

# Amendments to Enabling Legislation for Police Commission

Current language

Problem

Amendment

FILE  
OFFICE OF THE  
CITY CLERK  
2017 JUN -8 PM

<p><b>2.45.060 - Background Checks.</b></p> <p>In accordance with federal and state law, a background check shall be performed on the Mayor's and the Selection Panel's final candidates for the position of Commissioner and alternate before their names are submitted to the City Council for confirmation. The City Administrator's Office shall retain an independent contractor to perform these background checks, which shall include:</p> <p>A. Verification of educational and employment background, and any other information that may be verified by a public records search; and</p> <p>B. Results of a criminal records search.</p> <p>The results of the background check identified in subsection (A) above shall be treated as public records. The results of each criminal records search shall be disclosed only to the Appointing Authority that is considering the Commissioner or alternate, and shall remain confidential to the greatest extent permitted by law. The Appointing Authority may use the results of the criminal records search solely for the purpose of evaluating the candidates for Commissioner and alternate. Nothing in this Chapter 2.45 shall be construed to require the Selection Panel or the Mayor to disqualify an applicant because of the results of the criminal records search.</p>	<p>A criminal background check is unnecessary and contrary to the intent of involving individuals who have been impacted by police. Other jurisdictions including Berkeley and San Francisco do not require background checks for their police commissioners.</p>	<p><b>Delete B.</b></p>
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	Charter amendment.	Orders and/or provisions of this Charter amendment.”
<p><b>2.45.130- Establishment of the Discipline Committee</b>                      The Chairperson of the Commission shall appoint three (3) Commission members to serve on a Discipline Committee, and shall designate one of these three (3) Commission members as the Chairperson. The Discipline Committees shall decide any dispute between the Agency and the Chief regarding the proposed or final findings or proposed or final level of discipline to be imposed on a Subject Officer.</p> <p><b>A.</b> No Discipline Committee established by the Commission shall decide any dispute between the Chief and the Agency, as directed by section 604(g) of the City Charter, until each member of the Discipline Committee has completed: (1) orientation regarding Department operations, policies and procedures, including but not limited to discipline procedures for Misconduct, and (2) the training described in section 2.45.190(A) through (F).</p> <p><b>B.</b> Membership in the Discipline Committees shall rotate for each police officer discipline or termination case, as determined by the Chairperson of the Commission.</p>	<p>There should be no more than one Mayoral appointee per discipline committee in order to preserve the perception of independence and transparency in the Commission’s ability to adjudicate complaints of misconduct. The Mayor's appointees are a minority of the Commission and should be a minority within discipline committees.</p>	<p><b>Replace B</b>                      Membership in the Discipline Committee shall rotate for each police officer discipline case, as determined by the Chairperson of the Commission <u>and at no time shall there be more than one Discipline Committee member who was appointed by the Mayor.</u></p>



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<p><b>2.45.210 - Authority of Public Ethics Commission.</b>                      If either the Commissioner or the Inspector General does not receive the files and records requested pursuant to section 604 of the City Charter or pursuant to this Chapter 2.45 within fifteen (15) business days of its request, the Public Ethics Commission shall have the authority to investigate allegations that the head of the offending City department or agency failed to provide the requested files or records as required by section 604 of the City Charter or this Chapter 2.45. Such requirements shall be subject to enforcement by the City in the same manner as violations of Chapter 2.25 of the Oakland Municipal Code.</p>	<p>This is not an appropriate or effective remedy for violations of OPD General Orders or violations of the City Charter.</p>	<p>Delete</p>
<p><b>2.46.030 - Functions and duties.</b>                      In addition to the powers and duties prescribed in section 604 of the Oakland City Charter, the Agency's functions and duties are as follows:                      A. Use the same complaint form as used by the Department in receiving all public complaints concerning alleged Misconduct, including complaints from Department non-sworn employees. All complaints, wherever filed, shall be date stamped and numbered sequentially. A copy of the numbered and date-stamped complaint shall be provided to the complainant and to the Department's Internal Affairs Division within one (1) business day of receipt.                      B. Make complaint forms available to the public by posting the forms and information about the complaint process on the Agency's website and by accepting the online filing of complaints and attachments via the Agency's website, and by making information about the complaint process available at other public locations to be determined by the Agency Director;                      C. Ensure that all investigators receive any necessary training in</p>		

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<p>conducting fair and impartial investigations.</p> <p>D. Request the Commission to issue a subpoena, in accordance with City Charter section 604(b)(3), to compel a Subject Officer and any other sworn employee of the Department to fully cooperate with an Agency investigation. The Chief shall order all officers subject to any subpoena issued by the Commission to comply with all requirements of the subpoena.</p> <p>E. Videotape the interviews of all Subject Officers who are alleged to have committed a Class I offense. For purposes of this subsection, the definition of "Class I offense" shall be the same as the definition of "Class I offense" in the Department's Discipline Policy.</p> <p>F. Request, without requiring, that the complainant(s) and witnesses agree to be videotaped if, in the Agency's discretion, its investigation would benefit from such videotaping.</p>	<p>Witness officers need to be videotaped as well.</p> <p>The inclusion of video- taped interviews should not be at the discretion of the Agency; it should reflect the preferences of the complainants and their witnesses.</p>	<p><b>E. Must change to:</b> "Videotape the interviews of all Subject <u>and</u> <u>Witness Officers</u>....."</p> <p><b>F. Delete:</b> "<u>if, in the Agency's discretion, its investigation would benefit from such videotaping.</u>"</p>
<p><b>2.46.040 - Agency Director.</b></p> <p>The Agency Director shall report to the Commission, and shall be responsible for the day-to-day operations of the Agency. The Agency Director's job responsibilities shall include, but not be limited to, the following:</p>	<p>There must be explicit language affirming the Commission's authority to oversee and supervise the Agency Director.</p>	<p><b>Add:</b> "The Agency Director shall report to <u>and be supervised by</u> the Commission....."</p>
<p><b>2.46.070 - Authority of Public Ethics Commission.</b></p> <p>If the Agency does not receive the files and records requested pursuant to section 604 of the City Charter or pursuant to this Chapter 2.45 within fifteen (15) business days of its request, the Public Ethics Commission shall have the authority to investigate allegations that the head of the offending City department or agency failed to provide the requested files or records to the Agency as required by section</p>	<p>This is not an appropriate or effective remedy for violations of OPD General Orders or the City Charter.</p>	<p><b>Delete.</b></p>

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**2.45.060 - Background Checks.**

In accordance with federal and state law, a background check shall be performed on the Mayor's and the Selection Panel's final candidates for the position of Commissioner and alternate before their names are submitted to the City Council for confirmation. The City Administrator's Office shall retain an independent contractor to perform these background checks, which shall include:

A. Verification of educational and employment background, and any other information that may be verified by a public records search; and

B. Results of a criminal records search.

The results of the background check identified in subsection (A) above shall be treated as public records. The results of each criminal records search shall be disclosed only to the Appointing Authority that is considering the Commissioner or alternate, and shall remain confidential to the greatest extent permitted by law. The Appointing Authority may use the results of the criminal records search solely for the purpose of evaluating the candidates for Commissioner and alternate.

