

**POLICE OVERSIGHT BOARD  
COMMUNITY OUTREACH SUBCOMMITTEE**

**Tuesday, February 22, 2018 – 5:30 p.m.  
Plaza del Sol Building, 600 2nd Street NW  
3<sup>rd</sup> Floor Small Conference Room**

**Members Present**

Johnny J. Armijo, Chair  
Chantal Galloway  
Dr. William Kass  
Valerie St. John

**Members Absent**

James A. Larson

**Others Present**

Edward Harness, Exec. Director  
Amanda Bustos  
Maria Patterson  
Christina Rogers

**MINUTES**

- I. Guest.** Christina Rogers from the Neighborhood Alliance Against Crime introduced herself and explained that their alliance is focused on determining how their community should be policed. The Neighborhood Alliance Against Crime has discussed utilizing environmental design as well as DIY public safety efforts to mitigate crimes. Director Harness noted that their area command's crime specialist should have good resources for those efforts.
- II. Welcome and Call to Order (previously item I):** Subcommittee Chair Armijo called the meeting to order at 5:46 p.m.
- III. Approval of the Agenda:**
- A. A motion was made by Subcommittee Member St. John to approve the agenda as written. Subcommittee Member Galloway seconded the motion. The motion was carried by the following vote:  
**For: 4 - Armijo, Galloway, Kass, St. John**
- IV. Approval of the Minutes from January 22, 2018:**
- A. A motion was made by Subcommittee Member Kass to approve the January 22, 2018 minutes. Subcommittee Member Galloway seconded the motion. The motion was carried by the following vote:  
**For: 4 - Armijo, Galloway, Kass, St. John**
- V. Public Comments:**
- A. Ms. Rogers came to the Outreach meeting to find out what the CPOA and POB do and how the Neighborhood Alliance on Crime might possibly work with them rather than duplicate efforts.

- B. Subcommittee Chair Armijo explained that there is little risk of duplicated efforts and summarized the POB's purpose. Chair Armijo added that the goal of this particular meeting is to clarify the subcommittee's mission statement, goals, and objectives.

**VI. Review Mission Statement Submissions from the Committee:**

**A. Discuss Committee's Ideas and Suggestions**

1. Chair Armijo distributed a document that presented all of the members' suggested mission statements as well as two mission statements Chair Armijo created based on the common themes in the proposed statements. See attachment "A."
2. **Committee Members.** Member Galloway noted that they should talk about who will be in the subcommittee. Member Kass said that will leave the Community Outreach Subcommittee so it will not be a problem. Member Kass also thought they should discuss this topic at the next POB meeting so that every board member has a chance to be part of one or two committees.
3. **Mission Statement.** Member Galloway noted that of the composite mission statements Chair Armijo wrote, she liked the second option better but recommended switching the words "present" and "gather" for better flow.
4. Member Kass noted that they cannot ignore the role of presenting to the community as well because Outreach's communication flows both ways. Member Kass added that individual members will slightly customize the message because the subcommittee members are, first and foremost, members of the community. Chair Armijo replied that he still thinks they need to have a basic message.
5. **Core Message.** Chair Armijo suggested they figure out what the core message is that they will take back to the community. Mrs. Bustos explained the staff receives a lot of calls asking what the POB is and what it can do for the community so it is important to make that clear in the mission statement.
6. Member Kass explained to Ms. Rogers how the Outreach Subcommittee's purpose is very different from that of the CPCs; rather than addressing crime, the POB builds community trust by making APD better. He added that the CPCs are going through significant changes, which is good because they no longer fulfill their original intent.

7. Chair Armijo stated that it is helpful to explain the POB's structure to people and what the different branches (subcommittees) do. He added that, in his mind, the purpose of outreach is to understand and educate.
8. **Outreach Tools.** Member Galloway suggested that it is easier to educate when they have tools, like handouts, so they should work on that. Chair Armijo agreed and noted that Director Harness has an informative presentation.
9. **Liaison.** Member Galloway mentioned she will attend her first CPC meeting soon and hoped she will be able to act as a consistent presence who can work between the community and the POB. The members agreed that would be great. Director Harness suggested she report back at the next meeting and help facilitate follow-ups.
10. **Education.** Mrs. Bustos noted that one key aspect of education should be helping people figure out how they can be engaged in the process and where they can get more information. For example, they could let citizens know where they can find meeting minutes online.
11. **Events.** Director Harness asked if the subcommittee would consider having its own event.
12. **CPCs.** Director Harness explained that the CPCs are now crime-focused but were originally started by the City of Albuquerque after the Boyd shooting to discuss policing practices and training.
13. **Events.** Mrs. Bustos suggested Outreach attend several of fairs. The subcommittee discussed funding and Director Harness said it wouldn't be an issue to allocate resources toward event planning.
14. **Mission Statement.** Mrs. Bustos suggested the mission statement could read, "POB Outreach will attend community events, gather public concerns, and present information to the Police Oversight Board."
15. Member Galloway suggested they change the wording to, "host and attend" and add, "promote and educate the community."
16. Director Harness suggested they take out the first "POB."
17. In order to make it explicit that the communication is bidirectional, they added a section about the subcommittee's role as a conduit.
18. Member St. John asked if "conduit" is the best word to use. Mrs. Bustos suggested they use "bridge" instead of "conduit" in order to be more easily understood by the wider community.

