

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

Dr. William Kass- Chair

Eric Olivas

Tara Armijo-Prewitt

Edward Harness, CPOA Executive Director

**Thursday, January 2 at 4:30 pm
Plaza Del Sol Building, 600 2nd Street NW
3rd Floor Small Conference Room**

Members Present:

Dr. William Kass
Eric Olivas
Tara Armijo-Prewitt (late)

Members Absent:

Others Present

Edward Harness, CPOA
Katrina Sigala, CPOA
Diane McDermott, CPOA
Ali Abbasi, CPOA
Doug Mitchell (Perspective Board Member)

Minutes

- I. Welcome and Call to Order.** Chair Dr. Kass called to order the Policy and Procedure Subcommittee meeting at 4:37 p.m.
- II. Approval of the Agenda.**
 - a) Motion.** Motion was made by Member Olivas to approve the agenda as drafted. Motion passed.
- III. Approval of the Minutes from December 9, 2019.**
 - a) Motion.** Motion by Member Olivas to approve the minutes as drafted. Motion passed.
- IV. Public Comment.**
 - a) None.**

Member Armijo-Prewitt arrived at 4:39 pm
- V. Discussion of process to review APD SOPs**
 - a) Member Olivas is tasked with making the document shareable and will report back at the next Policy and Procedure meeting.**
- VI. Discussion of Board member conduct and ethics recommendations to CPOA Board**
 - a) Chair Dr. Kass will draft an outline and provide at next month's subcommittee meeting. (see attached)**

VII. Planning of special meeting regarding Crimes Against Children SOP's

- a) Chair Dr. Kass will reach out to APD to see if they are available to do a presentation at the February board meeting. (see attached)

VIII. Other business

- a) Member Olivas will make a proposal to the full board inviting Chief Geier to the February full board meeting in regards of staff changes within APD and resource allocation.

IX. Next meeting scheduled for February 6, 2020 at 4:30pm.

X. Adjournment. Meeting Adjourned at 6:10pm.

APPROVED:

DocuSigned by:

Dr. William J. Kass

February 6, 2020

Dr. William Kass, Chair

Date

Policy and Procedure Review Subcommittee

CC: Julian Moya, City Council Staff
Ethan Watson, Acting City Clerk
Pat Davis, City Council President (via email)