Nothing in this Chapter 2.45 shall be construed to require the Selection Panel or the Mayor to disqualify an applicant because of the results of the criminal records search.

A criminal background check is unnecessary and contrary to the intent of involving individuals who have been impacted by police. Other jurisdictions including Berkeley and San Francisco do not require background checks for their police commissioners.

**Delete B.**

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<p>604 of the City Charter or this Chapter 2.45. Such requirements shall be subject to enforcement by the City in the same manner as violations of Chapter 2.25 of the Oakland Municipal Code.</p>		
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## OAKLAND CITY COUNCIL

ORDINANCE NO. \_\_\_\_\_ C.M.S.

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**ADOPT AN ORDINANCE (1) ENABLING IMPLEMENTATION OF THE CITY CHARTER AMENDMENT CREATING THE OAKLAND POLICE COMMISSION AND THE COMMUNITY POLICE REVIEW AGENCY, (2) ESTABLISHING A CIVILIAN INSPECTOR GENERAL, AND (3) REQUIRING AN ANNUAL REPORT AND PRESENTATION BY THE COMMUNITY POLICING ADVISORY BOARD TO THE COMMISSION**

**WHEREAS**, On April 15, 1980, the City Council established the Citizens' Police Review Board (hereinafter, Board) with jurisdiction to review certain complaints alleging Oakland Police Department (hereinafter, Department) officer and park ranger misconduct, to conduct fact-finding investigations, and to make advisory reports to the City Administrator. On July 30, 1996, the City Council expanded the Board's jurisdiction to include complaints involving the excessive use of force, and bias based on an individual's legally protected status (race, gender, national origin, religion, sexual orientation or disability). In 2002, the City Council further expanded the Board's jurisdiction to include all complaints filed against police officers and park rangers, and expanded the Board's size from nine (9) members to twelve (12) members. The City Council also granted the Board the option of holding evidentiary hearings using three- member panels and permitted Board members to review confidential Oakland Police Department (hereinafter, Department) records in closed session. On November 12, 2002, the City Council passed Ordinance No. 12454 C.M.S., which further refined the Board's powers to include making recommendations to the City Administrator regarding litigated cases, and enlarged the amount of time for the Board to complete its investigations. However, the Board was not empowered to oversee Department policy or impose discipline; and

**WHEREAS**, In January 2003, the City entered into a Negotiated Settlement Agreement (hereinafter, NSA) with multiple plaintiffs who sued the City, alleging that Police Department officers violated plaintiffs' civil rights. Since implementation of the NSA, a federal monitoring team has audited - and continues to audit - the Department's progress in complying with each of the fifty-two (52) tasks identified in the **NSA**; and

**WHEREAS**, While some important progress has been made in recent years,

public perception persists that the Department and the City do not adequately hold its officers accountable for misconduct, leading to an erosion of public trust in this process; and

**WHEREAS**, Maintaining public trust and confidence in the Police Department is essential for the Department to be able to provide the highest level of service to the community. In order to increase the public trust and confidence in the Department, improvements should be made to the processes for providing Department oversight and accountability. Appointing qualified members of the public to a Police Commission (hereinafter, Commission), entrusting the Commission with oversight of the Department and requiring the Commission to hold public hearings all would increase public transparency, which in turn would build a higher level of trust and confidence in the services provided by the Department; and

**WHEREAS**, Major cities across the country, including New York City, Los Angeles, and San Francisco, as well as medium-size cities such as Albuquerque and Honolulu have civilian police bodies with varying degrees of oversight authority over their police departments. In recent years, more and more municipal jurisdictions have involved citizens in their law enforcement review systems, and highly publicized incidents of alleged or actual police misconduct and the years-in-the-making widespread public outrage over police misconduct, especially in African American communities, has brought the issue of civilian oversight to center stage in the United States; and

**WHEREAS**, The National Association for Civilian Oversight of Law Enforcement, a nonprofit organization dedicated to promoting greater police accountability through the establishment or improvement of citizen oversight agencies, provides various resources on its website, including recommended standards and practices, which include the Police Oversight Principles of European Partners Against Corruption, which provides numerous recommendations for police oversight bodies including that they: (1) have independence from the executive branch of government; (2) are sufficiently separate from the hierarchy of the police subject to their oversight; (3) are governed by persons who are not currently serving as police officers; (4) have adequate finances and resources to perform their functions; (5) have full investigative powers regarding police misconduct allegations; and (6) are representative of a diverse population; and

**WHEREAS**, On November 8, 2016, the City of Oakland's voters passed Measure LL to add Section 604 to the Oakland City Charter, setting up the establishment of the Police Commission and the Community Police Review Agency and disbanding the Citizens' Police Review Board; and

**WHEREAS**, An enabling ordinance is a vital companion for implementation of Measure LL, passed by the voters, because it provides more detailed information about the functions and duties of the Commission and Agency, and also because an enabling ordinance provides direction to the Commissioners and Agency staff regarding the operation of their respective entities; and

**WHEREAS,** While the Department currently has an in-house sworn Inspector General, one of the best models for on-going oversight of police discipline can be found in the City of Los Angeles' Office of Inspector General. The L.A. Inspector General is a civilian who is charged with conducting systemic reviews of the disciplinary process and reports directly to the City of Los Angeles' Police Commission to ensure a necessary level of independence. The creation of a civilian Inspector General reporting to the Commission came from the Christopher Warren Commission reforms following the protests and riots stemming in part from the Rodney King jury verdict; and

**WHEREAS,** The July 2016 Report of Blue Ribbon Panel on Transparency, Accountability, and Fairness in Law Enforcement, established in 2015 as an advisory body to the San Francisco District Attorney's office, recommended the establishment of an independent Office of the Inspector General for San Francisco's Police Department; and

**WHEREAS,** The establishment of the Commission creates an additional potential forum for the input of the Community Policing Advisory Board to be received;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** That the City Council hereby adopts the addition of Chapters 2.45 and 2.46 to the Oakland Municipal Code to enable the implementation of City Charter section 604 which establishes the Oakland Police Commission and the Community Police Review Agency, and to establish the Office of Inspector General and to appoint a civilian Inspector General who shall be responsible for its day-to-day operations.

