

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

Dr. William Kass - Chair

Chantal M. Galloway

Eric Olivas

Edward Harness, CPOA Executive Director

**Monday, December 9, 2019 at 10:00 a.m.
Plaza Del Sol Building, 600 2nd Street NW
Basement Hearing Room**

Members Present:

Dr. William Kass
Chantal M. Galloway
Eric Olivas

Members Absent:

Others Present

Edward Harness, CPOA
Katrina Sigala, CPOA
Tina Gooch, Atty
Melissa Kountz, City Atty
Diane McDermott, CPOA
Ali Abbasi, CPOA

Minutes

- I. Welcome and Call to Order.** Member Dr. Kass called to order the Policy and Procedure Subcommittee meeting at 10:00 a.m.
- II. Approval of the Agenda.**
 - a) Motion.** Motion was made by Member Olivas to approve the agenda as written. Motion passed.
- III. Election of Chair.**
 - a) Chairperson Election.** Member Galloway nominated Dr. William Kass to be the next Chairperson of the Policy and Procedure Subcommittee. There were no other nominations. Nomination passed.
- IV. Approval of the Minutes from October 3, 2019.**
 - a) Motion.** Motion by Member Olivas to approve the minutes with minor additions as needed for grammatical errors. Motion passed.
- V. Public Comment.**
 - a) None.
- VI. OPA and PPRB policies status summary**

Chair Kass provided a document to track APD's SOP (see attached).
Subcommittee will make a recommendation to the full board.

VII. Discussion of CPOA Board assigned tasks to achieve CASA compliance and create conduct and ethics standards for member.

Chair Dr. Kass will include a update in his report at the next Board meeting.

VIII. Other business.

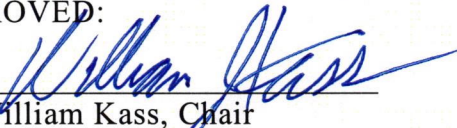
- a) Member Galloway requested that a discussion item on Board Member removal be on next month's Policy and Procedure agenda.

IX. Next meeting TBD.

X. Adjournment. Meeting adjourned at 11:03a.m.

minutes

APPROVED:



Dr. William Kass, Chair
Policy and Procedure Subcommittee

2 Jan 2020
Date

CC: Julian Moya, City Council Staff
Katy Duhigg, Interim City Clerk
Klarissa Pena, City Council President (via email)

Minutes drafted and submitted by:
Katrina Sigala, Senior Administrative Assistant