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

Attachments

Number	Old	Title	Description	CASA published	OPA Review Date	OPA action	x	PPRB Review Date	PPRB Action	Date Notice Sent/Rec	Comment Deadline	IMT	IMT Action	PrP Review Date	PrP Review Action	CPOA review	CPOA letter Sent	notes	Prio rity
1-00		General Orders																	
1-01		Personal Code of Conduct	The Department's	CASA 14-Nov-17	15-Nov-18			18-Sep-19	passed	09-Sep-19	15-Nov-19			03-Oct-19	letter to Chief	14-Nov-19	19-Nov-19	CPOAB	3
1-02		Social media	The purpose of	05-Sep-19				03-Oct-18											
1-03		Grooming Standards	It is the policy of	26-Apr-18															
1-04		Biased Based Policing and Profiling	The Department is	05-Sep-19															
1-05		Harassment/sexual harassment in the workplace	This policy	27-Jun-16															
1-10		Peer Support Program	CASA	31-Aug-17															
1-11		Behavioral Sciences Section	The Behavioral																
1-12		Internship Program	CASA	23-Aug-18															
1-16		Auto Theft Unit	The purpose of	New 22-Nov-19	06-Jun-19			04-Sep-19	passed	21-Sep-19	15-Nov-19								
1-25		Chaplain Unit	The purpose of																
1-31		Court Services Unit	The purpose of	New	11-Oct-18			31-Jul-19	passed										
1-35		Crime Scene Specialists	It is the policy of	06-Sep-19															
1-37		crisis-intervention-section-and-program.	It is the policy of	04-Apr-19															
1-39		DWI Section	It is the policy of	New 22-Nov-19	27-Sep-19	8/28/197		02-Oct-19	passed	04-Oct-19	04-Nov-19			01-Aug-19		08-Aug-19	20-Aug-19	wjk: I am flagging	3
1-41		Evidence Unit	The purpose of	New 16-Sep-19	18-Apr-19			18-Sep-18	passed					07-Nov-19	letter to Chief			wjk: OPA minor	3
1-42		Explosive Ordinance Disposal	6-7-2 Policy	CASA															
1-44		False Alarm Reduction Unit	It is the purpose of	New	11-Oct-18														
1-45		Family abuse and stalking training team	The purpose of	New 16-Dec-19	11-Sep-19			30-Oct-19	passed	31-Oct-19	02-Dec-19								
1-53		Homicide Unit	It is the policy of	New				13-Nov-19	passed										
1-54		Honor Guard Unit																	
1-56		Horse Mounted Unit																	
1-57		Identification and Disposition Unit	It is the policy of	New	18-Apr-19			04-Sep-19	passed	09-Sep-19	15-Nov-19			03-Oct-19	letter to Chief	14-Nov-19	19-Nov-19	wjk: I am flagging	3
1-61		Internal affairs force division	It is the policy of	CASA 07-Jun-16	01-Aug-19			18-Sep-18	passed										
1-64		K-9 Unit	K-9 Handlers will	CASA															
1-65		Metropolitan court protection unit			20-Nov-19														
1-66		Missing Persons Unit																	
1-75		Planning Division	The mission of the New		13-Sep-18														
1-78		Police Service Aid Program																	
1-80		Prisoner Transport Unit	To provide a safe	18-Jul-19				17-Apr-19	passed	24-Apr-19	24-May-19			02-May-19					
1-81		Proactive response team (PRT)						04-Sep-19	passed	09-Sep-19	15-Nov-19			03-Oct-19	letter to Chief	08-Aug-19	20-Aug-19	wjk: I am flagging	3
1-86		Report Review Unit	The purpose of	10-May-19	01-Nov-18			20-Mar-19	passed	26-Mar-19	26-Apr-19			03-Oct-19		14-Nov-19	19-Nov-19		3
1-87		Scientific Evidence Division			18-Apr-19														
1-88		Sex Crimes Unit	The purpose of	16-Jul-19	20-Dec-18			17-Apr-19	passed	24-Apr-19	24-May-19			02-May-19					
1-95		Traffic Section	It is the policy of		28-Aug-19			13-Nov-19	passed										
2-00		Procedural Orders Index																	
2-01		Uniforms	Department policy	CASA 05-Sep-18	14-May-18														
2-02		Department Property																	
2-03		Firearms and ammunition authorization	The purpose of	CASA 02-Jun-16	23-Aug-18			03-Oct-18											
2-04		Use of Respirators																	
2-05		Use of Police Vehicles	Department policy		11-Oct-18														
2-06		Use of emergency warning equipment	It is the policy of		14-Sep-18	7 day		03-Oct-18											
2-07		Damage to department or civilian property						27-Aug-18											
2-08		Use of on-body recording devices/OBRD	It is the policy of	CASA 02-Jun-17	23-Oct-19	7/24/18		16-Oct-19	passed	23-Oct-19	25-Nov-19			05-Sep-19	letter?				
2-09		Use of computer systems	Department policy	16-Dec-19	11-Jul-19			13-Nov-19	passed										
2-10		Use of emergency communications	Department policy	05-Sep-19	13-Sep-18														
2-11		Use of tire deflation device																	
2-12		Pursuit intervention Technique																	
2-13		Starchase Pursuit Management						27-Jul-18											
2-14		Use of Cell Site Simulator Technology	The Department	New 09-May-19	13-Dec-18			17-Jul-19	passed	19-Jul-19	18-Aug-19					08-Aug-19	20-Aug-19		3
2-15		Small Unmanned Aircraft Systems SUAS	It is the policy of	14-Nov-19	02-May-19			04-Sep-19	passed	09-Sep-19	15-Nov-19					09-Sep-19			
2-16		Records																	
2-17		Offense Incident Report Form																	
2-18		Contact with deaf, hard of hearing or speech impaired persons																	
2-19		Response to behavioral health issues	APD personnel	CASA 04-Apr-19	25-Apr-19			04-Sep-19	passed	09-Sep-19	15-Nov-19			03-Oct-19					
2-20		Hostage, suicidal/barricaded subject and tactical threat assessment	The purpose of	CASA 05-Aug-19	25-Jul-19			30-Oct-19	passed	31-Oct-19	02-Dec-19								
2-21		Apparent natural death/suicide																	
2-22		Juvenile Delinquency																	
2-23		Use of canine unit	Department policy					18-Sep-18											
2-24		Hazardous material incident response						05-Oct-18											
2-25		Bomb threats and bomb emergencies	Department policy					18-Sep-18											
2-27		Rescue task force						27-Aug-18											
2-28		Flood Control Channel Action Plan Code Raft																	
2-29		Emergency response team	The ERT functions	CASA 06-Oct-17	27-Jul-18														
2-30		Emergency command post	It is the policy of	30-Sep-19															
2-31		Emergency medical services																	
2-32		Exposure to blood or bodily fluids																	
2-33		Rights of onlookers	It is the policy of		27-Sep-18			27-Aug-18											

