**Civilian Police Oversight Agency board**

**Policy and Procedure Review Subcommittee**

*Dr. William Kass - Chair*

*Tara Armijo-Prewitt*

*Eric Olivas*

Edward Harness, CPOA Executive Director

**Thursday, April 1, 2021 at 4:30 p.m.**

**By Video Conference**

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| **Members Present:** | **Members Absent:** | **Others Present** |
| Dr. William Kass  Eric Olivas | Tara Armijo-Prewitt | Ed Harness, CPOA  Valerie Barela, CPOA  Ali Abbasi, CPOA  Deputy Cdr. Sean Waite, APD  Patricia Serna, APD  Tanya LaForce, APD  Kelly Mensah, CPC  Wanda Harrison, CPC |
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**Minutes**

1. **Welcome and Call to Order:** Chair Dr. Kass called to order the Policy and Procedure Review Subcommittee meeting at 4:32 p.m.
2. **Approval of the Agenda**
   1. Agenda approved.
3. **Approval of the Minutes from March 4, 2021** 
   1. Minutes from March 4, 2021 approved.
4. **Discussion Items:**
   1. **Policies presented at Policy and Procedure Unit (Formerly OPA) March 10, 2021**
      1. SOP 1-12 Volunteer and Internship Programs
      2. SOP 1-54 (Formerly 4-2) Honor Guard Team
      3. SOP 2-14 Use of Cell-Site Simulator Technology
      4. SOP 2-15 Small Unmanned Aircraft Systems (SUAS) Operations
      5. SOP 2-27 Rescue Task Force (For Deletion/Archival)

Chair Dr. Kass reported on the policies presented at the March 10, 2021 Policy and Procedure Unit (formerly OPA) meeting.

* 1. **Policies reviewed at PPRB March 17, 2021**
     1. SOP 1-50 Gun Violence Reduction Unit - Advanced (*see attached*)
     2. SOP 2-64 Violence Intervention Program Custom Notification Deliveries – Advanced (*see attached*)
     3. SOP 2-36 Police Press Relations and Release of Police ID Photographs – Advanced (*see attached*)
     4. SOP 3-33 Performance Evaluation and Management System –

Tabled at PPRB

Chair Dr. Kass reported on the following polices reviewed at the PPRB March 17, 2021 meeting to include SOP 1-50, SOP 2-64, SOP 2-36 and SOP 3-33.

The Policy and Procedure subcommittee did not have any recommendations for SOP 1-50, SOP 2-64 or SOP 2-36 at this time.

The Policy and Procedure subcommittee recommends to submit a “No Recommendation” recommendation for SOP 1-50, SOP 2-64 or SOP 2-36 to the Policy and Procedure Unit (formerly OPA) and will present it at next regularly scheduled CPOA Board meeting for approval.

* 1. **Policy and Procedure Identified SOP’s**
     1. SOP 3-52 Policy Development Process – Status update

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

Ali Abbasi, CPOA Analyst mentioned a request he received by Policy and Procedure Unit (formerly OPA) to notify them when the CPOA Board does not have any recommendations on a policy during the 30-day review period.

The Policy and Procedure subcommittee discussed possible options on the process and recommends to move a written proposal on a submission process for “No Recommendation” recommendations to the Policy and Procedure Unit (formerly OPA) related to PPRB advanced policies to the next regularly scheduled CPOA Board meeting for approval.

1. **Other business** 
   1. Kelly Mensah, CPC Liaison inquired into the policy recommendation process for the Community Policing Councils and Patricia Serna with APD’s Policy and Procedure Unit (Formerly OPA) provided Mr. Mensah with weblinks to utilize for submission of CPC recommendations.
   2. Chair Dr. Kass mentioned SOP 1-27 Cold Case Unit and provided an update on the policy.
2. **Next meeting May 6, 2021 at 4:30 p.m.**
3. **Adjournment**
   1. The meeting adjourned at 5:24 p.m.

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_May 6, 2021\_\_\_\_\_\_\_\_\_\_\_\_

Dr. William Kass, Chair Date

Policy and Procedure Review Subcommittee

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

Attachments