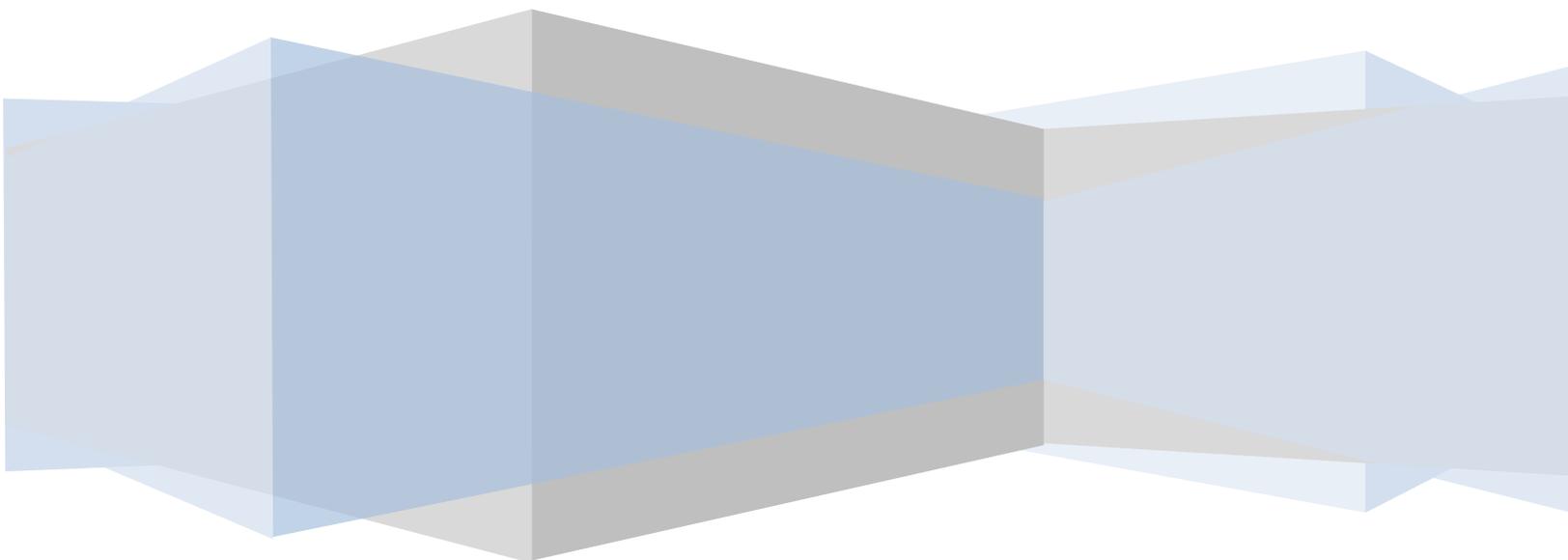


City of Tacoma

# Citizen Police Advisory Committee



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# CITY OF TACOMA: CITIZEN POLICE ADVISORY COMMITTEE 2017 YEAR-END REPORT

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## DUTIES OF THE CITIZEN POLICE ADVISORY COMMITTEE

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The 7 duties of the Committee, as currently outlined in Section 1.06.075 of the Tacoma Municipal Code are:

- Foster understanding and communication between the citizens of Tacoma and the Tacoma Police Department and review and advise the Chief of Police on community relations between the Police Department and the community.
- Hold regular public meetings to promote awareness of the citizen complaint process, solicit input from the community, and convene community conversations regarding police services, program, and issues of public safety to encourage and develop an active citizen-police partnership with an emphasis on improving relations between the Police Department and citizens in Tacoma. The Committee shall forward citizen complaints to the citizen-initiated conduct complaint system.
- Work to strengthen and ensure the application of equal protection under the law throughout the community.
- Review the investigative process and results of completed administrative investigations of complaints, such as alleged excessive use of force or police brutality, for discussion purposes with regard to what processes may be considered in preventing the occurrences of future activities.
- Generate community interest and involvement, and promote public awareness of the City's police services and programs, including, but not limited to, business and residential crime prevention programs, safety training, domestic violence intervention, community-oriented policing, and other areas of community relations.
- Review, develop, and recommend strategies to the City Council, City Manager, and Chief of Police concerning Police Department policies, procedures, rules, training, and programs. Examples of potential areas that may be reviewed or studied include such areas as police misconduct investigation procedures, in-service training in human relations, Citywide crime prevention efforts, citizen participation and education on rights and responsibilities and community-oriented policing. The specific study or review areas set forth above are to be considered as examples of the areas to be studied and reviewed and are not intended to be limitations.
- Notwithstanding the duties of the Committee as described above, the Committee shall have no power or authority to investigate, review, or otherwise participate in matters involving specific police personnel or specific police-related incidents. Should any concern raised by the Committee remain unresolved after receiving a response from the Chief of Police, the Committee may request the matter be referred to the City Manager.

## COMMITTEE MEMBERS

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2017 Members of the Citizen Police Advisory Committee (CPAC) included:

- Chair Ryan Webster
- Committee Member Louis Cooper
- Committee Member Franklin- Wilson
- Committee Member Christian Isaac
- Committee Member Saysan Jones
- Committee Member Harvey Perez
- Committee Member Storm Reyes
- Committee Member Daniel Thomasson

## 2017

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At the January 2017 meeting, Chair James introduced the following focus items for 2017:

- Recruitment of new members
- Quarterly complaint metrics
- Outreach Plan
- Operational aspects of Body Worn Cameras
- Discussion of a Community Trauma Response Team (CTRT)

## 2017 SCHEDULE

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In 2017, the Citizen Police Advisory Committee met on:

- January 9
- February 25
- March 13
- April 10
- May 8
- June 12
- July 10
- August 14
- October 9
- December 11

## REVIEW OF POLICE DEPARTMENT POLICIES

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At the October 09 meeting of CPAC, the Committee received a presentation regarding changes that TPD was making in the hiring practices to streamline the process.

## POLICY DEVELOPMENT

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On January 9, the Committee received an update from a brief update from Lieutenant Hayes regarding Body Worn Camera Program. The program is comprised of both police and unions. In addition, Lieutenant Hayes described the challenges with storing, redacting, and sharing with the public.

On February 25, the Committee began the work of the 2017 Workplan. The Workplan outlined the strategic direction for the committee. The Workplan served as the roadmap for task and responsibilities of the Committee. Additionally, Lieutenant Hayes returned during the February meeting and provided an update on Body-Worn Cameras.

On March 13, facilitator Jumper continued development of the 2017 Workplan that began at the February 25 meeting of CPAC. She opened with a comparison of the duties of the committee and the goals of the committee members. Listed duties included reviewing public policy; reviewing and receiving policy complaints; advising council on police policy members; and community outreach and education. Goals included better communication and partnership with the police department; increased citizen engagement; increased interaction and connection to City Council; increased knowledge of police operations, police, and national issues within CPAC members; clearly articulated roles and responsibilities of CPAC; and being a bridge between the department and the community.

On April, CMO Liaison David Nash-Mendez provided the committee with a summary of the handouts gave an overview of the development of a Community Trauma Response Team (CTRTR) and introduced a scorecard for use as the program develops. Vicki McLaurin outlined the key objectives of a CTRTR, key considerations a City-led program, and a proposal of a potential partnership with MultiCare in an expansion of the co-responder program. This proposal includes training of MultiCare staff, the opening of comfort stations during traumatic incidences, training of community members, and inclusion in a systems-based approach, and aftercare to ensure continuity of service. Finally, she provided the immediate timeline and an expected implementation date of July 1, 2017.

At the subsequent meetings of May-October, the Committee continued to discuss the Community Trauma Response Team (CTRTR). At the August meeting, the Committee learned that staff is working with the new interim director (Linda Stewart) to bring her up to speed on the CTRTR development. The committee continued to stress that they would like to see more community involvement in the implementation of the CTRTR.