Number	Old	Title	Description	CASA	published	OPA Review Date	OPA action	X	PPRB Review Date	PPRB Action	Date Notice Sent/Rec	Comment Deadline	IMT	IMT Action	PnP Review Date	PnP review Action	CPOA review	CPOA letter Sent	notes	Prio rity	
2-34		Notification of significant incidents							27-Sep-18												
2-35		Notification to settlement agreement parties																			
2-36		Police press relations and release of police identification				23-Aug-18															
2-40		Misdemeanor traffic and city ordinance enforcement							27-Sep-18												
2-41		Traffic stops																			
2-42		DWI Investigations and revoked/suspended license	It is the policy of			14-Nov-19	01-Nov-18		04-Sep-19	passed	09-Sep-19	15-Nov-19			05-Sep-19		09-Sep-19				
2-43		Roadblocks and checkpoints	It is the policy of			14-Nov-19	01-Nov-18		04-Sep-19	passed	09-Sep-19	15-Nov-19			03-Oct-19	Letter to Chief	14-Nov-19	19-Nov-19	The Board has a		
2-44		Traffic and roadway services																			
2-45		Pursuit by motor vehicle				06-Sep-17	06-Nov-19		24-Aug-17												
2-46		Response to traffic crashes	It is the policy of			09-May-19	01-Nov-18		20-Mar-19	passed	26-Mar-19	26-Apr-19									
2-47		Crashes involving police vehicles																			
2-48		Towing and wrecker services							27-Aug-18												
2-49		Inspection of Motor Vehicles	It is the policy of			22-Nov-19	06-Jun-19		18-Sep-19	passed	21-Sep-19	15-Nov-19			03-Oct-19		14-Nov-19	19-Nov-19			
2-50		Safety Review Board																			
2-51		Safe Driver Award Program																			
2-52		Use-of-force	The Department	CASA	04-Oct-18	04-May-18			10-Jul-18	passed			04-Oct-18	approved	24-Aug-18	activities report			wjk: This policy went		
2-53		Electronic Control Weapons	It is the policy of the	CASA	02-Jun-17	26-Jul-18			18-Sep-18				01-May-18								
2-54		Use-of-force reporting and supervisory force investigations	This policy is	CASA	02-Jun-17								01-May-18								
2-55		Use-of-force appendix	This appendix is	CASA	02-Jun-17	07-Jul-18			18-Sep-18				01-May-18								
2-56		Use-of-force reporting by department personnel	This policy sets	CASA																	
2-57		Use-of-force Review and Investigation by Dept. Personnel	It is the policy of	CASA	31-Jan-19										01-Aug-19	APOA objection				APD finalized this	
2-58		Force Review Board	The Department	CASA	05-Dec-19	06-Dec-18															
2-60		Preliminary and follow-up criminal investigations	2-60-1 Policy		29-Jun-16	09-Oct-19	from 9/11														
2-61		Gathering of criminal activity info	This SOP is being			18-Jul-19			18-Sep-19	removed											
2-62		Background Investigations																			
2-63		Crime Stoppers Investigations																			
2-64		Identification-interviewing-and-detention of witness to crime				27-Jan-16	09-Oct-19	from 9/11													Removed from
2-65		Interview and collection of evidence at hospitals																			
2-66		Victim and witness assistance				15-Jan-16	06-Nov-19	1st rev													
2-67		Photo. array and field identifications					09-Oct-19	from 9/11													
2-68		Interviews and interrogations					09-Oct-19	from 9/11													
2-69		Informants.pdf																			
2-70		Execution of search warrants	Standardized						18-Sep-18												
2-71		Search and Seizure without a Warrant																			
2-72		Digital Photography/Imaging																			
2-73		Submission of Evidence, Confiscated Property, and Found Items	Department policy			25-Oct-17	18-Apr-19	packet	16-Oct-19	passed	23-Oct-19	25-Nov-19							Commander George?	3	
2-74		Submission of cases to the district attorney																			
2-75		Requests for legal opinions from the city attorney legal advisor																			
2-76		Court																			
2-77		forfeiture-of-monies-and-property.pdf																			
2-79		Law enforcement assisted diversion	It is the policy of			04-Oct-19	25-Jul-19		24-Jul-19	passed	26-Jul-19				Letter to Chief	08-Aug-19	20-Aug-19		PnP: No		
2-80		arrests-arrest-warrants-and-booking-procedures																			
2-81		Off Duty Conduct/Power of Arrest																			
2-82		Restraint and transportation of prisoners	It is the policy of			25-Oct-17	20-Nov-19														Opa prisoner
2-83		Hospital procedures and rules																			
2-84		Body Cavity and Strip Searches																			
2-86		Investigation of property crimes				22-Nov-19	27-Sep-19	1st	02-Oct-19	passed	04-Oct-19	04-Nov-19			(7 Nov 19)						
2-87		Graffiti Cases																			
2-88		Bait Car Program				22-Nov-19	27-Sep-19	1st	02-Oct-19	passed	04-Oct-19	04-Nov-19			(7 Nov 19)						
2-89		Automated license plate reader program																			
2-91		Investigation of Violent Crimes							18-Sep-18												
2-92		Crimes Against Children	It is the purpose of			25-Oct-17															3
2-93		Child Abduction/Missing Child Investigations	Department policy																		
2-94		Child Abuse Response Evaluators (Draft) CARE	It is the policy of				24-May-18		25-Jun-18												
2-96		clandestine-laboratory-and-indoor-marijuana grow investigations																			
2-97		Harm reduction act Needle exchange program	Purpose:			30-Sep-19	25-Jul-19		21-Aug-19	passed	26-Aug-19				05-Sep-19	wjk				Discussion: There	
2-98		methadone-distribution-centers.pdf																			
2-99		naloxone.pdf				06-Mar-19															
3-00		Administrative Orders Index																			0
3-01	4-00	Field services Bureau	The goal of Field	New		29-Nov-18															
3-02	5-00	Investigative Bureau	The Goal of the	New		29-Nov-18															
3-03	6-00	Special Services Bureau	The goal of the	New		29-Nov-18															
3-04	7-00	Professional accountability Bureau	It is the policy of	New		29-Nov-18															
3-05	8-00	Administrative Support Bureau	A. Records Section	New		29-Nov-18															
3-09		Delegation and command							02-May-19												
3-10		Chiefs Authority and responsibilities							02-May-19												
3-11		Command Staff Responsibilities	The purpose of	CASA	06-Sep-17	02-May-19			13-Nov-19	tabled										Tracy Drager	
3-12		Chief's Staff				25-Apr-19															

