

**POLICE OVERSIGHT BOARD  
COMMUNITY OUTREACH SUBCOMMITTEE**

**Thursday, December 7, 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 (left early)  
Valerie St. John

**Others Present**

Executive Director Edward Harness  
Amanda Bustos  
Maria Patterson

**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. A motion was made by Subcommittee Member Kass to approve the agenda as written. Subcommittee Member Armijo seconded the motion. The motion was carried by the following vote:
- For: 4- Armijo, Kass, Ring, St. John**
- III. Approval of the Minutes for November 14, 2017:**
- A. A motion was made by Subcommittee Member Armijo to approve the November 14, 2017 minutes. Subcommittee Member St. John seconded the motion. The motion was carried by the following vote:
- For: 4- Armijo, Kass, Ring, St. John**
- IV. Public Comments:** There was no public comment.
- V. Outreach Goals and Objectives**
- A. Special meeting
1. In March, Member Armijo looked at the subcommittee's goals and objectives and sent it to the subcommittee (see attachment "A") but did not receive much feedback. Mrs. Bustos had also put together the subcommittee's ideas for goals, objectives, and structure (part of attachment "A"). Member Armijo suggested that the subcommittee call a special meeting in order to specifically discuss the subcommittee's goals and objectives.
  2. Member Armijo also distributed a document describing the attributes of goals and objectives (see attachment "B") and suggested they discuss how they want to proceed.

3. Chair Ring recalled that the POB had a similar meeting in its earlier days that proved to be a successful model and suggested that Armijo, as the future chair, should hold a special meeting.
4. Member Armijo asked if they could set a date for the special meeting. January 16, 2018 is suggested.
5. Mrs. Bustos mentioned that in this special meeting she would also like to talk about the types of complaints the investigators are receiving. Mrs. Bustos clarified to Member St. John that they would not talk about specific cases in the closed meeting and would thus stay in compliance.
6. Chair Ring suggested that the third floor meeting room may be an ideal location for the meeting.
7. Mrs. Bustos recalled that the CPOA is hosting a CPC summit on January 17<sup>th</sup> and suggested they find a new date for the Outreach Subcommittee special meeting. Director Harness also mentioned that that week the monitor will be in town. Monday, January 22 from 5:30 p.m. to 7:30 p.m. was accepted as a better date and time for the meeting.
8. Member Armijo asked that everyone review the attachments regarding goals and objectives prior to the special meeting in January.

#### **VI. Citizen Policing Council (CPC) Meetings**

- A. Member Kass talked about the CPC meeting he attended in which Dr. Thom Alena presented on restorative justice. Member Kass felt the presentation was well-received.
- B. Member Kass also met with the Police and Community Together (PACT) team from the SE area command at Kap's. Also attending were Lt. Paul Duran, Sgt. Robert Legendre and Officer David Small. The meeting helped Member Kass formulate a few ideas about community outreach:
  1. Member Kass thinks Community Outreach should work as closely with APD as possible; working with PAC groups may be a good way to do that. Member Kass also felt that it would be good for the CPOA to get on the agenda of coalition meetings to make it known that the CPOA exists.
  2. Additionally, Member Kass thinks it would be helpful to reach out to the police themselves. The Southeast PAC people seemed to agree.
- C. Director Harness provided an update on the coalition meetings. Director Harness met with Elizabeth Martinez, Luis Salcedo and Paul Killebrew on Tuesday and for a follow-up conference about CPC meetings.
  1. The CPCs are going to be rudderless; it is unknown if APD has put anyone in position to help the CPCs. Director Harness proposed that

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someone from the CPOA attend all of the CPC meetings for a few months. The DOJ wants the CPCs to go under the CPOA and push the police out.

2. Director Harness noted that the CPC Summit is occurring on the 17<sup>th</sup> so that all of the players are in town for the monitoring team. Director Harness warns that the CPOA must be careful to not let the CPCs flounder during this transition time.