**B. Approve Outreach Mission Statement for POB Meeting**

1. **Final draft.** The mission statement was changed to read, "Outreach will promote the mission of the POB and be the bridge for communication with the community."

2. **Motion.** Member Galloway motioned to accept the mission statement as written above. Member Kass seconded the motion. The motion was carried by the following vote:

**For: 4 - Armijo, Galloway, Kass, St. John**

## **VII. Review Goals and Objectives**

- A. **Events.** Director Harness suggested Outreach host one large event per year.
- B. **Conference.** Mrs. Bustos suggested they look at what other oversight bodies do in terms of events and outreach, using their NACOLE (National Association for Civilian Oversight of Law Enforcement) connections to do so. The subcommittee discussed the upcoming NACOLE conference.
- C. Member St. John suggested they look at the City website to find other events they might attend.
- D. **Police Events.** Member Kass asked if it would be a good idea to attend police events. Director Harness explained outreach with APD is better done through APD's mandatory training events. Member Kass added that more POB involvement in that training would help enforce the POB's existence and oversight to the officers in a more tangible way.
- E. **Event Frequency.** Member St. John clarified that one goal would be to host one event per year and attend one smaller event per quarter.
- F. **TV Exposure.** Chair Armijo brought up the prospect of doing outreach with GOV TV and suggested having Director Harness's presentation on the air. Member Galloway added that getting exposure on KOB and local radio stations would be very beneficial.
- G. **Brochures.** Mrs. Bustos explained that they have brochures in 57 locations around the Albuquerque area but that the brochure is outdated and needs to be replaced (see attachment "B"). Director Harness agreed that the committee needs to prioritize making the new brochures. Mrs. Bustos suggested finalizing the new brochure at the next Outreach meeting so that the board can approve it as soon as possible.
- H. **Objectives.** Chair Armijo suggested that he will review these goals with Mrs. Bustos and work out some objectives before the next meeting.

## **VIII. Discuss 2018 Outreach Committee Schedule**

- A. The subcommittee discussed their schedules.
- B. Member St. John motioned to hold the rest of the Outreach meetings in 2018 on the fourth Tuesday of every month at 5:30 p.m. Chair Armijo seconded the motion. The motion was carried by the following vote:

**For: 4 - Armijo, Galloway, Kass, St. John**

**IX. Next Meeting.** The next Community Outreach Subcommittee meeting will be held on Tuesday, March 27, 2018 at 5:30 p.m.

**X. Other Business.** None.

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

**For: 4 - Armijo, Galloway, Kass, St. John**

The meeting was adjourned at 6:58 p.m.

DRAFT

APPROVED:

\_\_\_\_\_  
Johnny J. Armijo, Chair

\_\_\_\_\_  
Date

CC: Julian Moya, City Council Staff  
Trina Gurule, Interim City Clerk  
Isaac Benton, City Council President (via email)

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

DRAFT

# Attachments

DRAFT

## **MISSION STATEMENT FOR THE POLICE OVERSIGHT BOARD**

### **OUTREACH SUB-COMMITTEE**

Johnny J.

1. To be a voice to/for the community by gaining insight, building communication bridges to ensure transparency, and sharing information from the community to the Police Oversight Board and other relevant parties
2. Develop communication and build bridges with citizens and others to foster the process of law enforcement reform in the city
3. Promote accountability, transparency and communication with citizens and others to make positives changes in law enforcement

Valarie

Our goal is to be the bridge between the community and the Police Oversight Board, through educating the public on our purpose and being their voice.

Bill

The POB will honestly communicate with the Community, APD and City government to relate the status of police oversight, recommend improvements in APD policies and practices and assure that Community views and their values are reflected

Chantel

The Community Outreach Committee exists to act as an advocate on behalf of and a voice for the citizens of Albuquerque;

we seek both complaints and commendations about members of the Albuquerque Police Department from members of the community to identify trends and will work with the full POB to propose solutions where necessary in the form of policy recommendations to APD. We commit to

operate with transparency and encourage Albuquerque citizens to communicate with our members openly and frequently.

Jim

#### MISSION

Describe the POB responsibilities to citizens who are the eyes and ears of the community and to hear their concerns and be their voice in collaboration with APD to advocate responsive policy and other solutions for identified community concerns and problems.