OPA PPRB PnP CPOA Policy Process

	SOP Title	OPA Review Date	OPA action	PPRB Review Date	PPRB Action	Date Notice Sent/Rec	Comment Deadline	CASA	PnP Review Date	PnP review Action	CPOA review	CPOA letter Sent
all	SOP 1-86 Report Review	01-Nov-18		20-Mar-19	passed	26-Mar-19	26-Apr-19					
	SOP 2-46 Response to Traffic crashes	01-Nov-18		20-Mar-19	passed	26-Mar-19	26-Apr-19					
	SOP 1-80 Prisoner Transport Unit (PTU) (SOP 6-5)	04-Oct-18		17-Apr-19	passed	24-Apr-19	24-May-19					
	SOP 1-88 Sex Crimes Unit	20-Dec-18		17-Jul-19	passed	24-Apr-19	24-May-19					
	SOP 2-10 Use of emergency communications	13-Sep-18		17-Jul-19	passed	19-Jul-19	19-Aug-19			sop 2-10 rec	08-Aug-19	20-Aug-19
	SOP 3-33 Performance evaluation and management	20-Sep-18		24-Jul-19	passed	26-Jul-19		CASA	01-Aug-19	SOP 3-33 rec	08-Aug-19	20-Aug-19
	SOP 1-2 Social media	15-Nov-18		24-Jul-19	passed	26-Jul-19			01-Aug-19	sop 1-2 rec	08-Aug-19	20-Aug-19
	SOP 1-35 Crime Scene Specialists	18-Apr-19		24-Jul-19	passed	01-Aug-19	02-Sep-19		01-Aug-19	1-35 1-41 1-57	08-Aug-19	20-Aug-19
	SOP 2-79 Law enforcement assisted diversion	25-Jul-19		24-Jul-19	passed	26-Jul-19			05-Sep-19	SOP 2-79 rec	08-Aug-19	20-Aug-19
	SOP 3-16 Seniority	29-Nov-18		21-Aug-19	passed	26-Aug-19			05-Sep-19			
	SOP 2-30 Emergency command post	25-Jul-19		21-Aug-19	passed	26-Aug-19			05-Sep-19			
	SOP 2-97 Harm Reduction Act	25-Jul-19		21-Aug-19	passed	26-Aug-19			05-Sep-19	wjk		
	SOP 2-42 DWI Investigations	01-Nov-18		04-Sep-19	passed	09-Sep-19	15-Nov-19		03-Oct-19		14-Nov-19	19-Nov-19
	SOP 2-43 Roadblocks and checkpoints	01-Nov-18		04-Sep-19	passed	09-Sep-19	15-Nov-19		03-Oct-19	SOP 2-43.docx	14-Nov-19	19-Nov-19
	SOP 2-15 Small Unmanned Aircraft Systems Operation	02-May-19		04-Sep-19	passed	09-Sep-19	15-Nov-19		03-Oct-19		14-Nov-19	19-Nov-19
	SOP 1-81 Proactive response team (PRT)	25-Jul-19		04-Sep-19	passed	09-Sep-19	15-Nov-19		03-Oct-19	sop1-81 rec	14-Nov-19	19-Nov-19
	SOP 1-61 Internal affairs force division	01-Aug-19		04-Sep-19	passed	09-Sep-19	15-Nov-19		03-Oct-19		14-Nov-19	19-Nov-19
	SOP 3-31 Physical fitness test	08-Nov-18		18-Sep-19	passed	21-Sep-19	15-Nov-19		03-Oct-19	sop 3-31 rec	14-Nov-19	19-Nov-19
	SOP 1-16 Auto theft	06-Jun-19		18-Sep-19	passed	09-Sep-19	15-Nov-19		03-Oct-19		14-Nov-19	19-Nov-19
	SOP 2-49 Inspection of motor vehicles	06-Jun-19		18-Sep-19	passed	09-Sep-19	15-Nov-19		03-Oct-19		14-Nov-19	19-Nov-19
	SOP 2-61 Gathering of criminal activity info	18-Jul-19		18-Sep-19								
	SOP 3-32 Employee work plan	18-Jul-19		18-Sep-19	passed	09-Sep-19	15-Nov-19	CASA	03-Oct-19		14-Nov-19	19-Nov-19
	SOP 1-39 DWI Section	27-Sep-19		02-Oct-19	passed	04-Oct-19	04-Nov-19		(7 Nov 19)	PnP 09/05		
	SOP 2-86 Investigation of property crimes	27-Sep-19	2nd rev	02-Oct-19	passed	04-Oct-19	04-Nov-19		(7 Nov 19)			
	SOP 2-88 Bait Car Program	27-Sep-19	2nd rev	02-Oct-19	passed	04-Oct-19	04-Nov-19		(7 Nov 19)			
	SOP 2-73 Collection submission and disposition of evidence and property	18-Apr-19	packet	16-Oct-19	passed	23-Oct-19	25-Nov-19					
	SOP 3-15 Sworn personnel positions	25-Apr-19	packet	16-Oct-19	passed	23-Oct-19	25-Nov-19					
	SOP 3-17 Duty assignments and transfers	25-Apr-19	packet	16-Oct-19	passed	23-Oct-19	25-Nov-19					
	SOP 3-25 Bid and transfers	25-Apr-19	packet	16-Oct-19	passed	23-Oct-19	25-Nov-19					
	SOP 3-23 Retirement observance	30-May-19	packet	16-Oct-19	passed	23-Oct-19	25-Nov-19					
	SOP 2-9 CJS security policy	01-Jun-19		16-Oct-19								
	SOP 2-9 Use of computer systems	11-Jul-19		16-Oct-19	passed	23-Oct-19	25-Nov-19					
	SOP 2-18 Contact with individuals with disabilities	25-Apr-19		30-Oct-19	passed	31-Oct-19	02-Dec-19					
	SOP 1-45 Family abuse and stalking training team	11-Sep-19		30-Oct-19	passed	31-Oct-19	02-Dec-19					
	SOP 3-11 Command staff responsibilities	02-May-19		13-Nov-19	tabled			CASA				
	SOP 3-24 line of duty death notice and benefits	30-May-19		13-Nov-19	passed							
	SOP 1-95 Traffic Section	28-Aug-19		13-Nov-19	passed					PnP 09/05		
	SOP 1-54 Honor Guard Unit	09-Oct-19		13-Nov-19	passed							