- D. Chair Ring went to the Valley CPC, which was held in a police academy and the entire meeting was a lecture by Michael Cox about crime in Albuquerque. There were twenty people present—ten were officers and ten were civilians—and there was no opportunity for discussion.
- E. Director Harness explained that many of the CPCs are struggling and that the CPOA will have to prop them up during the transition by attending CPC meetings and reminding the CPCs of the settlement agreement paragraphs and their mission.
- F. Director Harness discussed the turnover and how the DOJ is going to brief city councilors about things such as the CPC changes.

**VII. POB Plans for Southwest Area CPC Meeting**

- A. Member Armijo restated that there will be a CPC meeting on January 10 for the Southwest Council with Father Mike.
- B. Member Armijo said that he had the presentations and asked Mrs. Bustos if she was going to do the presentation. He suggested that Mrs. Bustos take the lead on the presentation.
- C. At this CPC, Community Outreach is on the agenda for about thirty minutes. Director Harness noted that the presentation could be catered to the CPC and narrowed to thirty minutes long.
- D. Director Harness said he will be giving the presentation to the cadets on Tuesday, December 19 at 9:00 a.m. and he'll use the PowerPoint presentation if the subcommittee wants to see it.

**VIII. Discuss 6-month Goals for Outreach Meetings**

- A. Chair Ring reasoned that Community Outreach will likely set 6-month goals at the special meeting in January and no further discussion is needed at this meeting.

**IX. Other Business.**

- A. Welcome to Valerie St. John.
- B. Member Armijo asked if all of the subcommittees have chairs and vice chairs. Mrs. Bustos and Director Harness explained that there are chairs but no vice chairs because the subcommittees are too small.

- C. Director Harness suggested that they get POB member Galloway to join Outreach.
- D. The DOJ has asked if Community Outreach is interested in going to the briefings with the new administration and new APD leadership, which will occur on the 19<sup>th</sup>, 20<sup>th</sup>, and maybe 22<sup>nd</sup> of December. The CPOA and POB will be one of the briefing parties.
- E. Subcommittee Chair Ring mentioned that he enjoyed his time as chair and was proud that they have finally been able to do more outreach. The other members thanked Chair Ring for his service.

**X. Next Meeting.**

- A. The Southwest Area CPC will occur on Wednesday, January 10, 2016. The special meeting is planned for January 22, 2018 from 5:30 p.m. to 7:30 p.m. There will not be an additional Community Outreach meeting.
- B. Member Armijo suggested they try to book the third floor room for the meeting on January 22.

**XI. Adjournment.** A motion was made by Subcommittee Member Armijo to adjourn the meeting. Subcommittee Member St. John seconded the motion. The motion was carried by the following vote:

**For: 3 - Armijo, St. John, Ring**

The meeting was adjourned at 5:46 p.m.

APPROVED:

\_\_\_\_\_  
Rev. Dr. David Z. Ring III, Chair

\_\_\_\_\_  
Date

CC: Julian Moya, City Council Staff  
Trina Gurule, Interim City Clerk  
Isaac Benton, City Council President

Minutes drafted and submitted by:  
Maria Patterson, Temporary Administrative Assistant

