

COMMUNITY REVIEW BOARD ON POLICE PRACTICES

ONLINE MEETING AGENDA

Tuesday, September 22, 2020

MS Teams

A quorum of twelve (12) board members is needed to conduct business. If you cannot attend, please call the CRB Complaint Coordinator at (619) 236-6296.

CLOSED SESSION MEETING

4:00 p.m. – 5:30 p.m.

Board Members and Staff Only

- I. Call to Order
- II. Legal Opinion(s) Request & Attorney/Client Privileged Response(s) (0)
- III. San Diego Police Department Feedback on Case Specific Matters Only
- IV. Shooting Review Board Reports (0)
- V. Category II Case Audit Reports (0)
- VI. Discipline Reports (0)
- VII. Case Review Team Reports (4)
- VIII. Case-Specific Recommendations to the Mayor (0)
- IX. Referrals to other governmental agencies authorized to investigate activities of a law enforcement agency (0)

Pursuant to California Government Code Section 54957 — To discuss community complaints brought against San Diego Police Department Officers under California Penal Code Section 832.7.

OPEN/PUBLIC SESSION MEETING

6p.m. – 8p.m.

Open to the Public

This meeting will be available live and online on YouTube. Click [here](#) to view this meeting at its scheduled time.

- I. CALL TO ORDER/WELCOME (Chair Brandon Hilpert)
- II. PURPOSE OF THE COMMUNITY REVIEW BOARD ON POLICE PRACTICES (CRB)
- III. ROLL CALL (Chair Brandon Hilpert)
- IV. APPROVAL OF CRB OPEN MEETING MINUTES of AUGUST 25, 2020
- V. NON-AGENDA PUBLIC COMMENT: (Fill out and submit comment using [webform](#). Please see instructions at the end of this agenda)

- VI. UNFINISHED BUSINESS (DISCUSSION) (Chair Brandon Hilpert)
 - A. CRB Closed Meetings (October Dates and Times)
 - B. CRB Case Review in Internal Affairs
 - i. Feedback on Prioritization of Case Reviews, Work Flow, Staffing
 - ii. Redacted Case Reports
 - iii. Remote Case Access
 - C. Update on CRB Memo Re: Seditious Language

- VII. NEW BUSINESS (DISCUSSION/ACTION) (Chair Brandon Hilpert)
 - A. CRB Fiscal Year 2020 (July 1, 2019 – June 30, 2020) Work Plan
 - i. Finalize & Close Out Fiscal Year 2020 Work Plan

ACTION ITEM: Motion for the Board to approve its final version Fiscal Year 2020 Work Plan

- B. CRB Fiscal Year 2021 (July 1, 2020 – June 30, 2021) Work Plan
 - i. Input for Draft Fiscal Year 2021 Work Plan

- VIII. COMMITTEE CHAIR REPORTS (DISCUSSION/ACTION)
 - A. Continuing Education Committee (Nancy Vaughn)
 - i. List of Upcoming Educational Topics
 - B. Outreach Committee (Patrick Anderson)
 - i. Summary of Past Events
 - ii. Upcoming Events/Outreach Opportunities
 - C. Rules Committee (Doug Case)
 - i. Update
 - D. CRB Handbook Committee (Doug Case)
 - i. Update
 - E. Policy Committee (Joe Craver)
 - i. Status on Items being Considered Committee
 - ii. Schedule Next Policy Committee Meeting
 - F. Recruitment & Training Committee (Kevin Herington)
 - i. Update on New Member Appointment – 8 Candidates
 - Background Checks
 - Phase Trainings
 - Appointments & Confirmations
 - G. Citizens Advisory Board on Police Community Relations (Chair Brandon Hilpert)
 - Update – Meeting scheduled for September 28, 2020
 - H. Transition Planning (Doug Case)
 - i. Update
- IX. CHAIR’S REPORT (Chair Brandon Hilpert)

- A. Reminder-1st Quarter (July 1st – September 30) Volunteer Hours Report – All members please make sure that you log your hours in for reporting purposes
 - B. Other Items/Reminders
- X. EXECUTIVE DIRECTOR’S REPORT (Sharmaine Moseley)
 - A. Caseload Update & Status of Case Reports
 - B. Board Member Vacancies/Resignations
 - C. Transition from MS Teams to Zoom Platform
 - D. Other Items/Reminders
 - XI. SAN DIEGO POLICE DEPARTMENT REPORT (EA Chief Al Guaderrama)
 - A. Updates
 - XII. BOARD MEMBER RIDE-ALONG REPORTS: On Hold due to COVID
 - XIII. BOARD MEMBER ANNOUNCEMENTS/COMMENTS
 - XIV. ADJOURNMENT

Materials Provided:

- Minutes from Open Session Meeting on August 25, 2020 DRAFT
- FY 2020 Work Plan
- FY 2021 Work Plan Draft

Comment on Agenda Items must be submitted using [webform](#), checking the appropriate comment type box, and indicating the agenda item number they wish to submit their comment for. Instructions for word limitations and deadlines are noted on the [webform](#). On the [webform](#), members of the public should select Community Review Board on Police Practices (even if the public comment is for a Community Review Board on Police Practices Committee meeting). Only comments submitted no later than 4:00 p.m. the day prior to the meeting using the public comment form will be eligible to be read into the record. If you submit more than one form per item, only one will be read into the record for that item. **Comments received after 4:00 p.m. the day prior and before 8:00 a.m. the day of the meeting** will be provided to the Board and posted online with the meeting materials. All comments are limited to 200 words. Comments received after 8:00 a.m. the day of the meeting but before the item is called will be submitted into the written record for the relevant item.

