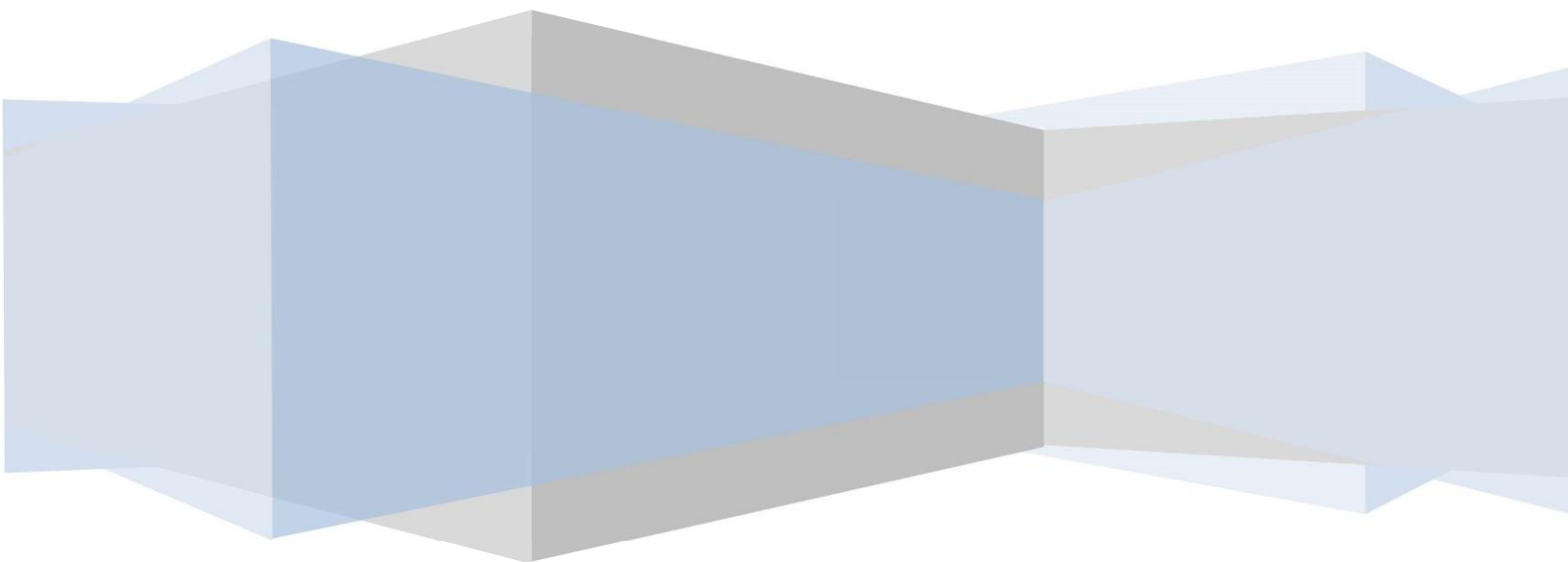


City of Tacoma

# Community's Police Advisory Committee



CITY OF TACOMA:  
COMMUNITY'S POLICE ADVISORY COMMITTEE  
2021 YEAR-END REPORT

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2021 was an active, dynamic and pivotal year in the City of Tacoma in nearly all respects. Officers charged in the death of Manuel Ellis, an officer who used his patrol vehicle to escape what he reported to be a threat to his life and safety, legislative bills signed into law that created a whole new environment for policing in the City, City initiatives to contract with 21CP for an outside look at Tacoma Police Department in all aspects with recommendations for changes/improvements, contracting with MATRIX on a study relating to service calls that don't necessarily require a commissioned/armed officer response, Reconciliation initiative with NNSC, Implementing Body Worn Cameras, Implementing Dash Cameras, managing the sheer volume of data required to store, retrieve, review and eliminate on schedules, a dramatically lower force of patrol officers that has required shifting resources from administrative, special units and investigations to patrol to maintain a minimum staffing, a push to test, interview, review and process recruit and lateral officers to restaff the force while maintaining the highest standards, having conducted 2 separate Chief of Police hiring rounds to replace Interim Chief Ake, keeping Council up to date on the Manuel Ellis Investigation.....

And so much more.

CPAC has engaged as much as possible with the Covid restrictions and the challenges of virtual meetings. The Community Trauma Response Team project assigned in 2016 was successfully awarded and funded then cancelled due to community concerns. As CPAC membership waned through the year, the members still engaged with great forward thinking, imagining an even better policing, livability, sense of safety and harmonious relationships with the community. Promoting them at every turn. Eagerly awaiting the days where in person engagement creates an even better, more successful environment.

CPAC has engaged with City Leadership, Council, CVS, TPD and other organizations throughout the year to inform, learn expectations, report on activities and to build the cross level communications that will be required under Systems Transformation. This includes a direct presentation from CPAC to CVS in August reporting on activities for the previous year and a half and ending CPAC's mandate to create a CTRT.

We start 2022 with a nearly full Committee and are eager to get started anew.

