

**POLICE OVERSIGHT BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE**

**Thursday, March 22, 2018 – 5:00 p.m.
Plaza Del Sol Building, 600 2nd Street NW
Third Floor Small Conference Room**

Members Present

Dr. William Kass, Chair
Eric Cruz
Chelsea Van Deventer

Members Absent

James A. Larson

Others Present

Edward Harness, Exec. Director
Diane McDermott
Maria Patterson
Charles Arasim

Minutes

- I. **Welcome and Call to Order:** Subcommittee Chair Kass called the meeting to order at 5:02 p.m.
- II. **Approval of Agenda:** There were no additions to the agenda.
- III. **Approval of the Minutes:** Subcommittee Chair Kass signed the minutes from February 13, 2018 and February 27, 2018.
- IV. **Public Comments:** None.
- V. **Policy and Procedure Strategic Discussion:**
 - A. **What should the subcommittee be doing as required by Ordinance and CASA?**
 - B. **Where do we go from here?**
 - i. **SOP Focus.**
 - a. Member Van Deventer expressed her concern that the subcommittee limits itself by only focusing on SOPs.
 - b. Chair Kass and Director Harness replied that SOPs are not limiting because there is an SOP for every facet of APD workings. If an SOP does not exist, it can be written.
 - ii. **Procedure and Compliance Plan.**
 - a. Member Kass suggested the subcommittee develop a plan for how the subcommittee's own policy process will be accomplished.
 - b. Member Van Deventer suggested developing an internal procedure and compliance plan and working on individual policies in a parallel manner rather than trying to develop a procedure plan up front.
 - c. Member Cruz suggested the other members each pick a policy to work on and Member Cruz will craft an internal

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procedure and compliance plan based on the other members' experiences with developing their policies.

iii. **Brainstorming Session.**

- a. It was determined that, prior to the next regularly scheduled meeting, the Policy and Procedure Subcommittee will have a closed meeting to:
 1. Go over policies that have already been recommended and determine if those policies require follow-up.
 2. Brainstorm new policies or policy areas each member would be interested in working with.

VI. APD Relationship: Discuss SOP 3-52 Rewrite Status, SOPs Coming Up for Review at APD

A. 3-52 Rewrite. Director Harness explained that 3-52 will be redrafted to fix inconsistencies but the basic structure from the flowchart will stay in place.

B. POB Notice. Director Harness added that now the POB will have a 60- to 90-day notice before a policy is written with its changes and presented to the POB for consideration, so the board should be able to react within 30 days (though this is incumbent upon the POB representative and Director Harness himself to report back from Office of Policy Analysis meetings). In situations where that is not possible, the board will be able to ask for an extension.

C. Public Comment. Director Harness was still concerned that having public comment in the begging of the process will not work well.

- i. Chair Kass agreed, stating substantive comment comes from people involved in the process. Chair Kass suggested listening to public recommendations, accepting the good ones, and strengthening them.
- ii. Ms. McDermott reminded Chair Kass that he is a member of the public and lack of public input is not likely to be a concern.

VII. Report from CPOA – Director Harness

A. Senior Admin. Director Harness conducted the final interviews for the senior administrative assistant position.

B. Service Window. A service window was installed in the CPOA office.

C. Exit Interview Policy. APD Recruiting contacted Director Harness to ask for a policy recommendation for exit interviews to better understand why so many officers are leaving. Ideally, they would receive such a recommendation by next month.

- i. Director Harness explained that this would be simple: the subcommittee ought to ask other POB members for examples of exit interviews. Then, make a draft that to send to the chief that says, "You need to conduct exit interviews; here are some

examples.” The board could vote to send the letter to the chief at the next POB meeting.

VIII. Other Business:

A. Special Meeting. The subcommittee decided to hold the special brainstorming meeting on Saturday, April 7, 2018.

IX. Next Meeting: The Policy and Procedure Subcommittee will next meet for their regularly scheduled meeting on April 19, 2018.

X. Adjournment: The meeting adjourned at 6:18 p.m.

Approved by:
William Kass, Chair
Policy Review Subcommittee

Date

CC: Julian Moya, City Council Staff
Trina Gurule, Interim City Clerk
Ken Sanchez, City Council President

Minutes drafted and submitted by:
Maria Patterson, Administrative Assistant