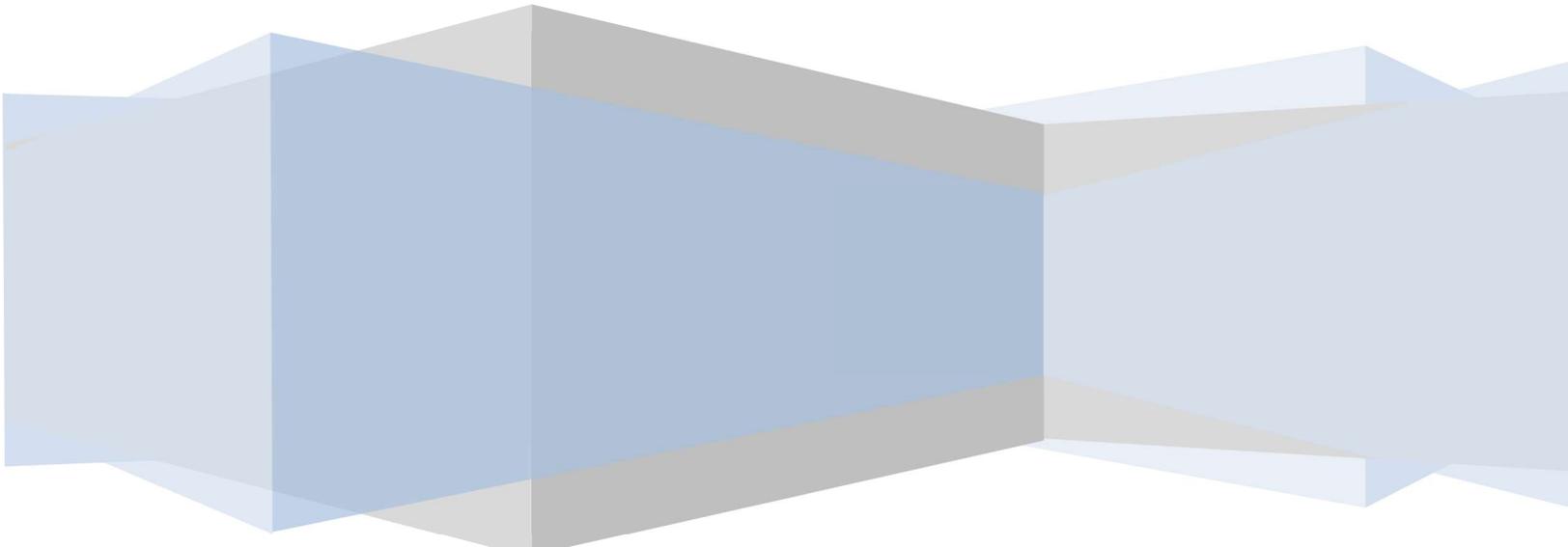


City of Tacoma

# Citizen Police Advisory Committee



---

# CITY OF TACOMA: CITIZEN POLICE ADVISORY COMMITTEE 2019 YEAR-END REPORT

---

## DUTIES OF THE CITIZEN POLICE ADVISORY COMMITTEE

---

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.

- 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

---

2019 Members of the Citizen Police Advisory Committee (CPAC) included committee members:

- Chair Alex Strautman
- Vice Chair Kiara Daniels
- Louis Cooper
- Stephen Hagberg
- Dana Coggan
- Krystle Edwards
- Leah Staub
- Frederick Powell
- Tara Newton

## 2019 Focus areas

---

CPAC Members agreed to the following focus items for 2019:

### 1. Review policies and make recommendations

- Identify policies each month to review
- Finish CTRT
- Use of force 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
  - Social media
  - Marketing
- Create relationships with community and bridge residents with government
  - Focus on social justice issues/priority populations

### 3. Monitor data and trends

- Determine trends
- Review complaints

### 4. Internal reviews

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

## 2019 MEETING SCHEDULE

---

In 2019, the Citizen Police Advisory Committee met on: (2<sup>nd</sup> Monday of the Month)

- March 11
- April 13 (Retreat)
- May 13
- June 10
- July 8
- August 5 (Special Meeting)
- August 12
- September 9
- October 14
- December 9