Non-Agenda Public Comment must be submitted using [webform](#) and checking the appropriate comment type box in order to be eligible to be read into the record. The City staff will read the first 30 comments received by 4:00 p.m. the day before the meeting. However, if there are less than 30 comments submitted by 4:00 p.m. the day before the hearing, the City will read comments submitted by 8:00 a.m. on the day of the meeting up to a total of 30 comments. The maximum number of comments to be read into the record on a single issue will be 16. Comments submitted by 8:00 a.m. the day of the meeting will be provided to the Board or Commission, made a part of the record, and posted with the meeting materials. All comments are limited to 200 words. Comments received after 8:00 a.m. the day of the meeting but before Non-agenda comment is called will be submitted into the written record for the meeting.

If you attach any documents to your comment, it will be distributed to the Board in accordance with the deadlines described above.

OPEN SESSION MEETING MINUTES

Tuesday, August 25, 2020

6 p.m. – 8 p.m.

MS Teams Online

Click <https://www.youtube.com/watch?v=WUg2qjmFfTg> to view this meeting on YouTube.

Members Present:

Brandon Hilpert, Chair
Poppy Fitch, 2nd Vice Chair
Patrick Anderson
Maxine Clark
Joe Craver
Gregory Daunoras
Diana Dent

Kevin Herington
Sheila Holtrop
Steve Hsieh
Mary O'Tousa
Ernestine Smith
Pauline Theodore
Nancy Vaughn
Marty Workman

Members Absent:

Doug Case, 1st Vice Chair

Community Review Board on Police Practices (CRB) Staff Present:

Sharmaine Moseley, Executive Director

San Diego Police Department (SDPD) Staff Present:

Al Guaderrama, Executive Assistant Chief
Mike Holden, Internal Affairs Captain
Andrea Amado, Internal Affairs Detective

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- I. **CALL TO ORDER/WELCOME:** Chair Brandon Hilpert called the meeting to order at 6:03 p.m.
 - II. **PURPOSE OF THE COMMUNITY REVIEW BOARD ON POLICE PRACTICES:** Chair Brandon Hilpert explained the purpose and responsibilities of the Community Review Board on Police Practices (CRB) to the public.
 - III. **ROLL CALL:** Executive Director Sharmaine Moseley conducted the roll call.
 - IV. **APPROVAL OF MINUTES:**
 - A. **CRB Special Meeting Minutes of July 22, 2020**
The Board reviewed the minutes. Board member Joe Craver moved for the Board to approve its July 22, 2020 Special Meeting minutes. Board member Pauline Theodore seconded the motion.

The motion passed with a vote of 14-0-1.

Yays: 2nd Vice Chair Fitch, Members- Anderson, Clark, Craver, Daunoras, Dent, Herington, Holtrop, Hsieh, O'Tousa, Smith, Theodore, Workman, and Vaughn

Nays: None

Abstain: Chair Hilpert

Members Absent: 1st Vice Chair Case

- B. CRB Open Meeting Minutes of July 28, 2020
The Board reviewed the minutes. Board member Joe Craver moved for the Board to approve its July 28, 2020 Open Meeting minutes. Board member Mary O'Tousa seconded the motion.

The motion passed with a vote of 14-0-1.

Yays: 2nd Vice Chair Fitch, Members- Anderson, Clark, Craver, Daunoras, Dent, Herington, Holtrop, Hsieh, O'Tousa, Smith, Theodore, Workman, and Vaughn

Nays: None

Abstain: Chair Hilpert

Members Absent: 1st Vice Chair Case

- V. **NON-AGENDA PUBLIC COMMENT:** Executive Director Sharmaine Moseley read non-agenda public comment received from:

Joseph S. Carmellino commented as follows:

“Non-Agenda but related to Item F., Observations and questions not specific to SDPD. Police Departments are a recognized and important institution in civil society. Policing also provides good jobs with stable incomes and benefits. Why is it common when an abusive incident occurs to learn that the officer(s) involved have multiple complaints in their history? How do these candidates pass HR scrutiny on hire? Why aren't they let go? What does SDPD do to ensure that transfers in have good records where there may not be transparency from other departments or academies?”

- VI. **UNFINISHED BUSINESS (DISCUSSION)** (Chair Brandon Hilpert)
- A. Update on CRB Closed Meetings (Dates and Times) – The Board held a Closed Meeting prior to tonight’s Open Meeting. The Board is scheduled to hold a Closed Meeting every Tuesday in September to get through the backlog in cases due to COVID.
- B. CRB Case Review in Internal Affairs

- i. Feedback on Prioritization of Case Reviews, Work Flow, Staffing – Reminder for the Board to contact IA to reserve rooms for case review. Most teams have a decent number of cases. Email sent to the Teams regarding prioritization of cases and workflow by reviewing cases with “sustained findings” first due to the one-year time frame. Executive Director provided the Board with an update on the case management, work flow, and staffing issues due to the elimination of the CRB administrative aide position.
 - ii. Redacted Case Reports – No update given
 - iii. Remote Case Access – Lt. Pich working with Riverside to see how they work on their remote case access. Chair Hilpert also reached out to Laserfiche. He will participate in a demo on Friday and report back to the Board.
 - C. CRB Memo Re: Seditious Language – The CRB sent out a letter regarding seditious language. This item will be added to PS&LN’s agenda. Captain Holden stated that a department wide order was issued today that would cease enforcement of this by SDPD officers.

