

CIVILIAN POLICE OVERSIGHT AGENCY BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE

Dr. William Kass - Chair

Tara Armijo-Prewitt

Patricia French

Richard Johnson

Edward Harness, CPOA Executive Director

Thursday, October 28, 2021 at 4:30 p.m.
By Video Conference

Members Present:

Dr. William Kass

Jesse Crawford

Patricia French

Members Absent:

Tara Armijo-Prewitt

Richard Johnson (excused)

Others Present

Diane McDermott, CPOA

Valerie Barela, CPOA

Ali Abbasi, CPOA

Acting Commander Richard Evans, APD

Sgt. Michael Hernandez, APD

Officer Tanya LaForce, APD

Patricia Serna, APD

Kelly Mensah, CPC

Marteessa Billy, CPC

Minutes

- I. Welcome and Call to Order:** Chair Dr. Kass called to order the Policy and Procedure Review Subcommittee meeting at 4:31 p.m. and Member Crawford is attending the meeting.
- II. Approval of the Agenda**
 - a. Agenda approved.
- III. Approval of the Minutes from October 7, 2021**
 - a. Minutes from October 7, 2021 approved.
- IV. APD Policy Related Activities:**
 - a. **Policies presented at P&P (Formerly OPA) in October 2021**
 1. Chair Dr. Kass presented a group of policies that the Subcommittee had not submitted a “No recommendations” recommendation. The Policy and Procedure subcommittee recommends to submit a “No Recommendation” recommendation at this time for the group of policies identified and present

the recommendation at the next regularly scheduled CPOA Board for approval.

b. Policies reviewed at PPRB October 2021

1. Chair Dr. Kass reported on APD policies that were presented at the PPRB on October 13, 2021 and October 27, 2021 meetings.
2. The Policy and Procedure Subcommittee did not have any comments on the policies reported at this time.

c. Policies advanced for 30-day recommendations

1. The Policy and Procedure Review Subcommittee recommends to submit a “No Recommendation” recommendation at this time for SOP 1-86, SOP 1-90, SOP 2-108, SOP 2-59, SOP 3-11, SOP 3-31, SOP 1-02, SOP 1-12, SOP 1-22, SOP 1-35, SOP 1-75, SOP 2-113, SOP 2-63, SOP 1-19, SOP 1-21, SOP 1-26, SOP 1-83, SOP 2-28, SOP 2-30, SOP 2-39, SOP 2-85, SOP 2-99, SOP 3-11, SOP 3-32, SOP 1-3, SOP 1-42, SOP 1-88, SOP 1-95, SOP 2-4 and SOP 2-79 to APD Policy and Procedure Unit (formerly OPA) and will present the recommendation at next regularly scheduled CPOA Board meeting for approval.

V. Discussion Items:

**a. SOP 2-92 Crimes Against Children Investigations Recommendations –
*Member Armijo-Prewitt***

1. CPOA Data Analyst Ali Abbasi shared the policy recommendations for SOP 2-92 on behalf of Member Armijo-Prewitt.
2. The Policy and Procedure Subcommittee discussed and recommended language changes to the policy and will continue discussions at the next regular scheduled Subcommittee meeting.

**b. Canine Use Data Update– *Member French and CPOA Data Analyst
Ali Abbasi***

1. Member French and CPOA Data Analyst Ali Abbasi provided an update on the Data received and not received from APD.

2. CPOA Data Analyst Ali Abbasi shared a PowerPoint Presentation of the Canine Use Data received and APD K-9 Sergeant Michael Hernandez provided explanation of the Data.
 3. Member French and CPOA Data Analyst Ali Abbasi will continue to request additional information on Canine Data.
- c. Use-of-Force Policies Review and Recommendations Update –
*Chair Dr. Kass and CPOA Data Analyst Ali Abbasi***
1. CPOA Data Analyst provided an update on the Use-of-Force Policy Recommendations for SOP 2-52.
- d. SOP 3-52 Policy Development Process Recommendation Update –
*Chair Dr. Kass***
1. Chair Dr. Kass presented a draft commendation letter for SOP 3-52 and the Policy and Procedure Subcommittee recommends to move the draft letter to the next regularly scheduled CPOA Board meeting for approval.
- e. SOP 2-98 Gunshot Detection Procedure Update – *Chair Dr. Kass***
1. Chair Dr. Kass provided an update on SOP 2-98 and noted that APD has satisfied the Policy and Procedure Subcommittee’s request related to SOP 2-98.
- f. SOP 3-41 Changes to have Substations Review Minor Complaints –
*Member French***
1. Member French provided an update on potential changes for SOP 3-41. CPOA Lead Investigator Diane McDermott provided examples of minor complaints and the CPOA current process. Ms. McDermott will reach out Director Harness for more information and will attempt to provide a draft proposal for SOP 3-41 changes for review at the next regularly scheduled Policy and Procedure Subcommittee meeting.

VI. Other business

- a. Chair Dr. Kass shared a spreadsheet he created to track polices through the review process and would like to potentially present it to the Public Safety Committee and City Council. Chair Dr. Kass will email the spreadsheet to Subcommittee Members for review.

VII. Next meeting December 2, 2021 at 4:30 p.m.

VIII. Adjournment

a. The meeting was adjourned at 6:30 p.m.

APPROVED:

DocuSigned by:
Dr. William J. Kass December 2, 2021
Dr. William Kass, Chair Date
Policy and Procedure Review Subcommittee

CC: Julian Moya, City Council Staff
Ethan Watson, City Clerk
Cynthia Borrego, City Council President (via email)

Minutes drafted and submitted by:
Valerie Barela, Administrative Assistant