DRAFT

# Attachments

DRAFT

**An Overview of the Office of Citizen Complaint's Community Outreach  
Strategic Plan**

GOALS	TARGET AUDIENCE	STRATEGIES
<ul style="list-style-type: none"> <li>• Continue to provide information and transparency about the OCC's services, goals and accomplishments.</li> <li>• Continue to gather information about policing concerns from community stakeholders.</li> <li>• Continue building community partnerships with organizations that serve targeted audiences.</li> <li>• Continue developing linguistically and culturally competent communication resources and tools.</li> <li>• Continue to evaluate the effectiveness of its outreach program.</li> </ul>	<ul style="list-style-type: none"> <li>• Community groups, especially those historically and statistically more likely to have contact with law enforcement, and communities that may be linguistically and culturally isolated from police services.</li> <li>• Community organizations and agencies that provide direct services to individuals who will benefit from OCC services.</li> <li>• City agencies, commissions, and elected officials</li> <li>• San Francisco Police Department &amp; Labor Organizations representing San Francisco police officers</li> <li>• Local schools &amp; universities</li> <li>• Media</li> <li>• State, national and international organizations and agencies involved in policing, civilian oversight and policy</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to participate in community forums, district station meetings &amp; other events.</li> <li>• Continue to provide presentations to relevant organizations</li> <li>• Continue to partner with other groups to reach larger audiences.</li> <li>• Increase cultural competency of staff by inviting community organizations to provide training.</li> <li>• Continue to review bilingual staff time dedicated to interpretation and translation services to determine sufficiency of resources.</li> <li>• Continue to develop resource materials such as a Guide for Youth, fact sheets, and PowerPoint presentations.</li> <li>• Continue to enhance website content to include translation of information and materials as well as updated OCC brochures, community locations where complaint forms may be obtained and other informational materials as available.</li> <li>• Monitor and update the OCC's on-line complaint filing system.</li> <li>• Continue to develop a media strategy to increase the public awareness of OCC's services.</li> <li>• Continue to evaluate outreach effectiveness.</li> </ul>

Attachment "A"

POLICE CONDUCT OVERSIGHT COMMISSION  
- Strategic Plan -  
July 1, 2014

**OUR OVERALL OBJECTIVES**

To assure that police services are delivered in a lawful and nondiscriminatory manner and provide the public with meaningful participatory oversight of police policy and procedure.

**OUR VISION**

To be the citizen advisory group the community relies upon to openly discuss policy and procedures of the Minneapolis Police Department, to voice concerns regarding law enforcement/civilian interactions, and the organization that advances credible and meaningful feedback, without obligation to political influences, for the betterment of the City of Minneapolis.

**OUR MISSION**

To be the Citizen advisory group responsible for auditing, outreach and policy review of police conduct in Minneapolis and to be a credible public body that becomes the place community members take their concerns of police/community interactions and police turn to for credible feedback.

**OUR CORE VALUES**

Personal Integrity, Independent and Thorough Oversight, Transparency and Confidentiality, Respectful and Unbiased Treatment, Outreach and Relationships with Stakeholders, Agency Self-examination and Commitment to Policy Review, Professional Excellence, Primary Obligation to Community

**OUR ACTION STRATEGY**

**SIX MONTH GOALS**

- Goals:
- Host community listening session
  - Establish queue system
  - Apprise MPD front office of priority issues
  - Offsite Commission meeting
  - Media piece & talking points
  - Media kit - educate
  - Adopt mission statement that reflects forward looking vision
  - Develop cultural awareness training

**12 MONTH GOALS**

- Goals:
- Use-of-Force Research and Study
  - Coaching Audit with Recommendations
  - Prioritize Queue System
  - Chief's Performance Review
  - Implement cultural awareness training
  - Establish a regular schedule of listening sessions and off-site meetings
  - Establish a relationship with community organizations

**24 MONTH GOALS**

- Goals
- Video and Body Cameras
  - Achieve Consistency with Age of Cases

Attachment "A"



## **OUR FINDINGS**

**SUSTAINED MEANS:** We agree based on a preponderance (50%) of the evidence that your claim is justified;

**NOT SUSTAINED MEANS:** We do not agree based on the evidence that your claim is justified;

**UNFOUNDED MEANS:** There is not enough evidence to support or reject your claim;

**EXONERATED MEANS:** The officer/employees behavior is not a violation of any SOP;

**SUSTAINED NOT BASED ON THE ORIGINAL COMPLAINT MEANS:** That our investigation uncovered a violation by the officer/employee that was not part of your original complaint.