Number	Old	Title	Description	CASA	published	OPA Review Date	OPA action	x	PPRB Review Date	PPRB Action	Date Notice Sent/Rec	Comment Deadline	IMT	IMT Action	PnP Review Date	PnP review Action	CPOA review	CPOA letter Sent	notes	Prio rity
3-13		Officer's Duties and Conduct	This policy	CASA	16-Oct-17															
3-14		Supervisory Leadership	It is the purpose of	CASA	29-Jun-16															
3-15		Sworn Personnel Positions			11-Dec-19	25-Apr-19	packet		16-Oct-19	passed	23-Oct-19	25-Nov-19								Tracy Drager-
3-16		Seniority			30-Sep-19	29-Nov-18			21-Aug-19	passed	26-Aug-19				05-Sep-19					
3-17		duty-assignments-and-transfers.pdf			11-Dec-19	25-Apr-19	packet		16-Oct-19	passed	23-Oct-19	25-Nov-19								Grammatical changes
3-18		temporary-assignment-activity.pdf				25-Apr-19														
3-19		restricted-duty-temporary-assignments.pd				25-Apr-19														
3-20		Overtime, Compensatory Time and Work Shift Designation	Policy:		10-Mar-16															
3-21		scheduled-and-unscheduled-leave.pdf																		
3-22		Contract MOUs for law enforcement services				30-May-19														
3-23		Retirement Observance			15-Jan-16	30-May-19	packet		16-Oct-19	passed	23-Oct-19	25-Nov-19								Firearm recovered in
3-24		In-the-line-of-Duty Death Notification and Benefits	Dealing with			30-May-19			13-Nov-19	passed										NO PnP comment:
3-25	4-11	Bid and transfers	New			25-Apr-19	packet		16-Oct-19	passed	23-Oct-19	25-Nov-19								PPRB: No comment
3-30		Inspections Process	It is the policy of			20-Nov-19									03-Oct-19	sop 3-31 rec	14-Nov-19	19-Nov-19		PnP/OPA: No
3-31		Physical Fitness Testing and Training	Department policy			08-Nov-18									03-Oct-19		14-Nov-19	19-Nov-19		
3-32		Employee work plan evaluations	APD will develop	CASA	16-Oct-17	18-Jul-19			18-Sep-19	passed	21-Sep-19	15-Nov-19								
3-33		Personnel management evaluation and development system	Purpose: The	CASA	11-Oct-17	20-Sep-18			24-Jul-19	passed	26-Jul-19					Letter to Chief	08-Aug-19	20-Aug-19		Discussion: This is a
3-34		Training Committee																		
3-40		Civil litigation Process																		
3-41		Complaints involving department policy or personnel	The purpose of this p	CASA	02-Jun-16	09-Oct-19	from				15-Nov-19					PnP 09/05	14-Nov-19	20-Aug-19		wjk: OPA withdrawn
3-42		Investigation of police personnel			29-Dec-16															
3-43		Relief of Duty																		
3-44		Review of Completed Administrative Investigations	This policy details	CASA	16-Jun-16															
3-45		Due Process Notification to Personnel																		
3-46		Discipline System	The policy of the	CASA	27-Jun-16	09-Oct-19	from									PnP 09/05	14-Nov-19			wjk: OPA withdrawn
3-47		Acceptance of Disciplinary Action and Right to Appeal																		
3-50		Forms Control																		
3-51		Department Orders																		
3-52		Policy Development Process	The transparent,	CASA	24-Apr-18										29-May-18	Development				There is a long
4-00		Field services Bureau Orders Index																		3
4-01		Operations Review Section	A. Responsibilities		10-Mar-16															0
4-03		Community Response unit	The Community		10-Jan-18															
4-04		Area Command Investigations Unit	The purpose of		06-Sep-17															
4-05		Crime Prevention Section	The purpose of		10-Jan-18															
4-07		Police and Community Together PACT				11-Jul-19	Removed													
4-08		Property Crime Reporting Technician PSA II	It is the policy of		29-Mar-17															
4-09		Aviation Division	The Aviation		06-Jul-17															
4-10		Monthly Reports	4-10-1 Policy		01-Nov-17															
4-12		Issuance and Usage of Area Command Equipment	4-12-1 Policy		10-Jan-18															
4-13		Daily Staffing and Briefings	4-13-1 Rules and		15-Jan-16															
4-14		Bicycle Patrol	4-14 BICYCLE		17-Jan-16															
4-15		Patrol Ride-along	4-15 PATROL RIDE-		14-Jan-16															
4-16		Meal Breaks	4-16 MEAL		13-Jan-16															
4-20		Event application and permit	4-20 EVENT		13-Jan-16															
4-21	3-19	Response to first amendment assemblies and demonstrations ar	Individuals have	CASA	07-Oct-17															
4-22		Shoplifting	4-22 SHOPLIFTING		21-Jan-16															
4-23		Trespass Notification	4-23 TRESPASS		14-Jan-16															
4-24		Civil Disputes	It is the policy of		14-Jan-16															
4-25		Domestic Violence	It is the policy of		25-Apr-18															
4-26		Destruction/Capture of Animals	4-26-1 Policy		14-Jan-16															
4-27		Lost and Found IDs and Drivers Licenses	It is the policy of		17-Jan-16															
5-00		Investigative Bureau Orders Index																		0
5-01		Special Investigations Unit	The purpose of	CASA	16-Oct-17															
5-02		Air support Unit	The Air Support		10-Jan-18															
5-03		Criminal Investigations Division		CASA	07-Oct-17															
5-04		Juvenile Section	It is the policy of		25-Oct-17															3
5-05		Scientific Evidence Division	The mission of the		13-Jan-16															
5-09		Real Time Crime Center	The mission of the		28-Apr-16															
5-10		Crime Analysis Unit	POLICY:		03-Mar-05															
6-00		Special Services Bureau Orders Index																		0
6-01		Training Division	The APD Training	CASA	14-Jun-16															
6-02		Recruiting Unit	The Recruiting	CASA	31-Aug-17															
6-03		Traffic Section	The Traffic		25-Aug-16															
6-06		Metro Court Protection Unit	The policy of the		25-Aug-16															
6-08		Tactical Unit (Restricted)	The need to utilize	CASA					18-Sep-18	passed										
6-10		Homeland Security Unit (Restricted)																		
6-11		Open Space Section	6-11-1 Purpose		05-Oct-17															
6-12	1-56	Horse Mounted Unit	Horse Mounted		05-Oct-17															