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## COMMITTEE MEMBERS

2021 Members of the Citizen Police Advisory Committee (CPAC) included committee members:

- Stephen Hagberg, Chair
- Krystle Edwards, Vice Chair (resigned)
- Dana Coggan (resigned)
- Louis Cooper Jr.
- Kiara Daniels
- Jeffrey Sargent
- Terah Gruber (youth seat, school)
- Jill Jackson
- Elizabeth Altaminny (resigned)
- Jennifer Vasilez (resigned)
- Shayna Raphael

### Staff Support

- Bucoda Warren
- Tanisha Jumper

### TPD Representation

- Assistant Chief Scruggs
- Captain Travis
- Captain Karl
- Lieutenant Still

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## 2021 Focus areas

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CPAC Members agreed to the following focus items for 2021:

### 1. Review policies and make recommendations

- Identify policies each month to review
- Finish Community Trauma Response Team
- Use of force policy review
- Body Worn Camera policy review
- Dash Camera policy review

### 2. Provide outreach to recruit new membership, bridge TPD and community relationships, and build committee engagement through increased public attendance and input

- Increase community engagement
- Focus on underserved populations
- Create relationships with community and bridge residents with government
- Creative engagement in age of COVID 19

### 3. Monitor data and trends

- Determine trends
- Review complaints

### 4. Internal reviews

- Establish more clarity of committee member responsibilities
- Enforce attendance
- Encourage subcommittee participation

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## 2021 MEETING SCHEDULE

In 2021, the Citizen Police Advisory Committee met on: (2<sup>nd</sup> Monday of the Month)

- [January 11](#)
- [January 25](#) (Special meeting; Vehicle)
- [February 6](#) (Annual Retreat)
- [February 8](#)
- [March 8](#)
- [March 25](#) (TPD [Hiring presentation](#))
- [April 12](#)
- [May 10](#)
- [June 14](#)
- [July 12](#)
- [August 9](#)
- ~~September 13~~ (cancelled)
- [September 30](#) (Special Mtg.)
- [October 11](#)
- [November 8](#)
- December 13

## REVIEW OF POLICE DEPARTMENT POLICIES

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- Body Worn Camera Policies and Rollout 1Q2021
- Chief Ake's goals on policy announced in January
- Review of Use of Force Policy with regard to vehicle incident
- 21<sup>st</sup> Century Policing report and 64 recommendations.
- Brian Maxey hired to implement 21CP recommendations
- Lexipol hired to update policy manual re: New Laws
- Support of interviews for permanent police chief

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## POLICY DEVELOPMENT

- 21CP Recommendation review with City Manager
- Paul Smith and NNSC/Community Reconciliation
- John Henry, Collective Bargaining
  - Louis and Shayna engaged directly in reviewing and negotiating immediate measures possible for Body Worn Cameras
- 2021-2022 Legislative Law Changes
- HB 1140,
  - 1310,
  - 1267,
  - 1089,
  - 1088,
  - 1089,
  - 1054
- SB 5266,
  - 5476,
  - 5066,
  - 5051,
- Racial Data Collection Tool (Early)

## COMMUNITY OUTREACH AND ENGAGEMENT

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- Tacoma Police Department Oral Boards Community Representation
  - Louis Cooper
  - Krystle Edwards
  - Jill Jackson
  - Stephen Hagberg

### Community Outreach

- January 25<sup>th</sup>, 2021, Special meeting to listen to community's thoughts on the vehicle-pedestrian incident with Officer Phan and "Street Racers." Virtual attendance was heavily critical of Officer Phan and TPD, and email input was 75% in favor of Officer Phan and Tacoma Police Department.
- June 14<sup>th</sup>, 2021. Regular meeting but primarily focused on Community Trauma Response Team and community concerns about the connections of the Executive Director of the Chaplaincy and the 4 officers charged in the death of Manuel Ellis. Sentiment was very negative resulting in an announcement on the 15<sup>th</sup> that the awarded contract would be cancelled on June 29<sup>th</sup>.
- September 30<sup>th</sup>, 2021. Special meeting to engage the community on their expectations of what Police Oversight and CPAC Police Oversight would look like. No firm specifics came from the meeting but popular sentiment held that a higher level of scrutiny is warranted.

## DATA and TRENDS

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- Clean up CPAC longstanding issues:
- Make sure complaints are addressed
- Debrief current events and provide recommendations
- Bring up emerging issues that may arise in the community

## INTERNAL ORGANIZATION

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- Enforce bylaws regarding attendance and request resignations as appropriate
- Develop orientation and minimum training guidelines for new members
  
- Regarding oversight, Louis Cooper and Shayna Raphael engaged Nick Brown in determining the legal aspects of what is possible among the various models in an oversight migration.
- Oversight – September [Community Engagement](#) held.
- Bylaw revisions proposed at end of year for adoption in 2022.

## RECEIVE AND REVIEW POLICY COMPLAINTS FROM CITIZENS

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- City Manager Pauli spoke with CPAC regarding the City Conduct Complaint and Internal Affairs (IA) process with citizen complaints and her interaction with it.
  
- At each meeting of CPAC, the Committee reviewed the TPD compliant letters from citizens and quarterly crime reports.

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

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- Lynn Stehr, Tacoma Police Department and Civil Service [Hiring procedures](#) March 25th



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ATTACHMENT A:

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:

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

## ATTACHMENT B

### City of 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 C

### 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, 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.

