

# CIVILIAN POLICE OVERSIGHT ADVISORY BOARD

## POLICY AND PROCEDURE REVIEW SUBCOMMITTEE

*Gail Oliver, Chair*

*Rowan Wymark*

Diane McDermott, CPOA Executive Director

Ali Abbasi, CPOA Deputy Director

**Thursday, January 2, 2025, at 3 p.m.  
Plaza Del Sol Building, 600 2<sup>nd</sup> Street NW  
Basement Floor Hearing Room**

**Members Present:**

Gail Oliver, Chair

Rowan Wymark

**Members Absent:**

**Others Present**

Diane McDermott, CPOA

Ali Abbasi, CPOA

Emily Selch, CPOA

Katrina Sigala, CPOA

Valerie Barela, CPOA

Omotayo Olubiyi, CCO

**Minutes**

**I. Welcome and Call to Order.** Chair Oliver called to order the Policy and Procedure Review Subcommittee meeting at 3:00 p.m.

**II. Approval of the Agenda**

a. **Motion.** A motion by Chair Oliver to approve the agenda. Member Wymark seconded the motion. The Agenda was approved by a unanimous vote.

**III. Public Comment**

a. None. (*See attached*)

**IV. Approval of Minutes from December 5, 2024**

a. **Motion.** A motion by Chair Oliver to approve the minutes as written. Member Wymark seconded the motion. The Minutes were approved by a unanimous vote.

**V. APD Policy-Related Activities/Discussion Items:**

a. **PPRB Drafts Awaiting CPOAB Comment**

1. **SOP 1-4 (Formerly 1-03) Bias-Based Policing and or Profiling**

a. There were no policy recommendations or discussions regarding SOP 1-4.

**2. SOP 1-13 (Formerly 5-3) Armed Robbery Unit**

- a. There were no policy recommendations or discussions regarding SOP 1-13.

**3. SOP 1-16 (Formerly 5-11) Auto Theft Unit**

- a. There were no policy recommendations or discussions regarding SOP 1-16.

**4. SOP 1-96 (Formerly 1-92) Crisis Negotiation Team (CNT)**

- a. There were no policy recommendations or discussions regarding SOP 1-96.

**5. SOP 2-44 (Formerly 2-49) Traffic and Roadway Services**

- a. There were no policy recommendations or discussions regarding SOP 2-44.

**6. SOP 2-62 (Formerly 1-06) Criminal Background Investigation**

- a. There were no policy recommendations or discussions regarding SOP 2-62.

**7. SOP 2-114 Foot Pursuit**

- a. CPOA Policy Analyst Emily Selch verbally presented policy recommendations for SOP 2-114.
- b. The subcommittee recommended moving the policy recommendations for SOP 2-114 to the full Board for discussion and possible action at the next regularly scheduled Board meeting on January 9, 2025.
- c. The CPOA will provide the Board with draft policy recommendation language for SOP 2-114 before the next regular Board meeting on January 9, 2025

**8. SOP 2-2 (Formerly 3-75) Department Property**

- a. CPOA Policy Analyst Emily Selch verbally presented policy recommendations for SOP 2-2.
- b. The subcommittee recommended moving the policy recommendations to the full Board for discussion and possible action and the next regularly scheduled Board meeting on January 9, 2025.

**9. SOP 3-20 Timesheets, Overtime, Compensatory Time, and Work Shift Designation**

- a. There were no policy recommendations or discussions regarding SOP 3-20.

**10. SOP 3-32 Performance Evaluations**

- a. There were no policy recommendations or discussions regarding SOP 3-32.

**b. Off-cycle Policy**

**1. SOP 2-16 Report or 2-73 Collection, Submission, and Disposition of Evidence and Property**

- a. CPOA Policy Analyst Emily Selch verbally presented policy recommendations for SOP 2-16 and/or 2-73.
- b. The subcommittee recommended moving the policy recommendations for SOP 2-16 to the full Board for discussion and possible action at the next regularly scheduled Board meeting on January 9, 2025.

**2. SOP 2-46 Response to Traffic Crashes**

- a. Emily Selch verbally presented policy recommendations for SOP 2-46 and noted that the recommendation may be related to SOP 2-60.
- b. The subcommittee recommended moving the policy recommendations for SOP 2-46 to the full Board for discussion and possible action at the next regularly scheduled Board meeting on January 9, 2025.

**c. APD Response to Policy Recommendations Update**

**1. SOP 2-16 Reports**

- a. Emily Selch verbally provided the recommendation submitted to APD and the response received from APD. Ms. Selch clarified the information received from the Emergency Contact Center (ECC) and APD command staff related to APD employees being able to add information to the Computer Aided Dispatch (CAD). Ms.

Civilian Police Oversight Advisory Board  
Policy and Procedure Review Subcommittee

Thursday, January 2, 2025

Page 3

Slech reported that the CPOA would undergo CAD training and could verify the information received. Executive Director Diane McDermott noted that the item would be brought back before the subcommittee for discussion at a later time.

**2. SOP 2-70 Execution of Search Warrants**

- a. CPOA Policy Analyst Emily Selch verbally discussed the CPOA's previous policy recommendation submitted to APD for SOP 2-70 and the response received from APD, noting that the CPOA's initial recommendation was valid.

**VI. Other Business**

- a. Executive Director Diane McDermott noted that the Policy Recommendation letter for SOP 3-21 was submitted to the APD Chief for consideration.

**VII. Next Meeting Thursday, February 6, 2025, at 3 p.m.**

**VIII. Adjournment**

- a. The meeting was adjourned at 3:30 p.m.

APPROVED:

Rowan Wymark

Rowan Wymark, Member  
Policy & Procedure Review  
Subcommittee Chair

2/6/2025

Date

CC: Isaac Padilla, City Council Staff  
Ethan Watson, City Clerk  
Brook Bassan, City Council President (via email)

Minutes drafted and submitted by:  
Valerie Barela, Administrative Assistant

ATTACHMENT



## CIVILIAN POLICE OVERSIGHT ADVISORY BOARD POLICY AND PROCEDURE REVIEW SUBCOMMITTEE PUBLIC COMMENT SIGN-IN SHEET

SUBCOMMITTEE MEETING DATE: January 2, 2025

NAME (PLEASE PRINT)

1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____