**SECTION 2.** Title 2 of the Oakland Municipal Code is amended to add Chapter 2.45, *Oakland Police Commission*, which shall read as follows:

## **Chapter 2.45 – OAKLAND POLICE COMMISSION**

### **2.45.010 – Definitions.**

The following words and phrases whenever used in this chapter shall be construed as defined in this section:

"Ad hoc committee" shall mean a temporary committee formed by the Commission comprised of less than a quorum of Commission members to address a specific issue.

"Agency" shall mean the Community Police Review Agency.

"Appointing Authority" shall mean the Selection Panel established by section 604(c)(3) of the City Charter or the Mayor. "Appointing Authorities" shall mean both the Selection Panel and the Mayor.

"Chief" shall mean the Chief of Police of the Oakland Police Department.

"Commission" shall mean the Oakland Police Commission.

"Department" shall mean the Oakland Police Department.

"Misconduct" shall mean both a police officer's affirmative act that violates, and/or his or her failure to act in violation of, the Department's policies, procedures or directives, including without limitation the Department's Manual of Rules.

"Serious Incident" shall mean a police officer-involved shooting, death or serious bodily harm caused by the action and/or inaction of a police officer, in-custody death, and/or on-duty or off-duty criminal conduct of a sworn Department employee which rises to the level of a felony or Serious Misdemeanor.

"Serious Misdemeanor" shall mean any misdemeanor crime that, if convicted, could preclude active law enforcement personnel, or a member or employee of the Department, from successfully fulfilling the responsibilities of their job classification. Examples include those crimes that involve violence, intimidation, threats, sexual offenses, theft, dishonesty, possession of drugs, purchase, ownership or possession of a firearm in violation of California Penal Code section 12021(c)(1), and those crimes where bias based on any legally protected characteristic is a motivating factor.

"Subject Officer" shall mean the Department sworn employee who is the subject of a complaint of alleged Misconduct.

**2.45.020 – Creation of Police Commission & Repeal of Citizens' Police Review Board.**

Oakland City Charter section 604 has established the Oakland Police Commission. Effective the sixtieth day after the City Council's confirmation of the first group of Commissioners and alternates, Ordinance No. 12454 C.M.S., which created the Citizens' Police Review Board, shall be repealed.

**2.45.025 – Conflict of Interest.**

The following persons shall not be eligible to serve as a Commissioner or as a member of the Selection Panel:

- A. Any attorney who represents a person or entity with a pending claim or lawsuit against the Department; or
- B. Any attorney who represented a person or entity that filed a claim or lawsuit against the Department and that claim or lawsuit was finally resolved during the previous year.

This section shall not apply to the Selection Panel members already appointed on the

effective date of this Chapter 2.45.

**2.45.030 – Selection Panel.**

- A. To the extent practicable and with the exception of the first Selection Panel previously formed under City Charter section 604(c)(3), the Mayor and the City Council shall use best efforts to appoint individuals to the Selection Panel who are broadly representative of Oakland's diversity and who represent communities experiencing the most frequent contact with the Department.
- B. Selection Panel members shall be residents of Oakland.
- C. The City Administrator shall post on the City's website the names of all Selection Panel members within four (4) business days of their appointment(s) being received by the City Clerk.
- D. The Selection Panel, with the assistance of the City Administrator, shall determine how to solicit candidates for the positions of Commissioner and alternate, and shall determine, consistent with City Charter section 604, what information candidates must submit as part of their applications.
- ~~E. In accord with the City's record retention schedule, the Selection Panel shall maintain all electronic communications to, from and/or copied to any Selection Panel member regarding any matters within the Selection Panel's jurisdiction, and provide such communications to the City upon request.~~

**2.45.040 – Bylaws and Rules.**

The Commission may prepare its own Bylaws to govern its operations. Any such Bylaws shall be approved by a vote of not less than five (5) affirmative votes.

**2.45.050 – Designation of Alternates as Voting Members**

The Chair of the Commission may, in his or her discretion, designate an alternate as a temporary voting member if a Commissioner is absent from a meeting. Consistent with section 604 of the City Charter, there shall not be more than seven (7) voting members of the Commission at any given time.

**2.45.060 – Background Checks.**

In accordance with federal and state law, a background check shall be performed on the Mayor's and the Selection Panel's final candidates for the position of Commissioner and alternate before their names are submitted to the City Council for confirmation. The City Administrator's Office shall retain an independent contractor to perform these background checks, which shall include:

- A. Verification of educational and employment background, and any other information that may be verified by a public records search; and
- ~~B. Results of a criminal records search.~~

The results of the background check-identified in subsection (A) above shall be treated as public records. ~~The results of each criminal records search shall be disclosed only to the Appointing Authority that is considering the Commissioner or alternate, and shall remain confidential to the greatest extent permitted by law. The Appointing Authority may use the results of the criminal records search solely for the purpose of evaluating the candidates for Commissioner and alternate. Nothing in this Chapter 2.45 shall be construed to require the Selection Panel or the Mayor to disqualify an applicant because of the results of the criminal records search.~~

#### **2.45.070 – Functions and Duties of the Commission.**

In addition to the powers and duties described in section 604 of the Oakland City Charter, the Commission shall:

- ~~A. In accord with the City's record retention schedule, maintain all electronic communications to, from and/or copied to any Commissioner or alternate regarding any matters within the Commission's jurisdiction, and provide such communications to the City upon request.~~
- B. Maintain the confidentiality of its business, including without limitation, the confidentiality of documents it creates or receives as permitted by the California Public Records Act (Cal. Gov't Code sec. 6250, *et seq.*), to the extent required by state and local law. A Commissioner's failure to maintain such confidentiality, ~~whether or not~~ if intentional, may be considered "gross misconduct in office" for purposes of City Charter section 604(c)(10).
- C. Review and comment on the education and training the Department provides its sworn employees regarding the management of job-related stress, and regarding the signs and symptoms of post-traumatic stress disorder, drug and alcohol abuse, and other job-related mental and emotional health issues. The Commission shall provide any recommendations for more or different education and training to the Chief who shall respond in writing.
- D. Prepare and deliver to the Mayor, the City Administrator and the Chief by January 31 of each year, or such other date as set by the Mayor, a proposed budget for providing the education and training identified in subsection (C) above.
- E. Notwithstanding section 2.29.020 of the Oakland Municipal Code and in accordance with section 604(b)(10) of the City Charter, have the authority to remove the Chief, without the approval of the Mayor, by a vote of not less than five (5) affirmative votes and only after finding cause. For purposes of removing the Chief, "cause" shall be defined as any of the following:
  1. Continuing, intentional, or willful failure or refusal to perform the duties and responsibilities of the Chief of Police as required by any employment agreement with the City, the City Charter, the City's

governing laws and regulations, or any laws, rules or regulations of any governmental entity applicable to the Chiefs employment by the City or to City operations, including without limitation, the inability to perform the duties and responsibilities of the Chief of Police as aforementioned as a result of alcoholism or drug addiction; or