VII. NEW BUSINESS (DISCUSSION/ACTION): None

VIII. COMMITTEE REPORTS (DISCUSSION/ACTION) – New chairs were selected for some of the Committees.

- A. Continuing Education Committee (Nancy Vaughn)
 - i. List of Upcoming Educational Topics – Committee Chair Nancy Vaughn asked Executive Director Moseley to arrange to have Tia Quick provide a presentation to the Board on pretext stops at its September Open Meeting. Executive Director Moseley will follow up with scheduling the presentation.
- B. Outreach Committee (Chair Brandon Hilpert)
 - i. Summary of Past Events – Chair Hilpert reported that the Committee have not had a lot of physical outreach events due to COVID.
 - ii. Upcoming Events/Outreach Opportunities – Board member Anderson stated that he will be working with the Committee to develop engagement with youths and organizations in the community for feedback.
 - iii. Selection of New Outreach Committee Chair – Board member Patrick Anderson is the new Outreach Committee Chair.
- C. Rules Committee (Doug Case)
 - i. Update – Chair Hilpert reported that Committee Chair Case is not present so there are no updates.
- D. CRB Handbook Committee (Doug Case)
 - i. Status of Resource Handbooks – Committee member Fitch gave the report on behalf of Committee Chair Case. She reported that they have a meeting scheduled for Thursday. They are considering finding a way to get the binders and pdfs of the contents produced for those who do not have copies.
 - ii. Next Steps – Meeting on August 27th at 9am

- E. Policy Committee (Chair Brandon Hilpert)
 - i. Status on Items being Considered Committee – Draft proposed recommendation for SDPD to create a policy on how to handle protests.
 - ii. Next Policy Committee Meeting – N/A at this time
 - iii. Selection of New Outreach Committee Chair – Chair Hilpert reported that Board member Joe Chair is the new Chair of this Committee.

- F. Recruitment & Training Committee (Kevin Herington)
 - i. Update on New Member Appointment – 8 Candidates
 - Background Checks – Frozen until after the appointment process is made due to the Fair Act.
 - Phase Trainings – Scheduled for August 25th
 - Appointments & Confirmations

- G. Citizens Advisory Board on Police Community Relations (Chair Brandon Hilpert)
 - Update – CAB met last night, but the meeting was not recorded.

- H. Transition Planning (Doug Case)
 - i. Committee Members – 1st Vice Chair Doug Case is the Chair of this Committee.
 - ii. Meeting on August 28th at Noon

- IX. CHAIR’S REPORT (Chair Brandon Hilpert)
 - A. Reminders-1st Quarter (July 1st-September 30th) Volunteer Hours Report – All members please make sure that hours are logged in for reporting purposes.
 - B. Updated Work Plan – Committee Chairs were asked to send edits to the work plan to Chair Hilpert so the Board can close out this work plan and have a new plan for this fiscal year.
 - C. Committee Assignments – Committee Chair Hilpert summarized who the Committee Chairs were. Members can switch committees and/or join committee or stay on a committee.
 - D. Other Items/Reminders – None

- X. EXECUTIVE DIRECTOR’S REPORT (Sharmaine Moseley)
 - A. Caseload Update & Status of Case Reports

It was reported that as of today, 63 cases have been assigned to the Teams. Out of the 63 cases, 26 were completed by the Teams and 3 of the 26 cases were deliberated by the Board at our Closed Meeting earlier tonight. The CRB teams now have 23 cases ready for Board deliberation.

The Team summaries are as follows:

Team 1- 11 cases assigned (2 completed and ready for the Board, 9 cases left for review, 7 cases were assigned during COVID, and 1 possibly 2 reassigned from Team 5)

Team 2 – 14 cases assigned (7 cases completed and ready for the Board- 3 of which were on tonight’s Closed meeting agenda and 1 closed; 7 active cases left for review-6 of which were assigned during COVID & 1 was reassigned from Team 5)

Team 3 – 14 cases assigned (6 cases completed and ready for the Board- 1 of which was on tonight’s Closed meeting agenda; 8 active cases left for review - -6 of which were assigned during COVID & 1 was reassigned from Team 5)

Team 4 – Team 4 was temporarily dissolved. 2 cases were completed -1 of which was on tonight’s Closed meeting agenda.

Team 5 – Team 5 was temporarily resolved. 1 case was not reassigned at the request of the Team. The Team was working on this case prior to COVID. All other cases from Team 5 have been reassigned.

Team 6 – 11 cases assigned (3 cases completed and ready for the Board, 1 of which was on tonight’s Closed Meeting agenda that was sent back for the Team to add information to it). Team 6 has 8 cases left, all of which were assigned during COVID.

Team 7 – 10 cases (6 completed and ready for the Board. The 4 cases left for Team 7 were assigned during COVID and 2 were cases that were reassigned from Team 4).

In conclusion, the Board had 63 total active cases, 3 were deliberated on and closed by the Board earlier tonight. After tonight, the Teams have 26 completed cases ready for the Board and are working on 37 active cases. Executive Director Moseley will assign 2 more cases tomorrow. In this fiscal year, the CRB closed out 13 cases in three closed meetings.

In conclusion, the Board had 68 total active cases, 3 were deliberated and closed by the Board earlier tonight. After tonight, the Teams have 25 completed cases ready for the Board and are working on 40 active cases.

