

**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, June 3, 2021 at 4:30 p.m.  
By Video Conference**

**Members Present:**

Dr. William Kass

Tara Armijo-Prewitt

Richard Johnson

**Members Absent:**

Eric Olivas

**Others Present**

Valerie Barela, CPOA

Katrina Sigala, CPOA

Ali Abbasi, CPOA

Acting Commander Sean Waite, APD

Patricia Serna, APD

Tanya LaForce, APD

Kelly Mensah, CPC

Martessa Billy, CPC

Wanda Harrison, CPC

Samuel Nevarez, 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.
- II. Approval of the Agenda**
  - a. Agenda approved.
- III. Approval of the Minutes from May 6, 2021**
  - a. Minutes from May 6, 2021 approved.
- IV. Discussion Items:**
  - a. **Policies presented at P&P (Formerly OPA) in May 2021**
    1. Chair Dr. Kass reported on the policies presented at the May 5, 2021 and June 2, 2021 APD Policy and Procedure Unit (formerly OPA) meetings.

**b. Policies reviewed at PPRB in May 2021**

1. Chair Dr. Kass reported on the polices presented at the PPRB May 12, 2021 meeting.
2. Ali Abbasi, CPOA Data Analyst shared his comments related to the polices presented at the PPRB meetings.

**c. Policies advanced for 30-day Recommendations:**

1. **SOP 2-10 Use of Emergency Communications**
2. **SOP 2-14 Use of Cell-Site Simulator Technology**
3. **SOP 2-15 Small Unmanned Aircraft Systems (SUAS) Operations**
4. **SOP 3-41 Complaints Involving Department Policy or Personnel**
5. **SOP 3-46 Discipline System**

- i. The Policy and Procedure Review Subcommittee recommends to submit a “No Recommendation” recommendation for SOP 2-10, SOP 2-14, SOP 2-15, SOP 3-41 and SOP 3-46 to APD Policy and Procedure Unit (formerly OPA) and will present the recommendation at next regularly scheduled CPOA Board meeting for approval.

**d. SOP 3-52 Policy Development Process – Status update**

1. APD Acting Commander, Sean Waite provided a status update on SOP 3-52 and believes City Legal is ready to move forward with the policy.

**e. Traffic Stops Proposal Update**

1. Dr. Kass provided background information on the traffic stops proposal letter and requested a status update on the letter that was to be sent out to APD by the CPOA.

**f. SOP 2-98 Gunshot Detection Procedure – Recommendation Letter**

1. The Policy and Procedure Review Subcommittee and CPOA Data Analyst, Ali Abbasi discussed the recommendation letter for SOP 2-98 Gunshot Detection Procedure and the Subcommittee recommends to move the letter to the next regularly scheduled CPOA Board meeting for approval.

**V. Other business**

- a. Chair Dr. Kass mentioned the use of administrative closed cases due to officer employment status that was referred to the Policy and Procedure Subcommittee by the CPOA Board at the May 20, 2021 meeting. The item will be placed on the next regularly scheduled Subcommittee meeting agenda for discussions.
- b. The Policy and Procedure Subcommittee discussed CPC 013-21 case that was presented to the CPOA Board at the May 20, 2021 meeting and identified a possible policy deficiency. The item will be placed on the next regularly scheduled Subcommittee meeting agenda for discussion.
- c. Chair Dr. Kass stated he would not be able to the next PPRB meeting on June 9, 2021 and requested a member of the Policy and Procedure Subcommittee to attend as a substitute. Member Johnson will attend the PPRB meeting in lieu of Chair Dr. Kass.

**VI. Next meeting July 1, 2021 at 4:30 p.m.**

**VII. Adjournment**

- a. The meeting adjourned at 5:22 p.m.

APPROVED:



Dr. William Kass, Chair  
Policy and Procedure Review Subcommittee

July 1, 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