At December 11, meeting of CPAC, the Committee received an update from staff in Neighborhood and Community Services (NCS) regarding the Community Trauma Response Team (CTRTR). Staff presented options for establishing the CTRTR according to the mental health funding that is available. The options have submitted a request for proposal for the Committee to contract the services to a provider of their choice or use MultiCare as trauma service provider per the definition of the committee. Additionally, staff received a presentation from staff from Media and Communication Office (MCO) regarding different platforms to disseminate meeting details. The Committee would like to be more effective on social media and is considering doing quarterly meeting updates for the public via a social media platform.

## COMMUNITY OUTREACH AND ENGAGEMENT

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On January 18, 2017, the Committee participated in the Martin Luther King Jr. Community Outreach Fair. In addition, several committee members made appearances at their local neighborhood council meetings and distributed Citizen Police Advisory Committee (CPAC) flyers.

## RECEIVE AND REVIEW POLICY COMPLAINTS FROM CITIZENS

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At the October 9 meeting of CPAC, the Committee reviewed the TPD compliant letters from citizens and third quarter crime reports.

## INFORMATIONAL BRIEFINGS ON POLICE POLICIES, TRAINING, AND PROCEDURES

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At the April 2017 meeting of CPAC, the Committee received a briefing on the Youth Police Academy which targets youth ages 14-18.

In 2017, the Committee received several updates on the process of hiring the Community Relations Officers for TPD. They received updates at the June 12, August 14, and December 11 meetings.

In 2017, the Committee received several updates on the internal actions of TPD on developing policies and procedures for the use of Body Worn Cameras. They received updates at the February 25 and December 11 meetings.

In 2017, the Committee received several updates from TPD. April 10, Chief Ramsdell briefed the Committee on the White House Open Data Initiative. On October 9, the Committee received an update from Assistant Chief Wade regarding the TPD hiring practices and the work that was underway with Continuous Improvement Program.

## INTERNAL ORGANIZATION

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The Committee has been working on implementing a Community Trauma Response Team (CTRTR), however, due to turnover within the City Manager's Office and director of Neighborhood and Community Services (NCS), it has taken time to bring new the leadership structure up to speed. The Committee has received updates from NCS since February. The Committee has made this a top priority for the 2018-2019 year and will work closely with NCS to implement the CTRTR with that is community driven and low-cost.

At the December 11 meeting of CPAC, the Committee agreed to do another annual strategic retreat to plan for the 2018-2019 year. The Committee aspirations of launching a new social media campaign provide the community with quarterly updates on progress and continue to strengthen relations with Tacoma Police Department.

On December 14, The Community Vitality & Safety Committee recommended four new members to the Citizen Police Advisory Committee (CPAC). The new members are all passionate about serving the community and being a part of the dialogue between Tacoma Police Department and citizens.

**Attachment A**

**City of Tacoma**

**Tacoma Municipal Code 1.06.075**

**Police Department Citizen-Initiated Complaint Oversight.**

A. Citizen-Initiated Conduct Complaint System. The City Manager shall appoint a City employee who does not work for the Tacoma Police Department, and who reports directly to the City Manager, to perform the following functions:

1. Receive and forward citizen-initiated conduct complaints to the Police Department;
2. Ensure complainants are notified that their complaint has been received and forwarded and that they are informed of all findings;
3. Produce statistical reports;
4. Serve as a liaison to the Citizen Police Advisory Committee;
5. Other duties related to implementation of this section, as may be assigned by the City Manager.

**Citizen Police Advisory Committee**

B. Creation of the Committee.

1. There is created a Citizen Police Advisory Committee ("Committee"), consisting of 11 members, one member from each City Council District and five members from the general community; and one designated youth seat, with a minimum of 40 percent of the members from traditionally underrepresented communities or groups that reflect and represent the diverse communities in the City of Tacoma. Members must be residents of Tacoma. Commissioned law enforcement professionals and their family members are eligible to serve, provided that no current member of the Tacoma Police Department or his or her immediate family may serve. However, the Committee will consist of no more than three members that are commissioned law enforcement professionals or retired commissioned law enforcement professionals.

