

**POLICE OVERSIGHT BOARD
COMMUNITY OUTREACH SUBCOMMITTEE**

**Tuesday, June 20, 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

Others Present

Edward Harness, Esq.
Amanda Bustos
Michelle Contreras

MINUTES

- I. Welcome and Call to Order:** Subcommittee Chair Ring called the meeting to order at 5:05 p.m.
- II. Approval of the Agenda:** A motion was made by Subcommittee Member Armijo to approve the agenda. Subcommittee Chair Ring seconded the motion. The motion was carried by the following vote:
For: Armijo, Ring
- III. Approval of the Minutes:**
- a) A motion was made by Subcommittee Chair Ring to approve the May 30, 2017 minutes. After the motion, Subcommittee Member Armijo discussed that the item VI, c. the meeting is now scheduled for August 14, 2017 at 7:00 p.m. at Height's Community Center. [Note: The August 14, 2017 meeting was scheduled by Member Armijo after the May 30, 2017 Subcommittee meeting; therefore, the minutes for May 30, 2017 will not be amended to reflect the August 14, 2017 date]. Subcommittee Chair Ring seconded the motion. The motion was carried by the following vote:
For: Armijo, Ring
- IV. Public Comments:** None
- V. Call for Outreach – Amanda Bustos**
- a) **Policy Subcommittee Outreach Request – Edward Harness**
1. Discussed that the Policy & Procedure Subcommittee is requesting that the Community Outreach Subcommittee, as an outreach effort, drum up support for the amendments to the Oversight ordinance.
 2. The amended Ordinance will be brought back to the next POB meeting because of an addition and then it will be about getting a sponsor and getting those amendments adopted.

3. After the POB approves the amended ordinance, it will go to Julian Moya and Chris Melendres of City Council for drafting in the proper format and a sponsor appointment.
 4. Discussed the proposed addition to the oversight ordinance, which is adding the provisions of paragraph 288 of the Settlement Agreement.
 5. Ms. Bustos indicated that they will revisit this topic later when the Policy Subcommittee figures out which outreach efforts they are looking for.
- b) **Oasis.** Oasis had invited the CPOA to come to do another presentation at one of their satellite campuses. However, the only dates Oasis had available were on the same days as the POB meetings and so the CPOA had to pass on this opportunity because of the date conflict.
- c) **GOV-TV PSA Proposal.** Discussed that the CPOA were looking at making an internal (such as APD and staff at substation) public service announcement as to inform the public about what the CPOA actually does. The PSA will be put on the GovTV's YouTube and then a link will be sent to the department managers for distribution.
- d) **Follow-Up on New Brochure (See attachment "A")**
1. Discussed the new brochure, which will include free postage. The cost of the brochure is not known yet.
 2. Discussed that the complaint forms will be readily available for citizens to pick up at our all our meetings.
 3. Discussed that the brochure will put on a thumb drive and have it printed in the actual size in order for the POB to get a good look at it before we submit it for a final print job.
- e) **Citizen Policing Council (CPC) Refresher Course.** Mr. Rickman will be coming into Albuquerque on Saturday, July 29, 2017 to do refresher training for the CPC's.
- f) **NACOLE.** Director Harness clarified for Subcommittee Member Armijo that he will sign him up for the NACOLE Conference in Spokane, Washington from September 10-14, 2017.
- g) **New Board Members.** The new POB members are Dr. William Kass and Valerie St. John. Director Harness gave a summary of each of their backgrounds.

VI. Other business: None.

VII. Next Meeting.

- a) The next meeting of the Community Outreach Subcommittee will be on July 18, 2017 at 5 p.m.
- b) On August 14, 2017 at 7 p.m., the Community Outreach Subcommittee will be meeting at Height's Community Center.

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

For: Armijo, Ring

The meeting was adjourned at 5:50 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

ALBUQUERQUE CIVILIAN POLICE OVERSIGHT
 P.O. BOX 1293
 ALBUQUERQUE, NM 87103

POSTAGE WILL BE PAID BY ADDRESSEE
 FIRST-CLASS MAIL PERMIT NO. 5000
BUSINESS REPLY MAIL

NO POSTAGE
 NECESSARY
 IF MAILED
 IN THE
 UNITED STATES

**THE POLICE OVERSIGHT BOARD /
 CONSEJO DE CONTROL POLICIA**

The Police Oversight Board (POB) is made up of five volunteer community members. The POB is responsible for overseeing the CPDA and making policy recommendations to APD. The POB also addresses issues of concern to the community, and holds monthly public meetings to hear from Albuquerque residents regarding police oversight issues.

The Police Oversight Board (POB) is a Nine-Member board appointed by the City Council. The POB is responsible for ensuring the effectiveness of the CPDA and making policy recommendations regarding APD. The POB also addresses issues of concern to the community, and holds monthly public forums to hear from the Albuquerque residents regarding police oversight issues.

**CIVILIAN POLICE OVERSIGHT AGENCY /
 AGENCIA DE VIGILANCIA POLICIA CIVIL**

The Civilian Police Oversight Agency (CPOA) is an independent agency that provides civilian oversight of Albuquerque Police Department (APD) officers and employees. The Executive Director who leads the CPOA, is selected by the POB and approved by City Council.

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We only handle complaints and commendations regarding the Albuquerque Police Department and its employees. Solo tramitamos denuncias y menciones de distinción solo sobre el personal y sus subordinados de APD.