- B. Board Member Vacancies/Resignations – Currently, the Board has 16 members and 7 vacancies. Four of the 16 members are eligible for re-appointment and 8 candidates who will be considered to possibly fill the vacancies on the Board first. The Board also has 3 members who are termed out, but it is best to fill the vacancies first before the members who are termed out.
- C. Transition from MS Teams to Zoom Platform – The City is in the process of transitioning from MS Teams to the Zoom platform for its public meetings. Based on feedback, people are happier with Zoom. With Zoom, the City’s IT department would no longer have to be available to live stream the meetings to the You Tube channel. Two weeks’ notice will no longer be required to schedule a meeting.

D. Other Items/Reminders – None

XI. SAN DIEGO POLICE DEPARTMENT REPORT (Captain Mike Holden)

- Updates – The only update is the department memo that was sent out to the officers today to stop officers from enforcing the municipal code on seditious language.

XII. BOARD MEMBER RIDE-ALONG REPORTS – N/A

XIII. BOARD MEMBER ANNOUNCEMENTS/COMMENTS - None

XIV. ADJOURNMENT: The meeting adjourned at 7p.m.

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Community Review Board on Police Practices Work Plan FY 2019 – FY 2020

General CRB Work/Executive Director/Chair/Executive Cabinet

Task/Issue	Process	Completion Goal
Weekly meeting in person or telephone with the Chair and the Executive Director		Ongoing
Quarterly meetings with SDPD (IA Captain and Executive Assistant Chief) and Director of Boards and Commissions		Ongoing
Annual meeting with the Chair, Executive Director and the Chief		
Annual meeting with the Chair, Executive Director and President of the POA		
Reinstitute annual luncheon with Chair, Executive Director, Past Chairs, Past Executive Directors, SDPD Chief and Executive Assistant Chief		May 2019
Quarterly meeting with Chair, Executive Director and Director of Boards & Commissions and as needed <i>This is in addition to the bi-weekly meetings with the Director of Office of Boards & Commissions and the Executive Director.</i>		Ongoing
Quarterly meetings with Chairs of the CRB, Citizens Advisory Board on Police/Community Relations, and Commission on Gang Prevention and Intervention		Ongoing
Annual election of officers	Nominating Committee to be elected at the April 2019 meeting ✓	June 2019 Open Meeting
Annual election of officers	Nominating Committee to be elected at the April 2020 meeting ✓	June 2019 Open Meeting
Annual re-appointment of board members	Appointments and re-appointments submitted to Mayor/City Council	September 2020
Recognition awards for departing members	Executive Director to request Admin Asst. to prepare the awards	TBD
Swearing-in of FY 2019 Board Members	✓	Completed
Swearing-in of FY 2020 Board Members		TBD
NACOLE Conference (September 30 – October 4, 2018, St. Petersburg)	Sharmaine, Doug, and IA Captain attended ✓	Completed
NACOLE Conference (September 22- September 26, Detroit Michigan)	Sharmaine, Taura and Nancy attended. ✓	Completed
NACOLE Virtual Conference (July 20-September 22)	Various CRB Members attending.	Pending
Update the Work Plan monthly	To be done after each Executive Committee meeting	Ongoing
Presentations to City Council's Public Safety and Livable Neighborhoods (PS&LN) Committee	April and November of each year	Ongoing

Community Review Board on Police Practices Work Plan FY 2019 – FY 2020

Chair to Meet Individually twice a year with members of the PS&LN Committee		TBD
Strategic Planning CRB Retreat	January 2019 ✓	Completed
Plan two social events per year (holiday party and another event)	Dec 4, 2018 Holiday Party ✓ Boat Outing CRB 30 th Anniversary Celebration ✓	Completed Spring 2019 November 2019
Conduct training for new graduates from the Police Academy	Presentations to New Officers	Ongoing
Develop a more defined intake process, including CRB role in receiving complaints, compiling statistics and tracking ALL complaints	Executive Director given access to IA complaint database ✓ Developing one complaint form ✓ Creating Open Data Portal ✓	April 2019 September 2019 September 2019
CRB 30 th Anniversary Event	Event held November 14 th ✓	Completed
Organize annual relationship building session with CRB and IA staff to help each group to fully understand each other's roles and responsibilities		
Debriefing with Chair, Executive Director and IA Captain after each closed meeting		Ongoing
Annual meetings with Chair and Executive Director individually with each team to share and receive feedback		Ongoing
Quarterly Team Leader Meetings	Discuss issues, concerns, upcoming training, etc.	Ongoing
Monthly Executive Committee meetings	One week before Open Meeting	Ongoing
Community Leadership Summit	Participate in City-wide Boards/Commissions leadership summit. ✓	Completed

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Community Review Board on Police Practices Work Plan FY 2019 – FY 2020