SOP List

Number	Old	Title	Description	CASA	published	OPA Review Date	OPA action	x	PPRB Review Date	PPRB Action	Date Notice Sent/Rec	Comment Deadline	IMT	IMT Action	PnP Review Date	PnP review Action	CPOA review	CPOA letter Sent	notes	Prio rity
7-00		Professional accountability Bureau Orders Index																		0
7-02		Critical Incident Review Team CIRT	Because the	CASA	07-Jun-16															
7-03		Force Investigation Team	The primary	CASA	07-Jun-16															
8-00		Administrative support Bureau Orders Index																		0
8-01	1-75	Planning Division																		
8-02		Performance Metrics Unit	This policy	CASA	29-Aug-18	24-May-18														This SOP is now
8-03		Financial Management Division			06-Oct-06															
8-04		Records Division			07-Aug-15															
8-05		Data Entry Unit			07-Aug-15															
8-06		Central Records Unit			23-Mar-16															
8-08		Officer Services Unit	It is the policy of		14-Jan-16															
8-09		Imaging Unit	The policy of the		14-Jan-16															
8-10		Uniform Crime Reporting Unit	8-10-1 Policy		18-Jan-16															
8-11		Telephone Reporting Unit	The Telephone		10-Jun-16															
8-13		Police Information Unit	It is the policy of		14-Jan-16															
9-01		Communications	The goal of the		13-Aug-07															

SOP 3-11 - CPOA Review

SOP: 3-11	Command Staff Responsibilities		CASA
Published: 06-Sep-17			
The purpose of this policy is to describe the roles and responsibilities of command staff from the ranks Commander through Assistant Chief. The command staff of the Department will assist the Chief of Police in management of the Department, including day-to-day operations, supporting the mission and vision statements of the Department, promoting community policing, and upholding the Department's core values of integrity, respect, fairness, and pride.			
Document Links:			
APD Review History			
OPA:	02-May-19		
DMS comment:			
PPRB:	13-Nov-19	tabled	
Notice sent:			
PnP			
CPOAB:			
Letter:			
IMT:			
CPOA Review			
CRC Input:			
Investigators:			
Data Analyst Input:			
Stakeholders Input:			
CPOAB Reviewer Comments:	Tracy Drager One small change on page four Will need to reformat table; Q: is the command staff subject to the same discipline matrix – yes, no exemptions Q on who is interim chief? Will add sanctions to SOP Tabled		
CPOA Review	Date:	Reviewer:	Priority:

SOP 2-92 - CPOA Review

SOP: 2-92	Crimes Against Children		
Published: 25-Oct-17			
<p>It is the purpose of this policy to describe the procedures to be followed by Field Services Bureau personnel while investigating crimes committed against children. For information specific to the Crimes Against Children Unit, refer to the Juvenile Section SOP. Department policy is to respond to child abuse and/or neglect, immediately. Allegations of child abuse and/or neglect will be thoroughly investigated.</p>			
Document Links:			
APD Review History			
OPA:			
DMS comment:			
PPRB:			
Notice sent:			
PnP			
CPOAB:			
Letter:			
IMT:			
CPOA Review			
CRC Input:			
Investigators:			
Data Analyst Input:			
Stakeholders Input:			
CPOAB Reviewer Comments:			
CPOA Review	Date:	Reviewer:	Priority: 3

SOP 2-19 - CPOA Review

SOP: 2-19	Response to behavioral health issues	CASA
Published: 04-Apr-19		
<p>APD personnel working with persons in crisis will do so in a manner which meets a standard of excellence and awareness for our Department personnel, officers, and supervisors with respect to treatment and interaction of individuals with a behavioral health disorder, a developmental disability, or who are experiencing a behavioral health crisis. Individuals in behavioral health crisis will be treated with dignity; and given reasonable accommodations of their disabilities, and given appropriate access to law enforcement, government, and community services.</p> <p>Officers are not mental health professionals, but they will receive on-going training to equip them with information and techniques to help them better respond to individuals with behavioral health disorders or who are in a behavioral health crisis. Officers will be trained in intervention and de-escalation techniques and will be familiar with available behavioral health resources to enhance both officer and public safety. This training does not restrict an officer's discretion to make an arrest when probable cause exists, however, officers are encouraged to jail divert individuals affected by a behavioral health disorder or in a behavioral health crisis. (See section 2-19-8, below).</p> <p>Officers and communities must act in concert with behavioral health professionals to successfully resolve an incident involving individuals in behavioral health crises. An important role for law enforcement is to, when appropriate, help people and their families access behavioral health services, substance abuse programs, hospitals, clinics, and shelter facilities. Incidents involving individuals in a behavioral health crisis require the use of special police skills and training, de-escalation techniques, and available resources to effectively and positively resolve the situation. The ideal resolution for a behavioral health crisis incident is that the individual is connected with resources that can provide behavioral health support and guidance after the crisis has been resolved.</p> <p>The goal during an incident involving an individual in a behavioral health crisis is to de-escalate the situation safely with the least amount of force for all individuals involved, consistent with established safety priorities, and to ensure appropriate referrals are made for follow-up activities.</p>		
Document Links:		
APD Review History		
OPA:		
DMS comment:		
PPRB:		
Notice sent:		
PnP		
CPOAB:		
Letter:		
IMT:		
CPOA Review		
CRC Input:		
Investigators:		