2. Gross neglect of duties, material violation of any duty of loyalty to the City, or material violation of City or Department policy, including without limitation any policies or procedures pertaining to harassment and discrimination, after the Chief has received written warning of the neglect or violation and the Chief has failed to cure the neglect or violation within twenty (20) days; or
3. Conviction by, or entry of a plea of guilty or *nolo contendere*, in a court of competent and final jurisdiction for (a) any crime involving moral turpitude, (b) any felony offense, (c) any crime which is likely to have a material adverse impact on the business operations or financial or other condition of the City, or (d) any crime which has resulted in imprisonment; or
4. Failure or refusal to cooperate with any investigation involving employees of the Department; or
5. Obstruction of any investigation of Department employee misconduct or criminal activity; or
6. Refusal, which shall include ongoing failure, to administer or enforce any Department policy or procedure; or
7. A material act of dishonesty, fraud, embezzlement, self-dealing, or other act of moral turpitude; or
8. A material breach of confidentiality; or
9. Loss of any professional license or other certification required by state or local law to perform the duties of the position of Chief of Police.

F. Within one hundred and eighty (180) days of the City Council's confirmation of the first group of Commissioners and alternates and on the anniversary of that date thereafter, notify the Chief regarding what information will be required in the Chiefs annual report to the Commission which shall include, at a minimum, the following:

1. The number of complaints submitted to the Department's Internal Affairs Division (hereinafter, "IAD") together with a brief description of the nature of the complaints;
2. The number of pending investigations in IAD, and the types of Misconduct that are being investigated;
3. The number of investigations completed by IAD, and the results of the investigations;
4. The number of training sessions provided to Department sworn employees, and the subject matter of the training sessions;
5. Revisions made to Department policies;

6. The number and location of officer-involved shootings;
  7. The number of Executive Force Review Board or Force Review Board hearings, and the results;
  8. A summary of the Department's monthly Use of Force Reports; Number of officers disciplined and the level of discipline imposed; and
  9. The number of closed investigations which did not result in discipline of the subject officer.
- G. Conduct an annual performance review of the Inspector General **and the Agency Director. Conduct annual performance reviews of the Inspector General and the Agency Director. These reviews shall be based on previously established criteria that have been in place for the year being reviewed and shall include but not be limited to the requirements of Section 604 (f)(3) of the City Charter. The reviews shall be "360" reviews, in which feedback of staff, personnel familiar with the work of the Inspector General or the Agency Director, as well as members of the community who have interacted with the Police Commission or the Agency, will be included.** ~~The Commission shall determine the criteria for evaluating the Inspector General's and the Agency Director's job performance, and communicate those performance criteria, in addition to any other job performance expectations, to both the Inspector General and the Agency Director one full year before conducting any evaluation of their job performances. The Commission may, in its discretion decide to solicit and consider, as part of its evaluation, comments and observations from the City Administrator and other City staff who are familiar with the Inspector General's and the Agency Director's job performance.~~ Responses to the Commission's requests for comments and observations shall be strictly voluntary.
- H. Request that the City Attorney submit semi-annual reports to the Commission and to City Council which shall include a listing and summary of:
1. To the extent permitted by applicable law, the discipline decisions that were appealed to arbitration;
  2. Arbitration decisions or other related results;
  3. The ways in which it has supported the police discipline process; and
  4. Significant recent developments in police discipline.
- I. Provide policy guidelines to the Agency Director for assistance in determining case prioritization.
- J. Make available on its website, to the extent permitted by law:
1. The Commission's annual report;
  2. The Chiefs annual report;
  3. The Agency's reports;
  4. The Agency Director's monthly reports; and
  5. The Inspector General's annual report.
- K. Direct the Agency to investigate a Serious Incident when requested by the Mayor, the City Administrator, and/or the City Council by an affirmative

majority vote. **The Commission may on its own motion direct the Agency to investigate a Serious Incident.**

- L. Review the Agency's dismissal and/or administrative closure of all complaints involving Class I offenses, including any Agency investigative file regarding such complaints, and, in its discretion and by five (5) affirmative votes, direct the Agency to reopen the case and investigate the complaint. For purposes of this subsection, the definition of "Class I offenses" shall be the same as the definition of "Class I offenses" in the Department's Discipline Policy.
- M. In order for the Commission to have all information necessary to fulfill its duties under City Charter section 604(f)(l), direct the Chief to:
  - 1. Within forty-eight (48) hours of knowing or having a Reasonable Suspicion that a Serious Incident has occurred, notify the Chair of the Commission, the Agency Director and the Inspector General. For purposes of this subsection, "Reasonable Suspicion" shall mean that, from the totality of the circumstances, there is a specific, articulable, and objective basis for suspecting personnel of criminal activity. There must be specific facts beyond the mere allegation of criminal misconduct. The Commission shall also direct the Chief to provide a confidential status report to the Chair of the Commission, the Agency Director and the Inspector General within ten (10) calendar days of the date on which the Serious Incident occurred, and a second confidential status report to the Chair of the Commission, the Agency Director and the Inspector General within forty-five (45) calendar days of the date on which the Serious Incident occurred.
  - 2. Brief the Commission Chair, the Agency Director and the Inspector General at least once a month regarding allegations of all Serious Incidents under investigation.
- N. In association with the Agency Director and in consultation with the Chief or the Chiefs designee, establish rules and procedures for the mediation and resolution of complaints of Misconduct.
- O. Receive any and all reports prepared by the Community Policing Advisory Board (hereinafter referred to as "CPAB") and consider acting upon any of the CPAB's recommendations for promoting community policing efforts and developing solutions for promoting and sustaining a relationship of trust and cooperation between the Department and the community.
- P. Review and comment on the Department's policy and/or practice of publishing Department data sets and reports regarding various Department activities, submit its comments to the Chief, and request the Chief to consider its recommendations and respond to the comments in writing.

#### **2.45.080- Access to Documents**

- A. Subject to applicable law, the Commission shall have access to all Department files and records, with the exception of personnel records, and

to all files and records of other City departments and agencies that are relevant to a Serious Incident. Notwithstanding the foregoing, the Commission shall have access to the personnel records necessary to perform its duties described in City Charter section 604(g)(3) and in section 2.45.070(K) of this Chapter of the Oakland Municipal Code.

- B. The Discipline Committees shall have access to all files, including personnel records, that are included in the Chiefs and Agency's submissions, as described in City Charter section 604(g)(2) and in this Chapter 2.45.
- C. The Inspector General shall have access to all files, including personnel records, that are necessary to perform his or her duties as described in this Chapter 2.45.