Rules Committee

Issue to be Explored	Process	Completion Goal
Study possibility of remote review of team case reports by CRB members prior to the Closed Meeting	Team reports would be sent to the Executive Director upon completion. Will require discussion with technology services to determine a secure way to review reports and may involve the need to purchase special laptops and/or software licenses.	Discussion ongoing
Publication of redacted minutes of closed meetings with case detail similar to that published by CLERB.	Procedure to be voted on at October 22, 2019 open meeting. Implementation to begin January 2020.	Completed
Formalize Category 2 Audit Process	Operational Standing Rule approved by the board May 15, 2019. Team leaders trained and implementation begun. (Doug to work on a template for reports – October 2019)	Completed
Update bylaws to be consistent with Measure G and complete the Standing Rule on Case review, consistent with the Standard Operating Procedures	Approved by the board 9/25/2018	Completed
Consider option of referring disagreements to the Chief of Police prior to referral to the Mayor	Would need to be added to the Operational Standing Rules for Case Review	Postponed
Review member discipline process in the bylaws	Included in revised bylaws, approved by the board 9/25/2018	Completed
Develop procedures for reviewing Shooting Review Board reports	Completed and approved by the board June 6, 2019	Completed
Complete Operational Standing Rule on Case Review Procedures	Completed and approved by the board 9/25/2018	Completed
Discussion on Comments by Teams	Matrix added to Administrative Standing Rule on Format and Presentation of CRB Case Review Board Reports. Approved by the board August 27, 2019	Completed
Creation of Tactical Plan	Completed and approved by the board April 23, 2019	Completed
Creation of Social Media Policy	Assigned to 1 st Vice Chair Brandon Hilpert	In process

Community Review Board on Police Practices Work Plan FY 2019 – FY 2020

Policy Committee

Issue to be Explored	Process	Completion Goal
Recommendation on formal vs. informal complaints	Policy committee to review and if approved, submit to full board for consideration.	May 2019
Work with SDPD on recommendation to provide complainants with a card/note/document detailing the complaint process and the next steps they can expect.	SDPD and CRB have created a single complaint form in both English and Spanish and is currently being used in the field.	Completed September 2019
Procedure & Guideline for SDPD Complaint Intake		
Development of Third-Party Mediation for Certain Complaints	Nancy is utilizing learnings from NACOLE and will present to Board best practices for mediation opportunities	On Hold pending Measure B vote
Review SDPD Use of Force Policy & PERF Guiding Principles on Use of Force in Relation to Persons with Mental Health Issues		Completed 10/18
Best Practices Research for LE Investigations Involving Discrimination Allegations	Patrick is conducting research from agencies nationwide and will present to the Board for review and recommendations.	March 2020
Ensure that CRB receive a written reply within 60 days from SDPD regarding all policy recommendations		Ongoing
De-escalation Policy -SDPD Chief agreed to create a policy on de-escalation	Completed, SDPD implemented. ✓	May 2019
Procedure & Statistics for Internal Affairs Tolling of Cases	Received a detailed description of tolled cases from IA in May-July 2019. Cases are tolled for various reasons including pending legal cases. CRB is working to clarify and note in case reports the circumstances and reasons for any case being delayed/tolled.	Completed Summer 2019
Complaint Process Guide Card Issued to All Sworn Personnel	Taura has a card proposed and will be presenting to Policy for a formal recommendation to be made to the full Board.	January 2020
SDPD Protest Policy	Recommendation for SDPD to create an official protest policy. Policy Committee to forward to full board for vote.	September 2020
Use of Force and Juveniles		
Encourage Gang Suppression Team to be involved with Community Events		

Community Review Board on Police Practices Work Plan FY 2019 – FY 2020

Community Outreach Committee

What	Intention of Outreach	When	Who	Completion Goal
Community Town Hall and SDPD Captain's Advisory Board Meetings, other SDPD events and community events	Attend City Council District Town Halls and SDPD CAB Meetings to inform attendees about CRB. Clarify CRB Purpose, Complaint process, and seek Board membership applicants. Recruit Board volunteers to identify opportunities within each city district/division.	Varies	Community Outreach Committee Members or Board members	Partially completed May 2019: volunteers for reach out completed, not all results back.

Issue to be Explored	Process	Completion Goal
Consider if CRB should host quarterly Community Informational Meetings	Review with Outreach Committee	January 2020 On Hold pending COVID-19
Utilize press releases, CRB web-site and social media for recruitment, awareness of CRB and process for complaints	Ask for an Outreach Committee member to work with Communications Department	Ongoing
Have CRB members give talks at police line-ups	Draft script. Review and secure buy-in from Department leadership. Set schedule.	FY 2020 On Hold pending COVID-19
Develop a plan for outreach to youth	Recruit volunteer from Board Outreach Committee to develop plan	July 2019; (Completed June 2019)
Develop a comprehensive list of events or activities where CRB is currently and/or should be represented	Community Outreach Committee to meet and develop. Upcoming events are available on the website. Monthly reports of the Outreach Chair will include a list of opportunities available in the upcoming month.	Completed (current); work with Committee to determine if additional opportunities are warranted.
Require that each CRB member attend at least 2 community outreach events per year	Establish a protocol for shirts and materials. Need to record participation via MyVolunteerPage (add a subcategory)	Request made for commitments August 2019
Assign Community Outreach Committee members to participate in community meetings and events based on availability and interest	Discussion item for Committee	Completed.
Purchase CRB banner for use at events	Chair agreed to pay for banner	
Participation in Walk & Knocks		