SOP 1-88 - CPOA Review

SOP: 1-88		Sex Crimes Unit	
Published: 16-Jul-19			
<p>The purpose of the Sex Crimes Unit is to provide the Department with a standardized and professional investigation of all criminal sexual penetration (CSP) cases, including attempted CSP of a victim that is 13 years of age or older. The policy of the Sex Crimes Unit is to work with the Bernalillo County Sheriff's Office, SANE, Rape Crisis, and the District Attorney's Office as part of the Albuquerque Sexual Assault Evidence Response Team (ASERT) to complete investigations of criminal sexual penetration cases.</p>			
Document Links:			
APD Review History			
OPA:	20-Dec-18		
DMS comment:			
PPRB:	17-Apr-19	passed	
Notice sent:	24-Apr-19		
PnP	02-May-19		
CPOAB:			
Letter:			
IMT:			
CPOA Review			
CRC Input:			
Investigators:			
Data Analyst Input:			
Stakeholders Input:			
CPOAB Reviewer Comments:			
CPOA Review	Date:	Reviewer:	Priority: 3

SOP 1-11 - CPOA Review

SOP: 1-11	Behavioral Sciences Section		CASA
Published: 31-Aug-17			
The Behavioral Sciences Section (BSS) provides access to psychological services, including consultation and treatment, needed by sworn and civilian personnel and their family members. The services are intended to improve the health of individual employees, as well as the overall health of the Department, through direct service, outreach, and education			
Document Links:			
APD Review History			
OPA:			
DMS comment:			
PPRB:			
Notice sent:			
PnP			
CPOAB:			
Letter:			
IMT:			
CPOA Review			
CRC Input:			
Investigators:			
Data Analyst Input:			
Stakeholders Input:			
CPOAB Reviewer Comments:	wjk: I am flagging policies which have a higher propensity for use-of-force such as domestic violence calls. The PnP should also ask APD for data regarding use-of-force frequency for various kinds of calls and the policies which govern these situations..		
CPOA Review	Date:	Reviewer:	Priority: 3

SOP 1-02 - CPOA Review

SOP: 1-02		Social media	
Published: 05-Sep-19			
The purpose of this policy is to establish employee rights and responsibilities as it pertains to social media/employee speech. Additionally, it is intended to protect the Department from content or speech that would impair its efficiency or damage the reputation and trust the Department has or is building with the community. This policy will help guide employees as they post content and speech on social media			
Document Links:			
APD Review History			
OPA:	15-Nov-18		
DMS comment:			
PPRB:	18-Sep-19	passed	
Notice sent:	09-Sep-19		
PnP	03-Oct-19	Letter to Chief	
CPOAB:	14-Nov-19		
Letter:	19-Nov-19		
IMT:			
CPOA Review			
CRC Input:			
Investigators:			
Data Analyst Input:			
Stakeholders Input:			
CPOAB Reviewer Comments:	<p>CPOAB Representative observations at PPRB: John Gallegos, who presented this policy at previous PPRB/OPA meetings and who monitored social media postings, no longer is involved with this policy. Amir Chapel, who now manages policy reviews, is the new owner.</p> <p>This policy contains an extensive list of what is allowed and not allowed on social media. Mr. Chapel indicated that these questions were derived from similar policies in the US. I asked the question at the PPRB regarding whether data existed that could be used to determine the frequency of the various violations listed in the policy with the idea that having that information would be useful in future reviews to determine if the policy is effective and if these lists identified frequently occurring problems. Internal Affairs apparently has this information, but no detailed analysis has been conducted.</p> <p>I suggest that we recommend that these data be analyzed to guide further policy reviews and modifications.</p> <p>Review status: This policy has had extensive reviews at OPA and PPRB. The policy as presented at PPRB is a rewrite of the existing policy. PPRB voted to forward this policy to the next step in the policy review process according to SOP 3-52. Letter: Having reviewed this policy, as well as having dealt with this policy by way of investigating civilian complaints regarding officers' social media use, the Board</p>		