### **2.45.090- Meetings**

In conducting its meetings, the Commission shall comply with all requirements of the Brown Act, California Government Code section 54950, *et seq.*, and Article II of Chapter 2.20 of the Oakland Municipal Code.

- A. Consistent with City Charter section 604(d)(1), the Commission shall meet at least twice each month at an established time and place suitable to its purpose. Such meetings shall be designated regular meetings, and shall be held at City Hall. If the Commission determines, by a majority vote of those present at a regular meeting, that a second regular meeting in that month is not necessary, it shall provide public notice of the meeting cancellation as required by all applicable State and local laws. Video recordings of all open sessions of Commission meetings shall be aired on KTOP-TV10.
- B. Consistent with City Charter section 604(d)(1), at least twice each year, the Commission shall hold one of its regularly scheduled meetings at a location outside of City Hall. These offsite meetings shall be designated special meetings subject to the ten-day agenda notice requirement for purposes of Article II of Chapter 2.20 of the Oakland Municipal Code, and shall include an agenda item titled "Community Roundtable," or something similar. The purpose of the Community Roundtable agenda item shall be to solicit community testimony and other input in discussions regarding community policing, building trust between the community and the Department, and other similar and relevant subjects as determined by the Commission. The Commission shall consider inviting to each Roundtable individuals and groups familiar with the issues involved in building and maintaining trust between the Department and the community, including but not limited to representatives from the Department, members of faith-based groups, youth groups, advocacy groups, residents of neighborhoods that

experience the most frequent contact with the Department and, to the extent practicable, formerly incarcerated members of the community.

- C. "Final actions," as defined by state and local open meeting laws, taken by the Commission in closed session shall be publicly reported with the vote or abstention on that action of every member present.

#### **2.45.100 –Office of Inspector General.**

Within one hundred and eighty (180) days after the City Council's confirmation of the first group of Commissioners and alternates, there shall be established, under the purview of the Commission, a civilian Office of Inspector General for the Department (hereinafter referred to as "OIG"). Within one (1) year after the City Council's confirmation of the first group of Commissioners and alternates, the Department's internal Office of Inspector General shall be renamed. The Commission shall be responsible for oversight of the OIG.

- A. The powers, functions and duties of the OIG shall be those assigned, authorized and directed by the Commission, and shall include conducting any audit or review of the Department necessary to assess the Department's performance and adherence to constitutional policing practices, and shall also include conducting any audit or review of the Department's policies and procedures, including any pattern of non-compliance with the foregoing, as necessary or helpful for the Commission to fulfill its duties under City Charter section 604(b)(4), (5) and (6).
- B. The Chief shall assign a sworn officer to act as a liaison from the Department to the OIG.
- C. The City shall allocate a sufficient budget for the OIG to perform its functions and duties as set forth in section 2.45.120 below, including budgeting one (1) full-time staff position comparable to the position of Police Program and Audit Supervisor. All OIG staff, including the Inspector General, shall be civil service employees in accordance with Article IX of the City Charter. All OIG staff shall report to the Inspector General. Except for the Inspector General, the Commission shall not have any authority to hire, supervise, evaluate or fire OIG staff.
- D. Within thirty (30) days after the first Inspector General is hired, the Policy Analyst then assigned to the Agency shall be transferred to the OIG.

#### **2.45.100- Office of Civilian Inspector General.**

Within one hundred eighty days (180) of the City Council's confirmation of the first group of Commissioners and alternates, there shall be established, under the purview of the Commission, a civilian Office of Inspector General for the Department (hereinafter referred to as "OIG"). Within one (1) year after the City Council's confirmation of the first

group of Commissioners and alternates, the Department's internal Office of Inspector General shall be renamed. The Commission will be responsible for the oversight of the OIG.

- A. The powers, functions and duties of the OIG shall be those assigned, authorized and directed by the Commission, and shall include conducting any audit or review of the Department necessary to assess the Department's performance and adherence to constitutional policing practices, and shall also include conducting any audit or review of the Department's policies and procedures, including pattern of non-compliance with the foregoing, as necessary or helpful for the Commission to fulfill its duties under City Charter section 604(b)(4), (5) and (6).
- B. The Chief shall assign a sworn officer to act as a liaison from the Department to the OIG.
- C. The City shall allocate a sufficient budget for the OIG to perform its functions and duties as set forth in section 2.45.120 below, including budgeting one (1) full-time staff position comparable to the position of Police Program and Audit Supervisor. All OIG staff, including the Inspector General, shall be civil service employees in accordance with Article IX of the City Charter. All OIG staff shall report to the Inspector General. Except for the Inspector General, the Commission shall not have any authority to hire, supervise, evaluate or fire OIG staff.
- D. Within thirty (30) days after the first Inspector General is hired, the Policy Analyst then assigned to the Agency shall be transferred to the OIG.

#### **2.45.110 – Civilian Inspector General**

- A. Within one (1) year of the City Council's confirmation of the first group of Commissioners and alternates, the Commission, with the assistance of the Human Resources Management Department and in accordance with the City's Civil Service, Rules; shall prepare a job description and list of required qualifications for the position of civilian Inspector General. After all required approvals have been obtained for adding this position to the City's Classification Plan (as defined by the City's Civil Service Rules), the Commission, with the assistance of the City Administrator, shall be responsible for hiring the first and all subsequent civilian Inspectors General. The Inspector General shall be subject to a background check as described in section 2.45.060 above before hiring except that the results of the background check shall be submitted only to the Commission.
- B. Within ninety (90) days of his or her appointment, the Inspector General the Inspector General shall, at a minimum, receive the training described in City Charter section 604(c)(9) and in section 2.45.190(A) through (F) of this Chapter 2.45. The Commission may require any additional training it deems necessary for the Inspector General to perform the functions and duties of the OIG.
- C. The Inspector General shall report to the Commission, and may only be removed according to the City's Civil Service Rules and any applicable memorandum of understanding between the City and a union after an

affirmative vote of five (5) members of the Commission. The City Administrator shall not have the authority to independently remove the Inspector General.

- D. The Inspector General shall be responsible for the day-to-day operations of the OIG, including but not limited to the supervision and direction of all OIG staff.
- E. The Inspector General shall be permitted to attend, as an observer, Executive Force Review Board, Force Review Board, and, to the extent permitted by law, *Skelly* hearings if he or she chooses to do so. The Inspector General shall not have any decision-making authority regarding the specific cases being heard, and shall maintain the confidentiality of the hearings as required by law. The Inspector General shall not be permitted to attend any Executive Force Review Board, Force Review Board, or *Skelly* hearing until he or she has completed the training identified in section 2.45.190(C).