## REVIEW OF POLICE DEPARTMENT POLICIES

---

### 1. Review policies and make recommendations

- Review predictive policing
  - Review de-escalation tactics
  - Use of force policy review
  - Review domestic violence policy
  - Body camera pilot
- 
- LT. Karl gave an update on the hiring status of the department, shared that the forensics team has been reaccredited, and shared that Tacoma PD was the first in the country to request a booster training on implicit bias which they recently completed.
  - Assistant Chief Wade reviewed recent hiring numbers and trends and highlighted the successes the department has had. He then introduced Captain Taylor who went over the changes to protocols since I-940 went into effect, and the recent uptick in crime.

## POLICY DEVELOPMENT

---

1. Identify policy guidance and input from CPAC to relevant parties
  - Review domestic violence policies
  - Review use of force policies
  - Body Camera Program
  - CTRT
  
- Staff liaison Warren gave a briefing on the current status of the Community Trauma Response Team (CTRT) Request for Proposal (RFP) process. He mentioned that the City is directly contracting and bypassing the RFP to more quickly implement a solution. Representatives of the city will be at the CPAC meeting in June to update the committee before moving forward.
  
- NCS Director Linda Stewart gave an update of the current timeline for the CTRT RFP, and asked for three members of the committee to sit on the interviewing panel. The committee noted that there were some edits that were not made, and asked they be included. The committee also asked for when the three members needed to be included; after determining they would be needed until late October the committee said they would decide next meeting. NCS Director Linda Stewart informed the committee that edits would be added before the RFP was released.
  
- CM Edwards provided an update on the Community Trauma Response Team (CTRT) Request for Proposal responses received by the city, and the planned meeting (later in December) to review, interview, and rate the respondents.

## COMMUNITY OUTREACH AND ENGAGEMENT

---

1. Provide outreach to recruit new membership, bridge TPD and community relationships, and build committee engagement through increased public attendance and input
  - Increase community engagement
  - City line interview
  - Marketing and communication increase (media)
  - Go to events and fairs to table and choose them ahead of time
  - Engage minority communities through print, radio, and social media
  - Build relationships with TPD
  - Build committee membership

### Community Outreach

- A South Tacoma Neighborhood Council meeting
  - A Council of Neighborhood Councils meeting
  - Operation PEACE event
  - McKinley Street Fair
  - Tacoma Pride Festival
  - Tacoma March Against Violence
  - Tacoma #CEASEFIRE march
  - Development of a new CPAC handout and rack card informational flyer
- 
- CM Edwards gave an update on the last public meeting and conversation that was held. There was low turnout and too many officers in uniform compared to community members. She mentioned that next time, perhaps, the City can advertise better and bring in more residents, as well as ask for fewer officers and some out of uniform.

## DATA and TRENDS

---

### 1. Monitor data and trends

- Clean up CPAC longstanding issues: strategic plan and body cameras
- Make sure complaints are addressed
- Results 253 competency/use
- Debrief current events and provide recommendations
- Rate of solving crimes/percentage of open cases
- Bring up emerging issues that may arise in the community
- Review data trends of department data

### • Determined trends

- Hit and Run rates
- Homicides
- Lack of scooter injuries

## INTERNAL ORGANIZATION

---

- Enforce bylaws including warning messages to members
  - Clearer communication in interview process
  - Putting orientation before applying to committee
  - Update website
  - Communicate meeting dates better
- 
- Liaison Warren proposed a clarifying amendment to the CPAC bylaws to state quorum was based on total members appointed, not seats available on the committee. This would address any future quorum issues with low numbers of seats filled.
    - Amendment Approved
  - Dates of meeting following a predetermined schedule (second Monday each month unless a city holiday or rescheduled by CPAC).

## RECEIVE AND REVIEW POLICY COMPLAINTS FROM CITIZENS

---

- 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

---

- Captain Taylor went over the changes to protocols since I-940 went into effect.
- Assistant Chief Wade gave a high-level brief of the considerations regarding body cams, data storage/retrieval and testing protocols for the cameras. And the consideration of the negotiations with the union over their use. And the possible changes coming from the Legislature.

## **Attachment A**

### **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 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.