SOP 2-82 - CPOA Review

SOP: 2-82		Restraint and transportation of prisoners	
Published: 25-Oct-17			
It is the policy of the Department to ensure the safety, protection and security of all individuals and Department personnel during transportation and when restraints are applied. Officers are responsible for using the appropriate restraint device. A restraint device will be used during a transport unless the situation meets an exception found in this policy. Officers are responsible for the safe transportation of all individuals.			
Document Links:			
APD Review History			
OPA:	20-Nov-19		
DMS comment:			
PPRB:			
Notice sent:			
PnP			
CPOAB:			
Letter:			
IMT:			
CPOA Review			
CRC Input:			
Investigators:			
Data Analyst Input:			
Stakeholders Input:			
CPOAB Reviewer Comments:	<p>Opa prisoner transport Jennifer Garcia Chermaine Carter – opa coordinator, Defines transport, assisted devices, Handcuffing usually behind the back but give leeway to handcuff in front e.g. guerney Reviewed use of force cases re prisoner transport Discussion relates to transport in patrol vehicle – seatbelting Ptu does not have seatbelts Use of force problems can occur during transport Less frequently when arriving at mdc Mdc handoff can take up to 45 minutes, problems with mdc/apd common understanding Have a joint group looking at issues Suggested that McClendon is a problem apd and mdc both under McClendon I suggested that Peter Cubra should be part of the joint group.</p>		
CPOA Review	Date:	Reviewer:	Priority:

Nonprofit Board Member CODES OF CONDUCT AND ETHICS

Are nonprofit board members required to conduct themselves in any particular manner? Yes! Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. Several states, in fact, have statutes adopting some variation of these duties that would be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty, and the duty of obedience.

DUTY OF CARE

The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

DUTY OF LOYALTY

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain but must act in the best interests of the organization.

DUTY OF OBEDIENCE

The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to advance the organization’s mission. This duty also requires board members to obey the law and the organization’s internal rules and regulations.

WHAT ARE THE RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS?

- Attend all board and committee meetings and as many functions, such as special events, as possible.
- Be informed about the organization's mission, services, policies, and programs.
- Prepare for board and committee meetings by reviewing the meeting agenda and supporting materials.
- Serve on committees or task forces and offer to take on special assignments when your capacity allows.
- Make a personal financial contribution to the organization.
- Inform others about the organization. Advocate for the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict-of-interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements.



CODES OF ETHICS

There has been increasing concern about ethical behavior in nonprofit — particularly charitable — organizations in recent years. Public scandals in the nonprofit sector have drawn attention to the need for an increased level of board accountability. In response, many organizations have developed codes of

ethics. These documents encompass the values of the organization and provide a code of conduct for employees and volunteers, including board members. While a values statement guides the organization in a strategic, fundamental way, codes of ethics shape the actions, behaviors, and decision making of an organization in a more explicit way.

Although a code of ethics by itself cannot prevent wrongdoing, it conveys a strong message both internally and externally about the culture and work of the organization.

Key Elements

- Serves as an overarching statement for other policies that establish standards of integrity and accountability.
- Should outline the process and/or mechanism for implementing the defined culture and values within the organization from top to bottom. A values statement is sometimes incorporated into the code of ethics.
- Often general in nature. Some issues, such as confidentiality, conflict of interest, and nepotism, may be addressed in separate policies.

Practical Tips

- Define what ethical behavior means for your organization and clarify accepted professional standards.
- Separate staff and board issues. Board members and staff members often get confronted with different situations based on their role vis-à-vis the organization, its constituents, and the community at large.
- When discussing the code with staff and board members, it is often useful to provide examples of unacceptable behavior.
- As a way to stress the importance of the code, some organizations request a signature from board and staff members as a sign of understanding and acceptance of the standards.
- Once the code is established, it should be reviewed periodically by the staff and board for possible revision. In this way, the language of the code will continue to serve the expectations and needs of the organization.

SAMPLE CODES OF ETHICS

The following samples range from very general to specific, with each reflecting the organization's values and culture.

SAMPLE #1 | This policy establishes a formal statement about promoting ethical conduct.

As a nonprofit organization at the forefront of [purpose of organization], XYZ's policy is to uphold the highest legal, ethical, and moral standards. Our donors and volunteers support XYZ because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

XYZ will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect. Directors and officers should not use their positions to obtain unreasonable or excessive services or expertise from XYZ's staff.

In general, the use of good judgment based on high ethical principles will guide directors, officers, and employees with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of XYZ. Employees should contact their immediate supervisor and, if necessary, the director of human resources. Board members should raise any such concerns with the chair or the treasurer of XYZ's board. In all questions involving ethics and conduct, the board will make relevant determinations, except that any individual whose conduct is at issue will not participate in such decisions.

SAMPLE #2 |

We, as XYZ professionals (staff and board members), dedicate ourselves to carrying out the mission of this organization. We will do the following:

1. Recognize that the chief function of XYZ at all times is to serve the best interests of our constituency.
2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board.
4. Keep the community informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
6. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict with the conduct of our official duties.
10. Respect and protect privileged information to which we have access in the course of our official duties.
11. Strive for personal and professional excellence and encourage the professional developments of others.

NONPROFIT BOARD MEMBER CODES OF CONDUCT AND

SAMPLE #3 | This code of conduct sets its standard by stating what the board and key staff will not do. It also includes a signature line and reporting procedures.

It is the intent of XYZ to strive for the highest ethical conduct from all board and staff. The leadership is particularly sensitive to individuals who hold management and governance positions of trust and confidence in fulfilling the mission and goals of the organization. These sensitive positions include officers, key senior staff members designated by the chief executive, and members of the board. In an effort to achieve the highest standards of conduct, each officer, key staff member, and board member is requested to acknowledge (by signing) the following adopted Code of Ethics by [month/day] each year. This acknowledgement will be kept on file in the human resource department.

