

Recruitment & Training Committee Meeting

Agenda

Tuesday, July 23, 2019

10 a.m.

**Civic Center Plaza Building - 9th Floor, Suite 924
1200 Third Avenue
San Diego, CA 92101**

- I. Welcome/Call to Order (Committee Chair Maria Nieto-Senour)
- II. Purpose of Recruitment & Training Committee Meeting – This is a Standing Committee of the Community Review Board on Police Practices (CRB) which supports activities to recruit new members for the CRB, inform interested individuals about the CRB, and provide training to the selected prospective members of the CRB.
- III. Non-Agenda Public Comment
- IV. Approval of the June 18, 2019 Committee Meeting Minutes (Maria Nieto-Senour)
- V. CRB Training Academy (Committee Chair Maria Nieto-Senour)
 - A. Implementation Process/Procedure
 - B. Marketing/Outreach
 - C. Timeline
 - D. Interested Candidates
- VI. Update on Interview Panel Improvements (Maria Nieto-Senour)
 - A. Revised Interview Questions
 - i. Review and Approve the Questions (Sheila Holtrop)
 - ii. Validate Per Equal Employment Opportunity Guidelines for questioning (Sharmaine Moseley)
 - B. Involvement of Organizations to Participate on Panel -Letter Status

Community Review Board on Police Practices

VII. Status of Recruitment Script (Taura Gentry)

VIII. Status of Recruitment Information Card (Taura Gentry)

Name	Phone#	Email
Zip Code		
Council District (if known)		

IX. Report on CRB Liaison for Local Leadership Training Programs

- A. Center on Policy Initiatives' Boards and Commissions Leadership Institute (**Chair Maria Nieto-Senour**)
- B. San Diego Leadership Alliance (**Doug Case**)
- C. San Diego LGBT Community Centers Young Professionals Council Academy (**Doug Case**)
- D. United Way's Emerging Leaders Council (**Sheila Holtrop**)
- E. Mid-City Community Action Network Boards and Commissions Leadership Training Program – (**Chair Maria Nieto-Senour**)
- F. LEAD San Diego Public Leadership Institute – (**CRB Chair Joe Craver and/or Doug Case**)

X. Adjournment

Materials Provided:

- Minutes from Recruitment & Training Committee Meeting on June 18, 2019 DRAFT
- Script for Interested Applicants & Information Card Request DRAFT

Public Comment on an Action/Discussion Item: If you wish to address the Board on an item on today's agenda, please complete a speaker form (on the table near the door) and give it to the Board's Executive Director before the Board hears the agenda item. You will be called to express your comment at the time the item is heard. Please note, however, that you are not required to register your name or provide other information to the Board in order to attend our public session or to speak.

Public Comment on Committee/Staff Reports: Public comment on reports by Board Committees or staff may be heard on items which are specifically noticed on the agenda.

Community Review Board on Police Practices

Public Comment on Matters Not on the Agenda: If you wish to address the Board on any matter within the jurisdiction of the Board that is not listed on today's agenda, you may do so during the PUBLIC COMMENT period during the meeting. Please complete a speaker form (on the table near the door) and give it to the Board's Executive Director. The Board will listen to your comments. However, California's open meeting laws do not permit the Board to take any action on the matter at today's meeting. At its discretion, the Board may refer the matter to staff, to a Board committee for discussion and/or resolution or place the matter on a future Board agenda. The Board cannot hear specific complaints against named individual officers at open meetings.

Comments from individuals are limited to two (2) minutes per speaker, or less at the discretion of the Chair. At the discretion of the Chair, if a large number of people wish to speak on the same item, comment may be limited to a set period of time per item. If you would like to have an item considered for placement on a future Board agenda, please contact the Executive Director at (619) 236-6296. The Director will consult with the Board Chair who may place the item on a future Board agenda. If you or your organization would like to have the Board meet in your neighborhood or community, please call the Executive Director at (619) 236-6296.

This agenda will be made available in alternate formats upon request, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Requests for disability related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services or interpreters, should be forwarded to communityreviewboard@sandiego.gov, or call (619) 236-6296.

RECRUITMENT & TRAINING COMMITTEE MEETING

MINUTES

Thursday, June 18, 2019

10:00 AM

Civic Center Plaza Building (CCP)

1200 Third Ave., Suite 924

San Diego, CA 92101

MEMBERS PRESENT:

Committee Chair Maria Nieto-Senour
Chair Joe Craver
Doug Case
Sheila Holtrop

MEMBERS ABSENT:

2nd Vice Chair Taura Gentry
Kevin Herington
Nancy Vaughn

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- I. Welcome/Call to Order: Committee Chair Maria Nieto-Senour called the meeting to order at 10:14 a.m.
 - II. Purpose of Recruitment & Training Committee Meeting: Committee Chair Maria Nieto-Senour waived the reading of the purpose statement.
 - III. Non-Agenda Public Comment: None
 - IV. Approval of the May 21, 2019 Committee Meeting Minutes (Committee Chair Maria Nieto-Senour)

Chair Joe Craver moved for the Committee to approve the meeting minutes from May 21, 2019. Member Doug Case seconded the motion. The motion passed unanimously with a vote of 4-0-0.

Yays: Nieto-Senour, Craver, Case, Holtrop

Nays: None

Absent: Gentry, Herington, Vaughn

- V. CRB Training Academy (Committee Chair Maria Nieto-Senour)

- A. Implementation Process/Procedure: Committee Chair Nieto-Senour reported that she had met with two candidates who were interested in serving on the Board. They also have friends that are interested in being on the Board. The Committee wants to know the status of the two candidates Office of Boards and Commissions Director Joel Day mentioned. Dr. Day previously stated that the candidates who were interested in the CRB applied with the Mayor's Office. Committee Chair Nieto-Senour stated that she met with staff from Councilmember Monica Montgomery's office and was informed that they had three potential candidates. Details are pending. Dr. Day confirmed that the 4th District Office did not have three candidates.