Attachment "A"

POLICE OVERSIGHT BOARD  
COMMUNITY OUTREACH SUBCOMMITTEE MEETING OF 3/27/17

NOTES ON "STRUCTURE"

PREPARED BY DAVE RING, CHAIR

1. Purpose Statement Suggestion: "Spreading Awareness of the Police Oversight Board's Existence and Work".
2. Goals Suggestions:
  - A. Schedule 50% of this group's regular monthly meetings at area community centers or other public gathering sites
  - B. Try hard to learn who our "target audience" is.
  - C. Form strategic partnerships with other community organizations working toward similar purposes
3. Objectives Suggestions
  - A. Develop a 15-minute presentation describing the CPOA/POB for repeated showing
  - B. Open regular communication channels with individual City Councilors
  - C. Get to know (if possible) our "frequent flyers"
  - D. Outreach as inreach – get to know our CPOA staff
4. Timeline Suggestion – Since the make-up of this small group will shift annually, it does not appear that long-term planning is feasible.

Attachment "A"

**POLICE OVERSIGHT BOARD  
COMMUNITY OUTREACH  
COMMITTEE  
STRUCTURE**

***D-R-A-F-T***

*March 2017*

***Mission:***

*To communicate factual information and understanding on the  
CASA agreement and the Police Oversight Board and Civilian  
Police Oversight Agency to citizens*

**GOALS:**

1. To educate as many residents as possible on the POB/CPOA and CASA agreement
2. Have a 15/20-minute video made by GOV TV in the studio outlining the roles of the POB and CPOA by Chair Fine and Ed - that can be presented at the beginning of *most* outreach meetings
3. Have a video presentation made by GOV TV showcasing the director and charwoman on the CASA agreement and roles of the POB and CPOA. *(This could possibly be used by City Councilors in their districts as a tool for information sharing.)*
4. To utilize local news media and social media for transparency by which a much larger audience can gain insight and be empowered to attend all meetings of the POB and Outreach Committee.

Attachment "A"

**OBJECTIVES:**

1. Work with the *Community Engagement Specialist* (Amanda) to coordinate outreach meetings in all quadrants of the county/city
2. Make a listing of locations where we will present
3. Present the video of the POB/CPOA at all outreach meetings to assist in educating residents on the POB and CPOA and CASA agreement
4. Develop **relationship(s)** with one or several of the local television stations to help foster the correct information being broadcast to the community

**TIMELINES:**

General information and ideas to start:

1. First community education outreach effort at the CNM Montoya camps on *April 11<sup>th</sup>*. 5:30-6:30
2. Second community education outreach effort at Westside Community Center on *May 25<sup>th</sup>*, 6-7pm
3. Third community education outreach effort-Bernalillo County Parks and Recreation Director, deputy and all managers and assistant managers of the parks and recreation department-**TBD**
4. Begin by the end of April contacting local television stations. Set up meetings with key management staff and reporters

Attachment "A"

# GOALS AND OBJECTIVES

A **goal** is defined as

1. The purpose toward which an endeavor is directed.
2. The result or achievement toward which effort is directed or aimed.

## Attributes of goals vs. objectives

### Differences in scope

Goals are broader than objectives in the sense that goals are general intentions and are not specific enough to be measured. Objectives are narrow and are set for certain tasks in particular.

### Specificity

Goals are general while objectives are specific. Goals are just general intentions towards the attainment of something while objectives are precise actions for accomplishment of a specific task.

### Tangibility

Goals may be intangible while objectives ought to be tangible. Goals may be directed at achieving non-measurable things while objectives may be targeted at getting measurable things or tasks.

## Comparison chart

Goal versus Objective comparison chart

	<b>Goal</b>	<b>Objective</b>
<b>Meaning</b>	The purpose toward which an endeavor is directed.	Something that one's efforts or actions are intended to attain or accomplish; purpose; target.
<b>Example</b>	I want to achieve success in the field of genetic research and do what no one has ever done.	I want to complete this thesis on genetic research by the end of this month.
<b>Action</b>	Generic action, or better still, an outcome towards which we strive.	Specific action - the objective supports attainment of the associated goal.

Attachment "B"

Goal versus Objective comparison chart

	<b>Goal</b>	<b>Objective</b>
<b>Measure</b>	Goals may not be strictly measurable or tangible.	Must be measurable and tangible.
<b>Time frame</b>	Longer term	Mid to short term

Attachment "B"