Albuquerque Police Department employee (s) involved:

Name: _____ Man/I.D. #: _____

Name: _____ Man/I.D. #: _____

Are you submitting this form for someone else? Yes No Did you witness this incident? Yes No

Name of the person you are submitting this form for: _____ Phone: () _____

Additional Witness: Name: _____ Phone: () _____

STATEMENT

Briefly summarize what happened (attach additional pages or documents if needed).

It is important to provide as much information as possible describing the incident in full detail including: location, date, time, officer/employee(s) involved, and witnesses. If names are not known, please include a detailed description of the officer(s) involved.

What outcome are you seeking? _____

Attachment "A"