Community Review Board on Police Practices Work Plan FY 2019 – FY 2020

Recruitment & Training Committee

Issue to be Explored	Process	Completion Goal
Training Component #1: Overview of CRB& Internal Affairs and Ride-Along Procedures. Discuss role of city attorney.	Held at CRB Conference Room	Completed for current members
Training Component #2: Tour of SDPD Headquarters, Communications and Information on BWC, Meeting with the Chief	Held at SDPD HQ	Completed for current members
Training Component #3: SDPD Procedures to include laws of arrest, use of force, FATS simulator, facial recognition and BWC.	Held at Regional Training Center	Completed for current members
Training Component #4: Case Review, Report Preparation & Internal Affairs Procedures	Held in CRB Conference Room	Completed for current members
Training Component #5: Presentation by Community Organizations	(Include bus tour)	Completed for current members
Training Component #6: Parliamentary Procedures, CRB Bylaws, etc.	Held in CRB Conference Room	Completed for current members
Recruit New Members – including representation from each City Council district	Work with Outreach team and Executive Director to create a more comprehensive recruiting plan, including referrals from City Council offices.	Ongoing
Conduct Interviews with prospective members (revise interview questions), Explore possibility of having community representatives and/or City Council PS&LN consultant as non-voting members of the panel. Add 2 letters of reference to the application.	Ongoing	Ongoing
In addition to SDPD criminal background check, include research by CRB on candidate's roles in their community.		Ongoing
Implementation Process for the CRB Training Academy		May 2019
Develop a system of merit review and evaluation of CRB members		Ongoing
Coordinate with LEAD San Diego training to let participants know about the CRB	Include Boards	Ongoing
Develop talking points to be used in recruiting new members (benefits of being a member, etc.)		Ongoing

Community Review Board on Police Practices Work Plan FY 2019 – FY 2020

Continuing Education Committee

Issue to be Explored	Process	Completion Goal
Plan a one-day conference of police oversight agencies in Southern California	Coordinate with NACOLE	06/30/2019
Plan a one-day training for the CRB similar to training for new IA investigators	(Invite CLERB and National City Review Board)	06/30/2019
Develop training modules to include overview of key SDPD policies & procedures, cultural competency training, and trauma-informed care		Ongoing

Monthly Training Presentations	When	Who
Diversity, Sensitivity, and Bias Training Presented to Law Enforcement Agencies	August 27, 2019	Anti-Defamation League -Matthew Wagner
Training on how to review canine bite cases		
Know Your Rights Community vs. Know Your Rights SDPD	July 23, 2019	Daniel Orth and Lt. Ernesto Servin
SDPD Southeastern Division Juvenile Services Team	June 25, 2019	Sgt. Harold Oliver and his Team
Communications Dispatch Training		
SDPD Mid-City Division Community Relations Officers	May 28, 2019	Danny Medina, Terry Hoskins, Jenny Hall
Training on Case Review and Presentation Procedures	Ongoing	
BWC Training		
Visit Museum of Tolerance	April 2019	Nancy Vaughn
Training on Effective Investigations	April 2019	Sharmaine Moseley (shortened version of NACOLE presentation)
SDPD Wellness Unit and Resources	April 23, 2019	Sgt. Edwin Garrette
Presentation on Police Perjury (Cancelled)	March 26, 2019	Chuck Sevilla
Neighborhood Policing Unit	February 26, 2019	Captain Scott Wahl
SDPD WRAP Max Restraint Demonstration and Discussion	January 2019	Captain Alberto Leos & Training Team
SDPD Ride-Along Protocol	November 2018	Detective Andrea Amado
Chief's Response to the CRB Recommendations Regarding Carotid Restraint & De-escalation Policy	October 2018	Chief David Nisleit
SDPD Policy and Procedures Training	September 2018	Taura Gentry (newly designed course for CRB Members Only)
Outside Counsel Refresher on The Brown Act	September 2018	Christina Cameron
Update from Mayor's Office	July 2018	Dr. Joel Day- Dir, Office of Boards & Commissions

Community Review Board on Police Practices Work Plan FY 2019 – FY 2020

CRB Handbook Committee

Issue to be Explored	Process	Completion Goal
Reduce the size of the CRB Red Binder	Review table of contents and contents- Decide what can go online, what remains in the binder, updates, etc. Will be ready for the October 30, 2019 CRB Academy Training. Will also be made available on CRB tablets	Completed
Make CRB Training Resources Available Online	Put the contents of the CRB Handbook plus additional digital resources (legal opinions, etc.) available on the CRB's Website	Completion goal moved from June 2020 to November 2020 due to COVID.

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Community Review Board on Police Practices Work Plan FY 2020-21

General CRB Work/Executive Director/Chair/Executive Cabinet

Task/Issue	Process	Completion Goal
Weekly meeting in person or telephone with the Chair and the Executive Director		Ongoing
Quarterly meetings with SDPD (IA Captain and Executive Assistant Chief) and Director of Boards and Commissions		Ongoing
Annual meeting with the Chair, Executive Director and the Chief		
Annual meeting with the Chair, Executive Director and President of the POA		
Reinstitute annual luncheon with Chair, Executive Director, Past Chairs, Past Executive Directors, SDPD Chief and Executive Assistant Chief		When COVID allwos
Quarterly meeting with Chair, Executive Director and Director of Boards & Commissions and as needed <i>This is in addition to the bi-weekly meetings with the Director of Office of Boards & Commissions and the Executive Director.</i>		Ongoing
Quarterly meetings with Chairs of the CRB, Citizens Advisory Board on Police/Community Relations, and Commission on Gang Prevention and Intervention		Ongoing
Annual election of officers	Nominating Committee to be elected at the April 2020 meeting	June 20 Open Meeting
Annual re-appointment of board members	Appointments and re-appointments submitted to Mayor/City Council	September 2020
Recognition awards for departing members	Executive Director to request Admin Asst. to prepare the awards	TBD
Swearing-in of FY 2020 Board Members		TBD
NACOLE Virtual Conference (July 20-September 22)	Various CRB Members attending.	Pending
Update the Work Plan monthly	To be done after each Executive Committee meeting	Ongoing
Presentations to City Council's Public Safety and Livable Neighborhoods (PS&LN) Committee	April and November of each year	Ongoing
Chair to Meet Individually twice a year with members of the PS&LN Committee		TBD
Strategic Planning CRB Retreat	Proposed retreat once large groups can be assembled	TBD
Plan two social events per year (holiday party and another event)	Pending large group prohibitions being eased	TBD
Conduct training for new graduates from the Police Academy	Presentations to New Officers	Ongoing