#### **2.45.120 – Functions and Duties of the Office of Inspector General.**

The functions and duties of the Office of Inspector General shall include, without limitation:

- A. Preparing an annual report, summarizing the results of the annual reviews of:
  - 1. The Department's processes and procedures for investigating alleged Misconduct;
  - 2. The Department's processes and procedures for determining the appropriate level of discipline for sustained findings of Misconduct;
  - 3. The Agency's processes and procedures for investigating alleged Misconduct;
  - 4. The Agency's processes and procedures for determining the appropriate level of discipline for sustained findings of Misconduct;
  - 5. Trends and patterns regarding Department training and education, and the Department's use of any early warning system(s);
  - 6. Training and/or policy issues that arise during the investigations of complaints; and
  - 7. Trends and patterns regarding use of force and officer-involved shootings. This annual report shall be presented to the Commission, the Mayor, the City Council's Public Safety Committee, the City Council and to the Chief and shall include, where appropriate, recommendations for changes in the processes and procedures that were reviewed.
- B. Monitoring and evaluating, on at least an annual basis, the number and percentage of sworn officers who have received in-service training on profiling and implicit bias, procedural justice, de-escalation, diplomacy, situational problem-solving, and work-related stress management, and make

recommendations, as appropriate, to the Commission regarding changes to the Department's training programs.

- C. Developing and presenting a plan to the Commission to measure the performance of each element of the Department's discipline process.
- D. ~~Completing all audits or reviews requested by the~~ The Mayor, the City Administrator, and/or the City Council by an affirmative majority vote may request the OIG to perform a review or audit. Such request shall be directed to the Commission and subject to its approval. The Inspector General shall report all findings to the office that requested the audit or review.
- E. Monitoring, evaluating, and making recommendations regarding the Department's recruitment and hiring practices for sworn personnel.
- F. Monitoring, evaluating, and making recommendations regarding the Department's policies and procedures as requested by the Commission in furtherance of its duties under City Charter section 604(b)(4), (5) and (6).
- G. Monitoring, evaluating, and making recommendations regarding the Department's risk management practices.

#### **2.45.130 – Establishment of the Discipline Committee.**

The Chairperson of the Commission shall appoint three (3) Commission members to serve on a Discipline Committee, and shall designate one of these three (3) Commission members as the Chairperson. The Discipline Committees shall decide any dispute between the Agency and the Chief regarding the proposed or final findings or proposed or final level of discipline to be imposed on a Subject Officer.

- A. No Discipline Committee established by the Commission shall decide any dispute between the Chief and the Agency, as directed by section 604(g) of the City Charter, until each member of the Discipline Committee has completed: (1) orientation regarding Department operations, policies and procedures, including but not limited to discipline procedures for Misconduct, and (2) the training described in section 2.45.190(A) through (F).
- B. Membership in the Discipline Committees shall rotate for each police officer discipline or termination case, as determined by the Chairperson of the Commission, **provided, however, that no more than one Commissioner appointed by the Mayor shall be appointed to each Discipline Committee.**

#### **2.45.140 – Discipline.**

In accordance with section 604(g)(4) of the City Charter, all Department employees shall be afforded their due process and statutory rights, including *Skelly* rights, as follows:

- A. With respect to Misconduct that is given a Class I designation pursuant to the Department's Discipline Policy, the Chief and the Agency Director shall include probative videotape and/or audiotape from their respective

investigations in their submissions to the Discipline Committee pursuant to City Charter section 604(g)(2). The Discipline Committee shall have the authority to require the Chief and the Agency Director to provide any additional videotape, audiotape, and/or documents (including without limitation any existing transcripts of subject officer or witness interviews) from the Agency's and the Department's investigation files that it deems relevant to its deliberations, and shall also have the authority to require the Chief and the Agency Director, or their non-attorney designees, to appear before the Discipline Committee to present their findings and recommendations and to answer questions.

- B. The record submitted to the Discipline Committee by the Chief regarding any Misconduct shall include the subject officer's history of discipline for the previous five (5) years. All documents submitted to the Discipline Committee by either the Agency Director or the Chief shall not include any redactions unless such redactions are required by law.
- C. After the investigation of a complaint has been completed and a decision has been made regarding the proposed findings and the proposed level of discipline (hereinafter referred to as the "Proposed Discipline"), either by agreement between the Chief and the Agency or by decision of the Discipline Committee, the Chief shall send a Notice of Intent to Impose Discipline or a Notice of Intent to Terminate to the Subject Officer. Consistent with City policy and applicable law, the Department shall offer the Subject Officer a *Skelly* hearing to be conducted by an assigned *Skelly* officer. After completion of the *Skelly* hearing, the *Skelly* officer shall issue his or her report which shall include his or her recommendation regarding whether the Proposed Discipline should be affirmed or modified in any way.
- D. The *Skelly* report shall be submitted to the Chief and to the Agency Director if the Chief and the Agency Director agreed on the Proposed Discipline. The Chief and the Agency Director shall consider the *Skelly* report and consult with each other regarding the final set of findings and level of discipline to be imposed (hereinafter referred to as "Final Discipline").
  - 1. If the Chief and the Agency Director agree on the Final Discipline, the Chief shall send a Notice of Discipline or Notice of Termination to the Subject Officer.
  - 2. If the Chief and the Agency Director do not agree on the Final Discipline, the *Skelly* report shall be submitted to the Discipline Committee which shall decide the Final Discipline based solely on the record reviewed and considered by the Skelly Officer (which shall include the Notice of Intent to Discipline or Terminate with all attachments). The Discipline Committee shall also have the authority to require the Chief and the Agency Director, or their non-attorney designees, to appear before the Discipline Committee to present their recommendations and to answer questions. After determining the Final

Discipline, the Discipline Committee shall direct the Chief to send a Notice of Discipline or a Notice of Termination to the Subject Officer.

- E. The *Skelly* report shall be submitted to the Discipline Committee if the Discipline Committee decided the Proposed Discipline. The *Shelly* report shall also be submitted to the Chief and the Agency Director. The Discipline Committee shall consider the *Skelly* report in deciding the Final Discipline. After such determination, the Discipline Committee shall direct the Chief to send a Notice of Discipline or Notice of Termination to the Subject Officer.
- F. After the Final Discipline has been determined by either the agreement of the Agency Director and the Chief, or by the Discipline Committee, and to the greatest extent permitted by law, the complainant(s) shall be informed of the disposition of the complaint.
- G. The Discipline Committee shall maintain the confidentiality of all personnel and/or privileged information as required by State and local law. After the Discipline Committee has concluded its deliberations regarding the Proposed Discipline and/or the Final Discipline, it shall return all records and information it received to the party from which it received such records and information. Members of the Discipline Committee shall not retain copies of the records they receive from the Chief and the Agency, nor shall they publicly comment about, or discuss any personnel matter with anyone, including another member of the Discipline Committee, outside of Discipline Committee meetings, except as required by a valid subpoena. This subsection (G) shall not preclude any member of a Discipline Committee from participating in any grievance procedure, including without limitation testifying in an appeal before the Civil Service Board or an arbitration or other type of administrative hearing.
- H. The Subject Officer may appeal the imposition of discipline or termination to the Civil Service Board. In addition, the Subject Officer may grieve the imposition of discipline or termination as prescribed in a collective bargaining agreement.