2. Members shall be appointed by the City Council. Members shall serve staggered one-, two-, or three-year terms. No member shall serve more than ten years. The youth seat designation shall be for a one-year term.

C. Duties of the Committee. The Committee shall perform the following duties:

1. Foster understanding and communication between the citizens of Tacoma and the Tacoma Police Department and review and advise the Chief of Police on community relations between the Police Department and the community.

2. Hold regular public meetings to promote awareness of the citizen complaint process, solicit input from the community, and convene community conversations regarding police services, programs, and issues of public safety to encourage and develop an active citizen-police partnership with an emphasis on improving relations between the Police Department and citizens in Tacoma. The Committee shall forward citizen complaints to the citizen-initiated conduct complaint system.

3. Work to strengthen and ensure the application of equal protection under the law throughout the community.

4. Review the investigative process and results of completed administrative investigations of complaints, such as alleged excessive use of force or police brutality, for discussion purposes with regard to what processes may be considered in preventing the occurrences of future activities.

5. Generate community interest and involvement, and promote public awareness of the City's police services and programs, including, but not limited to, business and residential crime prevention programs, safety training, domestic violence intervention, community-oriented policing, and other areas of community relations.

6. Review, develop, and recommend strategies to the City Council, City Manager, and Chief of Police concerning Police Department policies, procedures, rules, training, and programs. Examples of potential areas that may be reviewed or studied include such areas as police misconduct investigation procedures, in-service training in human relations, Citywide crime prevention efforts, citizen participation and education on rights and responsibilities and community-oriented policing. The specific study or review areas set forth above are to be considered as examples of the areas to be studied and reviewed and are not intended to be limitations.

7. Notwithstanding the duties of the Committee as described above, the Committee shall have no power or authority to investigate, review, or otherwise participate in matters involving specific police personnel or specific police-related incidents. Should any concern raised by the Committee remain unresolved after receiving a response from the Chief of Police, the Committee may request the matter be referred to the City Manager.

D. The Committee may adopt by-laws and processes for its internal organization.

E. The City Manager's Office will appoint staff to support the Committee.

(Ord. 28324 Ex. A; passed Oct. 13, 2015; Ord. 28310 Ex. A; passed Aug. 4, 2015; Ord. 27826 § 1; passed Aug. 11, 2009; Ord. 27589 § 1; passed Feb. 20, 2007)

## **Attachment B**

### **City of Tacoma**

#### **Citizen Police Advisory Committee By-Laws**

##### **Article I. Objective**

The purpose and directive of the Citizen Police Advisory Committee (“Committee”) is to initiate and foster communication and involvement between the citizens of Tacoma and the Tacoma Police Department, and to provide the citizens with a voice in the development and implementation to community responsive policing policies, procedures, rules, training, and programs. The Committee shall review the investigative process and results of completed investigation of complaints as a way of evaluating the effectiveness of the complaint process as well as the effectiveness of policing policies, procedures, rules, training, and programs. The Committee shall review, develop and recommend strategies or policies to the City Council, City Manager, and the Chief of Police concerning Police Department policy. The Committee does not have the authority to investigate, review, or otherwise participate in matters involving specific police personnel or specific police-related incidents.

##### **Article II. Organization**

2.1 The Committee shall conduct its business in a professional manner.

2.2 The Committee shall elect a Chair and Vice Chair. Officers will be elected for one-year terms and will serve no more than two consecutive terms in any one position. Elected positions shall require a majority vote of the members. Elections will be held the last scheduled meeting of the calendar year, or as needed.

2.3 The Committee may establish standing or ad-hoc subcommittees, the members of which shall be appointed by a majority vote. Ad-hoc committees shall expire after their report has been approved by the Committee, or one year after the ad-hoc committee is established.