OPA PPRB PnP CPOA Policy Process

all	SOP Title	OPA Review Date	OPA action	PPRB Review Date	PPRB Action	Date Notice Sent/Rec	Comment Deadline	CASA	PnP Review Date	PnP review Action	CPOA review	CPOA letter Sent
SOP 2-58	Force Review Board	06-Dec-18										
SOP 2-14	Use of cell site simulator technology	13-Dec-18										
SOP 1-41	Evidence Unit	18-Apr-19			passed	01-Aug-19	02-Sep-19		01-Aug-19	1-35 1-41 1-57	08-Aug-19	20-Aug-19
SOP 1-57	Identification / Disposition unit	18-Apr-19			passed	01-Aug-19	02-Sep-19		01-Aug-19	1-35 1-41 1-57	08-Aug-19	20-Aug-19
SOP 1-87	Scientific Evidence Division	18-Apr-19										
SOP 3-12	Chief's Staff	25-Apr-19										
SOP 3-18	Temporary assignments and transfers	25-Apr-19										
SOP 3-19	Restricted Duty temporary assignments	25-Apr-19										
SOP 3-10	Chief's authority and responsibility	02-May-19										
SOP 3-9	Delegations and command	02-May-19										
SOP 3-22	Contracts and MOUs for LE Services	30-May-19										
SOP 4-7	Police and community together	11-Jul-19										
SOP 1-5	Sexual Harassment	25-Jul-19				26-Jul-19				sop 1-5 rec		20-Aug-19
SOP 1-53	Homicide Unit	09-Oct-19										
SOP 1-66	Missing Persons Unit	09-Oct-19										
SOP 2-60	Prelim and follow up criminal invest.	09-Oct-19										
SOP 2-64	ID, interview crime victim/witnesses	09-Oct-19										
SOP 2-67	Photo. array and field identifications	09-Oct-19										
SOP 2-68	Interviews and interrogations	09-Oct-19										
SOP 3-41	Complaints involving APD personnel	09-Oct-19					15-Nov-19	CASA		PnP 09/05	14-Nov-19	20-Aug-19
sop 3-46	Discipline System	09-Oct-19						CASA		PnP 09/05	14-Nov-19	
SOP 2-8	OBRD (SO 19-72 mute function 7/16/19)	23-Oct-19	2nd rev ?					CASA	05-Sep-19	letter		
SOP 2-45	Pursuit by motor vehicle	06-Nov-19										
SOP 2-66	Victim and witness assistance	06-Nov-19	2nd rev									
SOP 1-65	Metropolitan court protection unit	20-Nov-19										
SOP 2-82	Restraint and transportation of prisoners	20-Nov-19										
SOP 3-30	Inspections process	20-Nov-19										