All officers, key staff members, and members of the board of XYZ are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

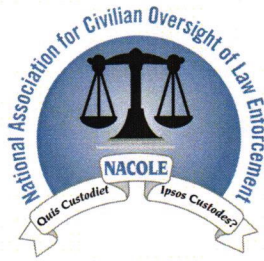
In support of XYZ's standards of high ethical conduct, each officer, key staff member, and board member WILL NOT

- deceive, defraud, or mislead XYZ board members, officers, staff members, managers, supervisors, or other associates, or those with whom XYZ has business or other relationships
- misrepresent XYZ in any negotiations, dealings, contracts, or agreements
- divulge or release any information of a proprietary nature relating to XYZ's plans, mission, or operational databases without appropriate approval
- obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or board member by use of the organization's name
- accept individual gifts of any kind in excess of \$[xxx], in connection with the officer's, key staff member's, or board member's relationship with XYZ. All such gifts are to be reported to the chief financial officer who shall divulge gifts received during the calendar year to the audit committee withhold their best efforts to perform their duties to acceptable standards
- engage in unethical business practices of any type
- use XYZ property, financial resources, or services of XYZ personnel for personal benefit
- violate any applicable laws or ordinances

Infractions of this Statement of Personal and Professional Standards of Conduct are to be reported directly to any member of the audit committee who shall, in his or her determination, bring the infraction to the full executive committee.

Signature _____ Date _____

Name (please print) _____



National Association for Civilian Oversight of Law Enforcement

Code of Ethics

PREAMBLE

Civilian oversight practitioners have a unique role as public servants overseeing law enforcement agencies. The community, government, and law enforcement have entrusted them to conduct their work in a professional, fair and impartial manner. They earn this trust through a firm commitment to the public good, the mission of their agency, and the ethical and professional standards described herein.

The standards in the Code are intended to be of general application. It is recognized, however, that the practice of civilian oversight varies among jurisdictions and agencies, and additional standards may be necessary. The spirit of these ethical and professional standards should guide the civilian oversight practitioner in adapting to individual circumstances, and in promoting public trust, integrity and transparency.

PERSONAL INTEGRITY

Demonstrate the highest standards of personal integrity, commitment, truthfulness, and fortitude in order to inspire trust among your stakeholders, and to set an example for others. Avoid conflicts of interest. Conduct yourself in a fair and impartial manner and recuse yourself or personnel within your agency when a significant conflict of interest arises. Do not accept gifts, gratuities or favors that could compromise your impartiality and independence.

INDEPENDENT AND THOROUGH OVERSIGHT

Conduct investigations, audits, evaluations and reviews with diligence, an open and questioning mind, integrity, objectivity and fairness, in a timely manner. Rigorously test the accuracy and reliability of information from all sources. Present the facts and findings without regard to personal beliefs or concern for personal, professional, or political consequences.

TRANSPARENCY AND CONFIDENTIALITY

Conduct oversight activities openly and transparently, providing regular reports and analysis of your activities, and explanations of your procedures and practices to as wide an audience as possible. Maintain the confidentiality of information that cannot be disclosed and protect the security of confidential records.

RESPECTFUL AND UNBIASED TREATMENT

Treat all individuals with dignity and respect, and without preference or discrimination including, but not limited to: age, ethnicity, citizenship, color, culture, race, disability, gender, gender identity, gender expression, housing status, marriage, mental health, nationality, religion, sexual orientation, socioeconomic status, or political beliefs, and all other protected classes.

OUTREACH AND RELATIONSHIPS WITH STAKEHOLDERS

Disseminate information and conduct outreach activity in the communities that you serve. Pursue open, candid, and non-defensive dialogue with your stakeholders. Educate and learn from the community.

AGENCY SELF-EXAMINATION AND COMMITMENT TO POLICY REVIEW

Seek continuous improvement in the effectiveness of your oversight agency, the law enforcement agency it works with, and their relations with the communities they serve. Gauge your effectiveness through evaluation and analysis of your work product. Emphasize policy review aimed at substantive organizational reforms that advance law enforcement accountability and performance.

PROFESSIONAL EXCELLENCE

Seek professional development to ensure competence. Acquire the necessary knowledge and understanding of the policies, procedures, and practices of the law enforcement agency you oversee. Keep informed of current legal, professional and social issues that affect the community, the law enforcement agency, and your oversight agency.

PRIMARY OBLIGATION TO THE COMMUNITY

At all times, place your obligation to the community, duty to uphold the law and to the goals and objectives of your agency above your personal self-interest.

The following oversight agencies have adopted the NACOLE Code of Ethics:

- Citizen Oversight Board, City & County of Denver, CO
- Citizens' Law Enforcement Review Board, San Diego County, CA
- Citizens' Review Board on Police Practices, San Diego, CA
- Civilian Review Board, Eugene, OR
- Independent Review Panel, Miami, FL
- Milwaukee Fire and Police Commission, Milwaukee, WI
- Office of Citizen Complaints, San Francisco, CA
- Office of Community Complaints, Kansas City, MO
- Office of Police Complaints, Washington, D.C.
- Office of Professional Accountability, Seattle, WA
- Office of the Community Ombudsman, Boise, ID
- Office of the Independent Monitor, City & County of Denver, CO
- Office of the Independent Police Auditor, Bay Area Rapid Transit District, San Francisco, CA
- Office of the Independent Police Auditor, San Jose, CA
- Office of the Police Auditor, Eugene, OR
- Office of the Police Ombudsman, Spokane, WA
- Richmond Police Commission, Richmond, CA