2.4 Members may be removed for misconduct. “Misconduct” includes, but is not limited to:

2.4.1 disclosure of confidential information in violation of City or State law; conviction of a felony, crime of violence, offense involving moral turpitude, or any plea of nolo contendere or Alford plea thereto; or

2.4.2 more than three unexcused absences from meetings in one year.

2.5 Any member who has three unexcused absences within one calendar year will be advised in writing of his or her attendance record and will be asked to become an active member or resign from the Committee. If the member does not resume attending meetings, the Chair will notify the City Council Committee responsible for oversight of the Citizen Police Advisory Committee of the lack of member attendance.

2.6 Removal of any member shall require a majority vote of the members.

### **Article III. Meetings**

3.1 The Committee shall schedule at least 5 regular meetings per year at dates and times to be determined by the Committee. Special meetings may be called by the Chair of the Committee, or by a majority of the Committee members.

3.2 A majority of members shall constitute a quorum. Motions must be approved by a majority of members present.

3.3 All meetings are subject to Washington's Open Public Meetings Act. Members may attend meetings telephonically, provided at least one member is physically at the advertised location of the meeting, and that the voices of all members may be heard at all times.

3.4 Meetings may be electronically recorded. Minutes of all meetings shall be kept, and shall be made available to the public in accordance with Washington's Public Records Act. Minutes shall be distributed, at a minimum, to the Chief of Police, City Manager, and Committee Members.

3.5 The Committee may adopt procedures for conducting public testimony at scheduled meetings.

3.6 The Committee may adopt procedures for conducting public hearings.

### **Article IV. Items to be Reviewed**

4.1 Agenda items for Committee meetings may include any relevant topic consistent with municipal code governing the Committees business.

4.2 In addition to other topics, the Committee shall review on a quarterly basis the following topics:

4.2.1 Police use of force statistics

4.2.2 Committee member outreach effort updates

4.2.3 Police conduct and police department policy complaint statistics and resolution

4.2.4 Contemporary issues for consideration as agenda items

### **Article V. Processing of Policy Complaints.**

5.1 The Committee reviews Police Department policies, procedures, and practices. Policy complaints may be received from citizens, or the Committee may review a policy, procedure, or practice on its own initiative.

5.2 The Committee may receive policy complaints orally or in writing. Policy complaints may be submitted anonymously.

5.3 Any policy complaints received by a Committee member shall be referred to staff for regular processing. If the complainant provides sufficient contact information, the Committee shall request that staff send written confirmation of receipt of the policy complaint within 10 business days of receiving the complaint, informing the complainant of the complaint number and the date the complaint is considered received. If the complainant does not provide sufficient contact information, no confirmation is required.

5.4 The Committee shall review and discuss the policy complaint at a scheduled panel meeting within 60 business days after the date the policy complaint is received.

### **Article VI. Reports**

6.1 The Committee may issue written reports. Minority reports are allowed.

6.2 The Chair shall assign a member to draft the majority report when one is determined necessary. Minority reports shall be drafted by the member/s requesting the minority report.

6.3 Copies of final reports shall be provided to the complainant (if applicable), Police Chief, City Manager, City Council, and Committee Members, others as necessary, and be publicly available.

6.4 An annual report regarding the work of the Citizen Policy Advisory Committee will be submitted to the City Council Committee responsible for oversight of the Citizen Police Advisory Committee by April 15th of each year.

### **Article VII. Confidentiality**

All records and information therein shall remain confidential as provided by the Washington Public Records Act (Chapter 42.56 R.C.W.), Open Public Meetings Act (Chapter 42.30 R.C.W.), Criminal Records Privacy Act (Chapter 10.97 R.C.W.), and other applicable laws and policies.

### **Article VIII. By-Laws**

8.1 These by-laws may be reviewed periodically, and a subcommittee formed for that purpose.

8.2 Any changes to the by-laws shall be voted upon at a meeting subsequent to the meeting in which the changes are introduced.