**ALBUQUERQUE CIVILIAN POLICE OVERSIGHT
 AGENCIA DEL CONTROL CIVIL DE LAS AUTORIDADES**

400 2ND STREET NW, ROOM 813
 P.O. BOX 1293
 ALBUQUERQUE, NM 87103

505-924-3770 | FAX: 505-924-3775
 cpoa@cpoa.gov
 fac:eboc.com | abcpoa
 twitter.com/ABQ_CPOA

WWW.CABQ.GOV/CPQA

ALBUQUERQUE CIVILIAN POLICE OVERSIGHT

APD COMPLAINTS & COMMENDATIONS

FORMULARIO DE DENUNCIA Y DISTINCION

Enhancing Mutual Trust Between Albuquerque's Community and Police
 Mejorar el confianza comun entre la comunidad y la policia de Albuquerque

WWW.CABQ.GOV/CPQA

DRAFT

Attachment "A"

DRAFET

COMPLAINT AND COMMENDATION FORM
FORMULARIO DE DENUNCIA Y DISTINCIÓN

Please complete as much information as possible below. Age, gender and race/ethnicity information is for statistical purposes only. The CPQA only accepts complaints and commendations for the Albuquerque Police Department. To make sure your accessibility needs are being met, such as sign language interpretation or help completing this form, please contact the CPQA.

Si tiene dificultades para completar esta información, por favor llame al 505-924-3770. La información sobre edad, género y raza/etnicidad es solo para fines estadísticos. El CPQA recibe denuncias y distinciones para los oficiales de departamento de la policía de Albuquerque.

A fin de garantizar su accesibilidad para todos, por favor llame al 505-924-3770 si necesita un intérprete de lenguaje de señas o si necesita otros recursos para rellenar este formulario. Si tiene dificultades con el CPQA.

Complaint / Denuncia

Commendation / Distinción

Today / Fecha de hoy: _____

YOUR INFORMATION / SU INFORMACIÓN

Name / Nombre Completo: _____
 Home Address / Dirección: _____
 City, State, ZIP / Ciudad, Estado, Código Postal: _____
 Home Phone / Teléfono de Casa: _____
 Cell/Work / Celular/Oficina: _____
 Email / Correo electrónico: _____
 Age / Edad: _____ Gender / Sexo: _____
 Race/Ethnicity / Raza o Etnia: _____
 Preferred language / Idioma preferido: _____

INCIDENT INFORMATION / INFORMACIÓN SOBRE EL INCIDENTE

Date of Incident / Fecha del Incidente: _____
 Location of Incident / Lugar del Incidente: _____
 Case or Citation Number / Número del caso o citación: _____
 Name of Officer / Nombre del Oficial: _____
 Honor # / Número de placa de la distinción: _____

Incident / Distinción # _____
 Position / Puesto / Título o video? _____

Witness Information - Name, Address, Phone, Email / Información del Testigo - Nombre, Dirección, Teléfono y correo electrónico: _____

Description of your complaint or commendation: _____

Description de la denuncia o distinción: _____

What outcome are you seeking? / ¿Qué resultado está buscando? _____

Please attach any additional documents or evidence with this form. For more information, call 505-924-3770. If it is safe to submit video evidence to the CPQA.
 Por favor adjunte documentos adicionales o evidencia con este formulario. Para más información, llame al 505-924-3770. Si es seguro enviar videos como prueba a la CPQA.

TEAR OFF FORM • FOLD AND SEAL CLOSED • NO POSTAGE NECESSARY
CORTE EL FORMULARIO • DOBLELO Y CIERRELO • EL ENVÍO ES GRATIS

- WHAT THE CPQA DOES:**
1. Receives and investigates complaints and commendations regarding the Albuquerque Police Department
 2. Executive Director makes disciplinary recommendations to the APD Chief of Police.
 3. Publicly report information regarding patterns of complaints, findings, and discipline.
 4. Recommends policy, procedure, and training improvement; and
 5. Conducts outreach to the community.
- The CPQA is not a lawyer/referral service and cannot provide legal advice.

HOW TO FILE A COMPLAINT OR COMMENDATION:

To file a complaint or commendation with the CPQA:

- Complete the attached postage paid form and:
- Fax the attached form to (505) 924-3775, or
- Bring or mail it to:

Civilian Police Oversight Agency
 Plaza Del Sol Building, Room 813
 P.O. Box 1293
 Albuquerque, NM 87103

WHAT HAPPENS AFTER A COMPLAINT IS FILED?

- The complaint is assigned to a CPQA investigator for a thorough independent investigation.
- The CPQA Executive Director reviews the outcome of the investigation and recommends the discipline to be imposed, if any.
- The POB reviews the findings of the Executive Director for final recommendation to the Chief of Police.
- Chief of Police agrees or disagrees with the final recommendation. If disagrees, the Chief of Police has 45 days to submit a letter of explanation to the POB.

In appropriate situations, cases are referred to the CPQA Mediation program, which focuses community concerns with independent mediators. This is a voluntary program that allows officers to better understand and learn from community concerns, and allows community members to better understand police policy and procedure.

WHEN A COMMENDATION IS FILED:

Commendation forms submitted to the CPQA are forwarded to APD and filed in the personnel file of the officer.

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Attachment "A"