- 
1. sharing information from the community to the Police Oversight Board and other relevant parties voice to/for the community
  2. foster the process of law enforcement reform in the city
  3. bridge between the community and the Police Oversight Board, through educating the public on our purpose and being their voice.
  4. bridge between the community and the Police Oversight Board, through educating the public on our purpose and being their voice.
  5. communicate with the Community relate the status of police oversight assure that Community views and their values are reflected
  6. advocate on behalf of and a voice for the citizens of Albuquerque; identify trends form of policy recommendations to APD, communicate with our members openly and frequently.
  7. responsibilities to citizens eyes and ears of the community and to hear their concerns and be their voice advocate responsive policy

**SHARED PHRASES:**

Community

Police Oversight Board

Communicate

Bridge

**MISSION STATEMENT**

**POLICE OVERSIGHT BOARD-OUTREACH  
COMMITTEE**

- A. To communicate and be a bridge from the community to the Police Oversight Board. 14 words
  
- B. To present and gather information from the community and communicate to the Police Oversight Board. 15 words

Attachment "A"

**THE CIVILIAN POLICE  
OVERSIGHT AGENCY**

The Civilian Police Oversight Agency (CPOA) was established in 2014 after the City amended its Police Oversight Ordinance and replaced the former Police Oversight Commission and Independent Review Office. The CPOA provides citizens with an independent, impartial, investigatory body to investigate their complaints and compliments about Albuquerque Police Department employees.

This brochure will provide you with instructions on how to file your complaint or compliment with the CPOA and explain the investigatory process to you.

# The Civilian Police Oversight Agency

**Mailing Address:**

CPOA, City of Albuquerque  
P.O. Box 1293, Albuquerque,  
NM 87103

**Physical Address:**

600 2nd NW #813  
Albuquerque, NM, 87102  
(505) 924-3770

[www.cabq.gov/CPOA](http://www.cabq.gov/CPOA)

THE CITY OF  
ALBUQUERQUE

## Civilian Police Oversight Agency



An independent Agency of civilian professional investigators and community members who receive, investigate and review complaints, as well as complaints, about the Albuquerque Police Department. The Agency also reviews APD policies, practices, and procedures, making recommendations to the Chief of Police.

[www.cabq.gov/CPOA](http://www.cabq.gov/CPOA)  
505-924-3770

Attachment "B"

## Tell About Your Experience with the Albuquerque Police Department

**INPUT INFORMATION** There are many ways you can file a complaint (A Job Well Done Form) or complaint (Citizen Police Complaint) about APD Employees. All complaints will be received and thoroughly investigated. You have the option of providing your input by several means:

- **Online**  
([www.cabq.gov/CPOA](http://www.cabq.gov/CPOA))
- **Written**  
(Mail or hand-deliver)
- **Fax** (505-924-3775)
- **Verbal** (to CPOA or APD employees)
- **TTY** (800-659-8331)
- **Ask for an APD supervisor**

You can have someone else file a Complainant or Complaint for you and you can file one on behalf of another. You may also file an anonymous Complaint or Complaint. Please keep in mind that anonymous Complaints are more difficult to investigate because we will not be able to contact you for more information.

Written Input forms may be located at the CPOA office, all APD facilities, public libraries, community centers, or by asking any uniformed APD Officer. You can also file a Complaint or Complaint online at [www.cabq.gov/CPOA](http://www.cabq.gov/CPOA)

## INVESTIGATION PROCESS OF A COMPLAINT

You are encouraged to file complaints as soon as possible and with as much information in order to help make sure your allegations are thoroughly investigated and in a timely manner.

Regardless of how and when your complaint is received, it will be forwarded to the CPOA for investigation. Upon receipt of your complaint, the CPOA will notify you in writing, if you provided a contact address. APD Internal Affairs does not investigate citizen complainants. Complainants involving criminal allegations will be forwarded to the appropriate criminal agency to investigate the criminal allegation; however, the CPOA will still conduct an administrative investigation. Mediation may be encouraged, based on the nature of the allegation.

When the investigation is completed, the CPOA will notify you in writing of its findings. If you are unsatisfied with the CPOA's findings or recommendations or those of the Chief of Police, you may request a reconsideration within 30 days.

If you file a complaint, it is unlawful and against APD Policies for anyone to retaliate against you for the filing of the complaint.



## THE CIVILIAN POLICE OVERSIGHT AGENCY (CPOA)

The Police Oversight Board (POB) consists of 9 volunteers who lead the CPOA. The POB's monthly meetings are open to the public and televised on GovTV. The meetings are held in City Council Chambers, basement of City Hall, One Civic Plaza, Albuquerque, 87102.

The POB typically meets on the 2nd Thursday of the month. Meeting schedules and Agendas can be found at [www.cabq.gov/CPOA](http://www.cabq.gov/CPOA)