The Board expressed concerns about feeling out of the loop when it comes to the selection process of new members. Member Doug Case requested having Council Members refer interested candidates to the Committee. The Committee will create a process that would vet the candidates. The Committee would like to become more involved in the selection process. Member Doug Case agreed to create a flow chart of the proposed candidate selection process. Dr. Day stated that the new appointment process involves all department liaisons and that Executive Directors will serve as the point of contact for all appointments and re-appointments. He also revealed that the new appointment process for the CRB will require all interested candidates to be routed thru CRB Executive Director Sharmaine Moseley and forwarded to him for background checks. Then upon approval the candidates will be returned to the Board for training. Committee Chair Nieto-Senour would like to have a minimum of four participants attend the training.

Doug Case proposed dividing the Training Academy into three parts: (1) Pre-Appointment (2) Post Appointment-prior to being approved and (3) Post Confirmation.

- B. Marketing/Outreach: Member Doug Case suggested planning an Orientation Training Session. The event can be mass marketed on social media platforms to various organizations, council offices, and planning boards. The Board would like to encourage all the council members to attend or send a representative from their office - preferably the Chief of Staff.
- C. Timeline: Executive Director Sharmaine Moseley suggested that the Information Session for the Training Academy should start approximately around the end of August, beginning of September.

Member Doug Case proposed that the Committee conduct the training twice a year.

VI. Update on Interview Panel Improvements (Committee Chair Maria Nieto-Senour)

A. Revise Interview Questions

i. Circulate to the CRB for input (Sheila Holtrop)

Member Sheila Holtrop updated the interview questions with suggested edits made at the previous meeting. Committee Chair Nieto-Senour suggested edits on item #3, regarding various communities' opinions/experiences with the police department; along with the word "have" removed. The removal of a comma, proceeding the word "example" in section 5B. The name, dates, and times on the cover page were removed. Member Doug Case requested re-wording the "Can you handle" question.

ii. Validate Per Equal Employment Opportunity Guidelines for Questioning (Sharmaine Moseley)

Executive Director Moseley stated that she will forward the questions to the Human Relations Department for feedback as soon as the Committee completes the above suggested revisions.

B. Involvement of Organizations to Participate on Panel

Member Doug Case will draft a letter to send to various organizations (i.e. LA RAZA, Alliance San Diego, Women Occupy, NAACP, Chicano Federation, BAPAC, Center for Policy Initiatives, Earl B. Gilliam Bar Association, and T. Hollman Law Association) requesting recommendations. Committee Chair Nieto-Senour will contact Allan (Justice Professor) and Staff person/Committee Consultant for District 4.

VII. Status of Recruitment Script/Information Card (Taura Gentry) – Item Tabled

VIII. Status of the Recruitment Information Card (Taura Gentry)

Sharmaine Moseley suggested asking OBC Executive Assistant, Chantai Bradford, to create Recruitment Cards. Recruitment cards will request the following information from applicant: name, phone number, e-mail address, zip code, and Council District (if known).

Member Doug Case moved for the Committee to approve the Recruitment Cards. Member Sheila Holtrop seconded the motion. The motion passed unanimously with a vote of 4-0-0.

Yays: Nieto-Senour, Craver, Case, Holtrop

Nays: None

Absent: Gentry, Herington, Vaughn

- IX. Report of CRB Liaison for Local Leadership Training Programs (No updates on this item)
- A. Center on Policy Initiative's Boards and Commissions Leadership Institute (**Maria Nieto-Senour**)
 - B. San Diego Leadership Alliance (**Doug Case**)
 - C. San Diego LGBT Community Center's Young Professionals Council Academy (**Doug Case**)
 - D. United Way's Emerging Leaders Council (**Sheila Holtrop**)
 - E. Mid-City Community Action Network Boards and Commissions Leadership Training Program: (**Maria Nieto-Senour**)
 - F. LEAD San Diego Public Leadership Institute: (**Joe Craver**) Chair Joe Craver agreed to take on the responsibility of reporting on interactions with this organization.
- X. **Adjournment: 11:31 a.m.**

COMMUNITY REVIEW BOARD ON POLICE PRACTICES

Script for CRB Interested Applicants & Information Request Card

The Community Review Board on Police Practices, known as the CRB, is the City's community oversight of complaints filed by the public against members of SDPD. The CRB reviews and evaluates complaints which includes all in-custody death and officer-involved shooting cases. The CRB also reviews and evaluates the administration of discipline arising from sustained complaints and reports from the Shooting Review Board when there is an officer-involved shooting. In addition, the Board makes recommendations to the Chief of Police regarding San Diego Police Department policies and procedures.

The CRB is made up of 23 volunteers who are appointed by the Mayor and confirmed by the City Council to serve 2-year terms. Members may spend approximately 20-30 hours per month on case review, meetings, trainings, and outreach efforts.

Tell us about yourself:

1. Why are you interested in serving on the CRB?
2. What qualities can you bring to the CRB?
3. What other organizations do you have experience in serving?
4. What experience do you have with interpreting and applying organizational policies and procedures?
5. Are you able to make the time commitment of 48 hours per quarter on this board?
6. Do you have any questions?

Name:

Phone Number:

Email:

Zip code:

Council District (if known):

Resume Ready?: