

## Commission on Police Practices (CPP) Training Academy - Onboarding

| Component  | Topic  | Presentator(s)           |
|--|--|--------------------------|
| 1  | Oath of Office & logistics (individual photos/bios; group photo; organization chart; CPP & OCPP rosters; policies/rules around communications social media, talking with media; orientation/onboarding manual) | City Clerk and CPP staff |
| <i>CPP Requirement</i>   |  |                          |
| <b>Objective:</b> Take the oath of office as required prior to conducting any official duties and handle logistical issues.  |  |                          |
| <b>Purpose:</b> Commissioners begin official business, including voting.   |  |                          |
| 2  | Confidentiality requirements   | CPP Legal Counsel        |
| <i>CPP Requirement</i>   |  |                          |
| <b>Objective:</b> For Commissioners to learn the expectations of them to maintain confidentiality of cases, the complainant, witnesses, and officers outside of properly noticed closed session meetings.  |  |                          |
| <b>Purpose:</b> Commissioners are granted access to a host of confidential documents, reports, evidence etc. it is vital Commissioners understand the importance of keeping confidential details secret.   |  |                          |
| 3  | Distribution of laptops and instructions for use   | CPP staff                |
| <i>CPP Requirement</i>   |  |                          |
| <b>Objective:</b> Teach Commissioners how to use City issued laptops, utilize email and calendar, and access relevant files.   |  |                          |
| <b>Purpose:</b> Provide Commissioners secure and confidential access to City email and calendar as required by the public records act, as well as Google Drive.  |  |                          |
| 4  | Better Management Impact System-Tracking Commission Hours  | OCPP Executive Assistant |
| <i>CPP Requirement</i>   |  |                          |
| <b>Objective:</b> For Commissioners to learn how to track their volunteer time.  |  |                          |
| <b>Purpose:</b> The CPP has historically been one of the most labor-intensive volunteer boards/commissions; as such, it is important for Commissioners to log their hours so we can show the amount of work that our volunteers provide to the city, and the amount of time and effort that goes into successful community oversight of law enforcement. |  |                          |

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| 5   | Ralph M. Brown Act (public meeting laws)   | CPP Legal Counsel                |
| <i>Requirement Related to Complaints</i>  |  |                                  |
| <p><b>Objective:</b> For Commissioners to learn the requirements of California’s Open Meetings legislation.</p> <p><b>Purpose:</b> Commissioners must understand the Brown Act and its requirements to ensure that the public has access to information about meetings, discussions and the thought-making process that the Commission engages in.</p>  |  |                                  |
| 6   | Parliamentary Procedure (public meeting laws)  | CPP Parliamentarian              |
| <i>CPP Requirement</i>  |  |                                  |
| <p><b>Objective:</b> To assist in running a smooth meeting ensuring all commissioners have the ability to speak, raise questions, debate topics and make motions where the Commission can take formal action.</p> <p><b>Purpose:</b> To understand the rules of order (Robert’s Rules) in running Commission meetings.</p>  |  |                                  |
| 7   | Success Factors Training and Mandatory Trainings<br>for City of San Diego staff/volunteers (i.e., Sexual Harassment Prevention, Cybersecurity in the Workplace, Public Records Act Compliance, and Administrative Regulations) | Success Factors                  |
| <p><b>Objective:</b> To understand City of San Diego policies regarding sexual harassment prevention, cyber security, and public records compliance.</p> <p><b>Purpose:</b> Compliance with City of San Diego training requirements for all staff including volunteers.</p>   |  |                                  |
| 8   | NACOLE Code of Ethics, Decorum<br>City of San Diego Ethics Training through Success Factors<br>Form 700  | NACOLE Video and Success Factors |
| <i>CPP Requirement</i>  |  |                                  |
| <p><b>Objective:</b> For Commissioners to learn the expectations of them with respect to personal integrity, independent and thorough oversight, transparency and confidentiality, respectful and unbiased treatment, outreach and relationship with stakeholders, agency self-examination and commitment to policy review, and primary obligation to the community, as well as conflicts of interest and how to use Success Factors, the system used by the City of San Diego to facilitate mandated training paid and volunteer personnel.</p> <p><b>Purpose:</b> Commissioners acting ethically as directed by NACOLE and the City of San Diego.</p> |  |                                  |

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| 9  | City of San Diego Administrative Rules, Regulations & Requirements<br><br><i>CPP Requirement</i>   | CPP Legal Counsel  |
| <p><b>Objective:</b> For Commissioners to learn and follow the City of San Diego’s administrative rule, regulations, and requirements.</p> <p><b>Purpose:</b> Commissioners complying with the administrative rules, regulations and requirements of the City of San Diego, particularly with respect to equipment, email, servers, IT etc.</p>  |  |  |
| 10   | Overview of Community Oversight of Law Enforcement and Principles of Civilian Oversight of Law Enforcement<br><br><i>Requirement Related to Complaints</i> | NACOLE Rep present Oversight 101 and record it   |
| <p><b>Objective:</b> For Commissioners to learn about the evolution of civilian oversight nationally, including different models.</p> <p><b>Purpose:</b> To provide background on how the San Diego Commission compares with similar organizations across the nation.</p>  |  |  |
| 11   | History of SDPD Oversight (including CPP and OCPP)<br><br><i>Requirement Related to Complaints</i>   | Panel with staff and community members (e.g., Women Occupy, Mid-City CAN, San Diegans for Justice) |
| <p><b>Objective:</b> For Commissioners to learn the background, origination (e.g., what things weren’t working from the community’s perspective), and purpose of civilian oversight of local police department activities, policies, and procedures.</p> <p><b>Purpose:</b> To educate commissioners on how police oversight began in San Diego (including the community’s perspective), what it has achieved since inception (e.g., inclusion of youth voices on the Commission) and what obstacles it has encountered locally.</p> |  |  |
| 12   | CPP Implementation Ordinance and Charter (local government expectations of CPP), Implementation Timeline<br><br><i>CPP Requirement</i>                     | CPP Staff  |
| <p><b>Objective:</b> For Commissioners to understand the foundation of the Commission, upon which the bylaws and procedures are based and government expectations.</p> <p><b>Purpose:</b> Provide information about how the Commission fits within the City of San Diego.</p>  |  |  |

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| 13  | <p>CPP Bylaws</p> <p><i>CPP Requirement</i></p>  | <p>Chair of CPP<br/> Bylaws<br/> committee</p>                    |
| <p><b>Objective:</b> For Commissioners to understand the bylaws governing the Commission.<br/> <b>Purpose:</b> Commission functions smoothly due to a common understanding of how it is governed.</p>   |  |   |
| 14  | <p>CPP Standard Operating Procedures (Intake Procedures, Investigative Procedures/Practices, Hearings/Meetings, Case Review, Communications, Policy Recommendations)</p> <p><i>CPP Requirement</i></p> | <p>Chair of CPP<br/> Operating<br/> Procedures<br/> Committee</p> |
| <p><b>Objective:</b> For Commissioners to understand how the Commission functions operationally.<br/> <b>Purpose:</b> Commission operates smoothly due to a common understanding of procedures.</p>   |  |   |
| 15  | <p>Police Officers Bill of Rights (POBAR)</p> <p>State Legislation (disclosure law)</p> <p><i>Requirement Related to Complaints</i></p>  | <p>CPP Legal Counsel</p>  |
| <p><b>Objective:</b> For Commissioners to learn about the requirements dictated by the Police Officers Bill of Rights and the requirements that the Commission must adhere to under California law.<br/> <b>Purpose:</b> To know what the Commission can and cannot do under POBAR.</p> |  |   |

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