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Organize annual relationship building session with CRB and IA staff to help each group to fully understand each other's roles and responsibilities		
Debriefing with Chair, Executive Director and IA Captain after each closed meeting		Ongoing
Annual meetings with Chair and Executive Director individually with each team to share and receive feedback		Ongoing
Quarterly Team Leader Meetings	Discuss issues, concerns, upcoming training, etc.	Ongoing
Monthly Executive Committee meetings	One week before Open Meeting	Ongoing
Community Leadership Summit	Participate in City-wide Boards/Commissions leadership summit.	?

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Rules Committee

Issue to be Explored	Process	Completion Goal
Study possibility of remote review of team case reports by CRB members prior to the Closed Meeting	Team reports would be sent to the Executive Director upon completion. Will require discussion with technology services to determine a secure way to review reports and may involve the need to purchase special laptops and/or software licenses.	Discussion ongoing
Publication of redacted minutes of closed meetings with case detail similar to that published by CLERB.	Procedure to be voted on at October 22, 2019 open meeting. Implementation to begin January 2020.	Completed
Formalize Category 2 Audit Process	Operational Standing Rule approved by the board May 15, 2019. Team leaders trained and implementation begun. (Doug to work on a template for reports – October 2019)	Completed
Update bylaws to be consistent with Measure G and complete the Standing Rule on Case review, consistent with the Standard Operating Procedures	Approved by the board 9/25/2018	Completed
Consider option of referring disagreements to the Chief of Police prior to referral to the Mayor	Would need to be added to the Operational Standing Rules for Case Review	Postponed
Review member discipline process in the bylaws	Included in revised bylaws, approved by the board 9/25/2018	Completed
Develop procedures for reviewing Shooting Review Board reports	Completed and approved by the board June 6, 2019	Completed
Complete Operational Standing Rule on Case Review Procedures	Completed and approved by the board 9/25/2018	Completed
Discussion on Comments by Teams	Matrix added to Administrative Standing Rule on Format and Presentation of CRB Case Review Board Reports. Approved by the board August 27, 2019	Completed
Creation of Tactical Plan	Completed and approved by the board April 23, 2019	Completed
Creation of Social Media Policy	Assigned to 1 st Vice Chair Brandon Hilpert	In process

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Policy Committee

Issue to be Explored	Process	Completion Goal
Recommendation on formal vs. informal complaints	Policy committee to review and if approved, submit to full board for consideration.	May 2019
Work with SDPD on recommendation to provide complainants with a card/note/document detailing the complaint process and the next steps they can expect.	SDPD and CRB have created a single complaint form in both English and Spanish and is currently being used in the field.	Completed September 2019
Procedure & Guideline for SDPD Complaint Intake		
Development of Third-Party Mediation for Certain Complaints	Nancy is utilizing learnings from NACOLE and will present to Board best practices for mediation opportunities	On Hold pending Measure B vote
Best Practices Research for LE Investigations Involving Discrimination Allegations	Patrick is conducting research from agencies nationwide and will present to the Board for review and recommendations.	March 2020
Ensure that CRB receive a written reply within 60 days from SDPD regarding all policy recommendations		Ongoing
De-escalation Policy -SDPD Chief agreed to create a policy on de-escalation	Completed, SDPD implemented. ✓	May 2019
Procedure & Statistics for Internal Affairs Tolling of Cases	Received a detailed description of tolled cases from IA in May-July 2019. Cases are tolled for various reasons including pending legal cases. CRB is working to clarify and note in case reports the circumstances and reasons for any case being delayed/tolled.	Completed Summer 2019
Complaint Process Guide Card Issued to All Sworn Personnel	Taura has a card proposed and will be presenting to Policy for a formal recommendation to be made to the full Board.	January 2020
SDPD Protest Policy	Recommendation for SDPD to create an official protest policy. Policy Committee to forward to full board for vote.	September 2020
Use of Force and Juveniles		

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Community Outreach Committee

What	Intention of Outreach	When	Who	Completion Goal
Community Town Hall and SDPD Captain's Advisory Board Meetings, other SDPD events and community events	Attend City Council District Town Halls and SDPD CAB Meetings to inform attendees about CRB. Clarify CRB Purpose, Complaint process, and seek Board membership applicants. Recruit Board volunteers to identify opportunities within each city district/division.	Varies	Community Outreach Committee Members or Board members	Partially completed May 2019: volunteers for reach out completed, not all results back.