#### **2.45.150 – Establishment of Other Committees**

The Commission must obtain City Council approval prior to the creation of any other standing committee. A proposal to create a standing committee of the Commission must include information regarding the costs associated with staffing the standing committee, if any, and the costs of complying with noticing and reporting requirements resulting from its establishment. City Council approval shall not be required for creating temporary or *ad hoc* committees.

#### **2.45.160 – Public Statements of the Commission**

The Commission may authorize one of its members to issue statements to the public regarding the Commission's official business, to the extent such business is not confidential or privileged under State or local law, only after the statement has been approved by an affirmative vote of not less than four (4) votes in a public meeting. Commissioners may

publicly discuss their roles as Commissioners and the Commission's public and official business for the purpose of educating the community provided they adhere to the notice requirements of the Brown Act and Oakland's Sunshine Ordinance.

**2.45.170 – Election of Chairperson.**

At the first regular meeting of each year, the members shall elect a chairperson and a vice-chairperson.

**2.45.180 – Staff assistance.**

~~A. Within one hundred and eighty (180) days of the City Council's confirmation of the first group of Commissioners and alternates and on an ongoing basis as appropriate, the Commission shall provide the City Administrator with its proposal for the staff positions necessary to permit the Commission and the Agency to fulfill its functions and duties as set forth in this Chapter 2.45, Chapter 2.46, and as set forth in section 604 of the City Charter.~~

~~B. Pursuant to City Charter section 604(e)(5) and, to the extent practicable, within one (1) week of the City Council's confirmation of the first group of Commissioners and alternates, the City Administrator shall assign an administrative staff person to provide administrative support to the Commission and to act as liaison between the Commission and the City Administrator's office.~~

~~C. At a minimum, the City Council shall allocate the equivalent of an additional one-half of a full-time administrative position (0.5 FTE) to the City budget for the purpose of providing adequate administrative support for the Commission. The administrative staff person described in this subsection (C) shall report to the Commission, and may only be removed according to the City's Civil Service Rules and any applicable memorandum of understanding between the City and a union, after an affirmative vote of five (5) members of the Commission. Upon a vacancy, the Commission shall have the authority to fill this position. The City's Department of Human Resources Management shall provide timely assistance to the Commission for this purpose.~~

A. **Immediately upon the confirmation of the first group of Commissioners, the City Administrator shall provide staff to the Commission. Such staff shall consist of, at a minimum, a .5 FTE administrative director, a .5 FTE counsel and appropriate clerical support personnel. Staff for the Agency shall include, at a minimum, one investigator per 100 sworn officers and clerical support staff. The CPRB contract counsel shall serve as interim counsel to the Agency until the Commission selects new counsel pursuant to Section 604(e)(1) of the City Charter**

B. **Three months prior to the City Council's confirmation of the slate of Commissioners, Human Resources will create and post job descriptions for all staffing positions that are not already CPRB employees. Within 3 months of the Commissioners' confirmation, they shall identify 4 candidates for each unfilled position to present to the City Administrator**

and/or the City Attorney who will select from those lists the persons who will be hired.

- C. The Commission shall provide the City Administrator with its proposal for such additional staff positions as are necessary to permit the Commission and the Agency to fulfill their functions and duties as set forth in this Chapter 2.45, Chapter 2.46, and as set forth in Section 604 of the City Charter.

**2.45.190 – Commissioner Training.**

Within three (3) months of appointment, or as soon thereafter as possible, each Commissioner and alternate shall:

- A. Become familiar with City Charter section 604 and with Chapters 2.45 and 2.46 of the Oakland Municipal Code.
- B. Receive training in basic principles of constitutional due process and administrative hearing procedures;
- C. Receive training in the legal requirements for maintaining the confidentiality of personnel records and other confidential documents or information;
- D. Receive briefing on the Negotiated Settlement Agreement in the case of *Delphine Allen, et al. v. City of Oakland*, and all related court orders for so long as they remain in effect;
- E. Receive information regarding constitutional civil rights guaranteed to all citizens as such rights are affected by law enforcement; and
- F. Receive training in the legal requirements of California's Political Reform Act (Cal. Gov't Code section 81000, *et seq.*), Oakland's Conflict of Interest Code (Oakland Municipal Code Chapter 3.16), California's Brown Act (Cal. Gov't Code section 54950, *et seq.*), Oakland's Sunshine Ordinance (Oakland Municipal Code Chapter 2.20), and California's Public Records Act (Cal. Gov't Code section 6250, *et seq.*).

In addition, within twelve (12) months of appointment, or as soon thereafter as possible, each Commissioner and alternate shall:

- G. Receive the training and orientation specified by section 604(c)(9) of the City Charter;
- H. Complete the Citizens' Police Academy and participate in a Department "ride-along." Upon request of the Commission, and with concurrence by the Chief, Commissioners may attend an abbreviated citizen police academy in lieu of the full Citizens' Police Academy;
- I. Complete the Department's Implicit Bias Training, and Crisis Intervention Training;
- J. Complete Peace Officer Standards and Training (POST) Learning Domains 15

- (Laws of Arrest) and 16 (Search and Seizure); and  
K. Receive training regarding racial equity.

The City Administrator shall assist the Commission in scheduling and facilitating all training and orientation required by this section and by section 604 of the City Charter. Within the Commission's budget there shall be a line item for attendance at conferences offered by organizations such as the National Association for Civilian Oversight of Law Enforcement ("NACOLE").

#### **2.45.200 - Hearings**

It shall be the sole and exclusive responsibility of the Commission to determine the order and conduct of any public hearing, consistent with applicable law.

#### **2.45.210 - Authority of Public Ethics Commission.**

~~If either the Commissioner or the Inspector General does not receive the files and records requested pursuant to section 604 of the City Charter or pursuant to this Chapter 2.45 within fifteen (15) business days of its request, the Public Ethics Commission shall have the authority to investigate allegations that the head of the offending City department or agency failed to provide the requested files or records as required by section 604 of the City Charter or this Chapter 2.45. Such requirements shall be subject to enforcement by the City in the same manner as violations of Chapter 2.25 of the Oakland Municipal Code.~~

#### **2.45.220- Reporting to City Council.**

The Commission shall submit its first annual, written report to the Mayor, City Council and the public within eighteen (18) months of the City Council's confirmation of the first group of Commissioners and alternates. The Commission's subsequent reports shall be submitted annually on or near the anniversary of that date.

