

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

*Dr. William Kass - Chair*

*Tara Armijo-Prewitt*

*Jesse Crawford*

*Patricia French*

Diane McDermott, CPOA Interim Director

**Thursday, December 2, 2021 at 4:30 p.m.**  
**By Video Conference**

**Members Present:**

Dr. William Kass  
Tara Armijo-Prewitt  
Jesse Crawford  
Patricia French

**Members Absent:**

**Others Present**

Diane McDermott, CPOA  
Katrina Sigala, CPOA  
Valerie Barela, CPOA  
Ali Abbasi, CPOA  
Acting Commander Richard Evans, APD  
Acting Commander Jason Sanchez, APD  
Patricia Serna, APD  
Kelly Mensah, CPC  
Marteessa Billy, CPC  
Teresa Garcia, CPC  
Wanda Harrison, CPC

**Minutes**

- I. Welcome and Call to Order:** Chair Dr. Kass called to order the Policy and Procedure Review Subcommittee meeting at 4:32 p.m.
- II. Approval of the Agenda**
  - a. Motion.** Motion by Member French to approve the agenda as drafted.  
Motion passed.
  - b. Motion.** A second motion by Dr. Kass to amend and add item III. Public Comment on the Agenda and discuss agenda item IV.b. first. Motion passed.
- III. Public Comment**
  - a.** None.
- IV. Approval of the Minutes from October 28, 2021**
  - a.** Minutes from October 28, 2021, approved.

**V. APD Policy Related Activities**

**a. Policies presented at P&P (Formerly OPA) in November 2021**

1. Chair Dr. Kass presented the APD policies that were presented at the P&P (Formerly OPA) meeting on November 10, 2021.

**b. Policies reviewed at PPRB November 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 1-5, SOP 1-67, SOP 1-82, SOP 1-85, SOP 1-93, SOP 2-87 and SOP 2-90. to APD Policy and Procedure Unit (formerly OPA) and will present the recommendation at next regularly scheduled CPOA Board meeting for approval.

**VI. Discussion Items:**

**a. SOP 3-41 Proposed Changes – *Member French***

1. Chair Dr. Kass shared the proposed language changes for SOP 3-41.
2. Member French and Data Analyst Ali Abbasi will work on a recommendation letter for SOP 3-41 and will present the draft recommendation letter at the next regularly scheduled CPOA Board meeting for approval.

**b. SOP 2-92 Crimes Against Children Investigation Recommendations – *Member Armijo-Prewitt***

1. Member Armijo-Prewitt will reach out to Acting Commander Richard Evans and CACU staff for insight on the policy.

2. The Policy and Procedure Subcommittee will continue discussions on SOP 2-92 at the next regularly scheduled Subcommittee meeting.
- c. CPC 134-21 related SOP 1-1 Personnel Code of Conduct, SOP 1-2 Social Media and SOP 2-36 Police Press Relations and Release of Police Identification Photographs – Investigator Misael Palalay**
1. Interim Director Diane McDermott presented concerns related to SOP 2-36.
  2. Member Crawford volunteered to work on the policy and explore possible recommendation changes. Member Crawford will present his recommendation at the next regularly scheduled subcommittee meeting.
- d. CPC 058-21 related SOP 9-1 Emergency Communication Center – Investigator Antonio Coca**
1. Interim Director Diane McDermott presented concerns related to SOP 9-1.
  2. Member French volunteered to work the policy and will explore possible recommendation changes. Member French will provide a progress update at the next regularly scheduled subcommittee meeting.
- \*\*\*Member French left the meeting at 5:37 p.m.\*\*\***
- e. Use-of-force Policies Review Update – Chair Kass and Data Analyst Ali Abbasi**
1. Chair Dr. Kass and Acting Commander Richard Evans provided an update on Use-of-Force Policies Review.
  2. Data Analyst Ali Abbasi noted that APD will be incorporating his input and adding a citation in 2-52-4-A regarding the Use-of-Force prohibition section.
- f. SOP Review and Priority Discussion - Chair Kass**
1. Chair Dr. Kass shared a list of policy categories and CASA related SOP's. The Policy and Review Subcommittee will identify which policies are most important to track.

2. Chair Dr. Kass will forward the lists to subcommittee members and the subcommittee will continue discussions at the next regularly scheduled subcommittee meeting.

**VII. Other Business**

- a. Chair Dr. Kass inquired into the status update on the additional K-9 data request.
- b. Data Analyst Ali Abbasi noted that the CPOA Board has not received a response from the Traffic Stop Data request that was submitted to APD. Chair Dr. Kass will request approval to follow up with APD Chief on the request at the next regularly scheduled CPOA Board meeting.
- c. Chair Dr. Kass and Data Analyst Ali Abbasi discussed ShotSpotter data.

**VIII. Next meeting January 6, 2022 at 4:30 p.m.**

**IX. Adjournment**

- a. The meeting was adjourned at 6:01 p.m.

APPROVED:

DocuSigned by:

*Dr. William J. Kass*

January 6, 2022

Dr. William Kass, Chair

Date

Policy and Procedure Review Subcommittee

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

Minutes drafted and submitted by:  
Valerie Barela, Administrative Assistant