Issue to be Explored	Process	Completion Goal
Consider if CRB should host quarterly Community Informational Meetings	Review with Outreach Committee	January 2020 On Hold pending COVID-19
Utilize press releases, CRB web-site and social media for recruitment, awareness of CRB and process for complaints	Ask for an Outreach Committee member to work with Communications Department	Ongoing
Have CRB members give talks at police line-ups	Draft script. Review and secure buy-in from Department leadership. Set schedule.	FY 2020 On Hold pending COVID-19
Develop a plan for outreach to youth	Recruit volunteer from Board Outreach Committee to develop plan	July 2019; (Completed June 2019)
Develop a comprehensive list of events or activities where CRB is currently and/or should be represented	Community Outreach Committee to meet and develop. Upcoming events are available on the website. Monthly reports of the Outreach Chair will include a list of opportunities available in the upcoming month.	Completed (current); work with Committee to determine if additional opportunities are warranted.
Require that each CRB member attend at least 2 community outreach events per year	Establish a protocol for shirts and materials. Need to record participation via MyVolunteerPage (add a subcategory)	Request made for commitments August 2019
Assign Community Outreach Committee members to participate in community meetings and events based on availability and interest	Discussion item for Committee	Completed.
Purchase CRB banner for use at events	Chair agreed to pay for banner	
Participation in Walk & Knocks		

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Recruitment & Training Committee

Issue to be Explored	Process	Completion Goal
Training Component #1: Overview of CRB& Internal Affairs and Ride-Along Procedures. Discuss role of city attorney.	Held at CRB Conference Room	Completed for current members
Training Component #2: Tour of SDPD Headquarters, Communications and Information on BWC, Meeting with the Chief	Held at SDPD HQ	Completed for current members
Training Component #3: SDPD Procedures to include laws of arrest, use of force, FATS simulator, facial recognition and BWC.	Held at Regional Training Center	Completed for current members
Training Component #4: Case Review, Report Preparation & Internal Affairs Procedures	Held in CRB Conference Room	Completed for current members
Training Component #5: Presentation by Community Organizations	(Include bus tour)	Completed for current members
Training Component #6: Parliamentary Procedures, CRB Bylaws, etc.	Held in CRB Conference Room	Completed for current members
Recruit New Members – including representation from each City Council district	Work with Outreach team and Executive Director to create a more comprehensive recruiting plan, including referrals from City Council offices.	Ongoing
Conduct Interviews with prospective members (revise interview questions), Explore possibility of having community representatives and/or City Council PS&LN consultant as non-voting members of the panel. Add 2 letters of reference to the application.	Ongoing	Ongoing
In addition to SDPD criminal background check, include research by CRB on candidate's roles in their community.		Ongoing
Implementation Process for the CRB Training Academy		May 2019
Develop a system of merit review and evaluation of CRB members		Ongoing
Coordinate with LEAD San Diego training to let participants know about the CRB	Include Boards	Ongoing
Develop talking points to be used in recruiting new members (benefits of being a member, etc.)		Ongoing

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Continuing Education Committee

Issue to be Explored	Process	Completion Goal
Plan a one-day conference of police oversight agencies in Southern California	Coordinate with NACOLE	06/30/2019
Plan a one-day training for the CRB similar to training for new IA investigators	(Invite CLERB and National City Review Board)	06/30/2019
Develop training modules to include overview of key SDPD policies & procedures, cultural competency training, and trauma-informed care		Ongoing

Monthly Training Presentations	When	Who
Diversity, Sensitivity, and Bias Training Presented to Law Enforcement Agencies	August 27, 2019	Anti-Defamation League -Matthew Wagner
Training on how to review canine bite cases		
Know Your Rights Community vs. Know Your Rights SDPD	July 23, 2019	Daniel Orth and Lt. Ernesto Servin
SDPD Southeastern Division Juvenile Services Team	June 25, 2019	Sgt. Harold Oliver and his Team
Communications Dispatch Training		
SDPD Mid-City Division Community Relations Officers	May 28, 2019	Danny Medina, Terry Hoskins, Jenny Hall
Training on Case Review and Presentation Procedures	Ongoing	
BWC Training		
Visit Museum of Tolerance	April 2019	Nancy Vaughn
Training on Effective Investigations	April 2019	Sharmaine Moseley (shortened version of NACOLE presentation)
SDPD Wellness Unit and Resources	April 23, 2019	Sgt. Edwin Garrette
Presentation on Police Perjury (Cancelled)	March 26, 2019	Chuck Sevilla
Neighborhood Policing Unit	February 26, 2019	Captain Scott Wahl
SDPD WRAP Max Restraint Demonstration and Discussion	January 2019	Captain Alberto Leos & Training Team
SDPD Ride-Along Protocol	November 2018	Detective Andrea Amado
Chief's Response to the CRB Recommendations Regarding Carotid Restraint & De-escalation Policy	October 2018	Chief David Nisleit
SDPD Policy and Procedures Training	September 2018	Taura Gentry (newly designed course for CRB Members Only)
Outside Counsel Refresher on The Brown Act	September 2018	Christina Cameron
Update from Mayor's Office	July 2018	Dr. Joel Day- Dir, Office of Boards & Commissions

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CRB Handbook Committee (Ad Hoc)

Issue to be Explored	Process	Completion Goal
Reduce the size of the CRB Red Binder	Review table of contents and contents- Decide what can go online, what remains in the binder, updates, etc. Will be ready for the October 30, 2019 CRB Academy Training. Will also be made available on CRB tablets	Completed
Make CRB Training Resources Available Online	Put the contents of the CRB Handbook plus additional digital resources (legal opinions, etc.) available on the CRB's Website	Completion goal moved from June 2020 to November 2020 due to COVID.

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CRB Transition Contingency Committee (Ad Hoc)

Issue to be Explored	Process	Completion Goal
Propose budget, staff, etc.		
Proposed interim ordinance		
Proposed permanent ordinance		

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