

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

Dr. William Kass - Chair

Tara Armijo-Prewitt

Richard Johnson

Eric Olivas

Edward Harness, CPOA Executive Director

**Thursday, July 1, 2021 at 4:30 p.m.
By Video Conference**

Members Present:

Dr. William Kass
Tara Armijo-Prewitt
Richard Johnson
Patricia French

Members Absent:

Eric Olivas

Others Present

Valerie Barela, CPOA
Katrina Sigala, CPOA
Diane McDermott, CPOA
Ali Abbasi, CPOA
Patricia Serna, APD
Tanya LaForce, APD
Martessa Billy, CPC

Minutes

- I. Welcome and Call to Order:** Chair Dr. Kass called to order the Policy and Procedure Review Subcommittee meeting at 4:33 p.m. and announced that Member Patricia French is attending the meeting in lieu of Member Eric Olivas.
- II. Approval of the Agenda**
 - a. Agenda approved.
- III. Approval of the Minutes from June 3, 2021**
 - a. Minutes from June 3, 2021 approved.
- IV. Discussion Items:**
 - a. **Policies reviewed at PPRB in June 2021**
 1. Chair Dr. Kass reported on the polices presented at the PPRB June 9, 2021 meeting.

b. Policies advanced for 30-day Recommendations

1. The Policy and Procedure Review Subcommittee recommends to submit a “No Recommendation” recommendation for SOP 1-36, SOP 1-54 and SOP 2-75 to APD Policy and Procedure Unit (formerly OPA) and will present the recommendation at next regularly scheduled CPOA Board meeting for approval.
2. The Policy and Procedure Review Subcommittee recommends to further review SOP 2-107 Use of Crime Scene Specialist (CSS) Unit.

c. SOP 3-52 Policy Development Process – Status update

1. APD Policy Manager Patricia Serna provided an update on SOP 3-52 and noted that the draft of SOP 3-52 will be presented at the Policy and Procedure Unit meeting on July 28, 2021.

d. SOP 2-98 Gunshot Detection Recommendation – Status update

1. CPOA Data Analyst Ali Abbasi provided an update on the recommendation letter submitted by the CPOA Board for SOP 2-98 Gunshot Detection Procedure and noted that APD Chief has 45 days to respond to the recommendation.

e. Policies presented at P&P (Formerly OPA) in June 2021

1. Chair Dr. Kass reviewed the Policies presented at the Policy and Procedure Unit (formerly OPA) on June 16, 2021 and June 30, 2021 meetings and noted that the Policies are available on PowerDMS for the Policy and Procedure Subcommittee to review.

V. Other business

a. Administratively Closed Cases due to Officer Employment Status

1. The Policy and Procedure Subcommittee discussed administratively closed cases due to officer employment status.
2. CPOA Lead Investigator Diane McDermott provided information on her experience with investigations involving Officers who are no longer employed with APD.

b. Traffic Stops Proposal and Policy Impact related to CPC 013-21

1. Chair Dr. Kass provided background on CPC 013-21. The Policy and Procedure Subcommittee and CPOA Lead Investigator Diane McDermott discussed the case and recommends to further review the case along with SOP 2-60 and SOP 2-40.
2. **Motion.** Motion by Dr. Kass to table Agenda Item V.b. Traffic Stops Proposal and Policy Impact related to CPC 013-21 to the next regularly scheduled Policy and Procedure Subcommittee meeting. Roll call vote taken. Motion passed.

c. PnP (Policy and Procedure) User's Manual

1. Chair Dr. Kass introduced the Policy and Procedure User's Manual and requested feedback from subcommittee members on improvements.

d. Brainstorming Additional Ride-Along Sessions

1. The Policy and Procedure Subcommittee brainstormed on potential APD site visits as additional ride-along sessions.

e. Member Suggestions for PnP Agenda Items

1. Member French would like to explore Officer Field training.

f. SOP 3-41

1. The Policy and Procedure Subcommittee and CPOA Lead Investigator Diane McDermott discussed potential policy changes to SOP 3-41 and the Subcommittee may consider further discussing the topic a later time.

g. Policy recommendation by CPOA Investigator

1. CPOA Data Analyst Ali Abbasi read aloud the Policy recommendation for SOP 9-1.

VI. Next meeting August 5, 2021 at 4:30 p.m. (Video conference)

VII. Adjournment

- a. The meeting adjourned at 6:20 p.m.

APPROVED:



Dr. William Kass, Chair

Policy and Procedure Review Subcommittee

August 5, 2021

Date

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