**SECTION 3.** Title 2 of the Oakland Municipal Code is amended to add Chapter 2.46, *Community Police Review Agency*, which shall read as follows:

### **Chapter 2.46 – COMMUNITY POLICE REVIEW AGENCY**

#### **2.46.010 – Definitions.**

The following words and phrases whenever used in this chapter shall be construed as defined in this section:

"Agency" shall mean the Community Police Review Agency.

"Commission" shall mean the Oakland Police Commission.

"Department" shall mean the Oakland Police Department.

"Misconduct" shall mean both a police officer's affirmative act that violates, and/or his or her failure to act in violation of, the Department's policies, procedures or directives, including without limitation the Department's Manual of Rules.

"Subject Officer" shall mean the Department sworn employee who is the subject of a complaint of alleged Misconduct.

#### **2.46.020 – Creation**

Oakland City Charter section 604 has established the Community Police Review Agency. It is in the public interest to facilitate the Agency's receipt of public complaints regarding the alleged Misconduct of police officers. Thus, some of the Agency staff should be located in a street-level or ground-floor, visible office that is accessible by public transportation. The Commission, in consultation with the Agency Director, shall determine the number of existing Agency staff who would work at such a location. Hours of operation for this location shall be clearly posted on the office door and inside the office. The address of this office location, together with hours of operation and a telephone number shall be posted on the City's website and on the Agency's website.

#### **2.46.030 – Functions and duties.**

In addition to the powers and duties prescribed in section 604 of the Oakland City Charter, the Agency's functions and duties are as follows:

- A. Use the same complaint form as used by the Department in receiving all public complaints concerning alleged Misconduct, including complaints from Department non-sworn employees. All complaints, wherever filed, shall be date-stamped and numbered sequentially. A copy of the numbered and date-stamped complaint shall be provided to the complainant and to the Department's Internal Affairs Division within one (1) business day of receipt.
- B. Make complaint forms available to the public by posting the forms and information about the complaint process on the Agency's website and by accepting the online filing of complaints and attachments via the Agency's website, and by making information about the complaint process available at other public locations to be determined by the Agency Director;
- C. Ensure that all investigators receive any necessary training in conducting fair and impartial investigations.
- D. Request the Commission to issue a subpoena, in accordance with City Charter section 604(b)(3), to compel a Subject Officer and any other sworn employee of the Department to fully cooperate with an Agency investigation. The Chief shall order all officers subject to any subpoena issued by the Commission to comply with all requirements of the subpoena.

- E. ~~Videotape~~ **Create a video recording of** the interviews of all Subject Officers who are alleged to have committed a Class I offense **as well as interviews with all Officers who have witnessed or have knowledge of the Class 1 offense.** For purposes of this subsection, the definition of "Class I offense" shall be the same as the definition of "Class I offense" in the Department's Discipline Policy.
- F. Request, without requiring, that the complainant(s) and witnesses agree to be videotaped. ~~if, in the Agency's discretion, its investigation would benefit from such videotaping.~~
- G. In consultation with and upon the approval of the Commission, establish rules and procedures for the operation of its business including, but not limited to, procedures for the intake of complaints.
- H. No less than twice a year and as permitted by applicable law, issue a report to the Public Safety Committee which shall include the following information:
1. The number of complaints submitted to the Agency together with a brief description of the nature of the complaints and the identification of the Council District from which the complaint originated;
  2. The demographic profiles of the complainants to the extent that information exists or is voluntarily provided by the complainants;
  3. The number of the Agency's pending investigations, and the types of police officer Misconduct that is being investigated;
  4. The number of investigations completed by the Agency, the results of the investigations, and the amount of time spent on the investigations;
  5. The number of officers for whom sustained findings of Misconduct were made and the level of discipline proposed;
  6. The number of closed investigations which did not result in sustained findings and/or discipline of the Subject Officer;
  7. The number of cases referred to mediation; and
  8. The number of cases in which the Agency failed to meet (a) the one-hundred-and-eighty-day (180) goal specified by City Charter section 604(f)(3), and/or (b) the deadline specified by California Government Code section 3304.
  9. **The number of instances of non-compliance with requests for interviews of sworn officers, production of documents, or subpoenas and what discipline was imposed for such non-compliance.**

#### **2.46.040 – Agency Director.**

The Agency Director shall report to **and be supervised by** the Commission, and shall be responsible for the day-to-day operations of the Agency. The Agency Director's job responsibilities shall include, but not be limited to, the following:

- A. Identifying the staff positions, in addition to the position of Investigator, necessary to perform the Agency's functions and duties;

- B. Assigning complaints to investigators, consulting with investigators regarding, and monitoring the progress of, their investigations;
- C. Monitoring the workload of all Agency staff;
- D. Reporting to the Commission once a month regarding the Agency's pending cases. The following information shall be included in the Agency Director's monthly written report:
  1. The case number;
  2. The name of the complainant;
  3. The initials of the investigator assigned to investigate the complaint;
  4. The date the complaint was filed with the Agency and the date the complaint was filed with the Department's Internal Affairs Division;
  5. The date by which the investigation must be completed if the Agency is to meet the one-hundred-and-eighty-day (180) goal specified by City Charter section 604(f)(3);
  6. The deadline by which the investigation must be completed, as specified by California Government Code section 3304;
  7. The date of the incident that is the subject of the complaint; and
  8. If City Charter section 604(f)(1) requires the Agency to investigate the complaint, whether the complaint involves uses of force, in-custody deaths, profiling based on any of the protected characteristics identified by federal, state, or local law, and First Amendment assemblies.
  9. If City Charter section 604(f)(1) does not require the Agency to investigate the complaint, a brief, general description of the type of complaint. This brief, general description must be similar in length and generality to the description of the types of complaints the Agency is required to investigate, as stated in City Charter section 604(f)(1); and
  10. The number of times the Department and/or Department employee has refused to comply with a written request for information or valid subpoena.
- E. Conducting annual job performance evaluations of all Agency staff;
- F. Responding to questions and issues raised by the public, as permitted by applicable law; and
- G. Any other duties assigned by the Commission, consistent with the Agency's powers and duties as described in section 604 of the City Charter and subject to any constraints imposed by the Agency's budget.

**2.46.050 – Background Checks.**

In accordance with federal and state law and consistent with section 604(e)(7) of the City Charter, background checks shall be performed on all new Agency investigators and on the Agency Director, before hiring. The City Administrator's Office shall retain an outside person or entity to perform these background checks, which shall include: