



INFORMATION CALENDAR

APRIL 29, 2025

To: Honorable Mayor Ishii and Members of the City Council
From: Police Accountability Board
Submitted by: Hansel A. Aguilar, Director of Police Accountability (DPA)
Subject: 2025 Police Accountability Board Workplan

INTRODUCTION

The Police Accountability Board (PAB) hereby submits a work plan for the year 2025.

SUMMARY

On February 1, 2025, the PAB conducted a strategic planning session at the ODPa to evaluate key priorities and establish objectives for the year. The discussion emphasized the importance of achieving full staffing, enhancing community engagement, and assessing workload efficiency to maximize effectiveness. As part of its strategic planning, the PAB identified the following objectives for 2025:

- Strengthening stakeholder engagement to achieve full staffing and enhance community participation
- Overseeing the implementation of an effective Early Intervention System (EIS)
- Finalizing an updated operations manual that aligns with operational needs
- Cataloging and prioritizing pending policy reviews
- Expanding the PAB's academic network to enhance research capabilities and overall work product
- Finalizing the review of regulations for investigating personnel complaints

CURRENT SITUATION AND ITS EFFECTS

The PAB holds at least 18 regular meetings each year per Berkeley City Charter Section 125(13)(a)¹. Currently, 5 of the 9 Board Member positions, are filled.² The PAB is

¹ Berkeley City Charter Section 125(13)(a): [https://berkeley.municipal.codes/Charter/125\(13\)\(a\)](https://berkeley.municipal.codes/Charter/125(13)(a))

² The PAB currently has six appointed members, with one Board Member on an extended leave of absence. Please refer to the attached PAB Roster for more details.

responsible for carrying out the duties and authority as defined in Berkeley City Charter Section 125.

BACKGROUND

The Police Accountability Board (PAB) was established to enhance public trust by providing independent civilian oversight of the Berkeley Police Department. It serves as a platform for community engagement in reviewing police policies, practices, and procedures while ensuring timely and impartial investigations of complaints against sworn officers.

In 2016, the City Council required most commissions to submit an annual work plan outlining their mission, goals, resources, activities, and expected outcomes. These plans serve as a roadmap for the fiscal year and should align with relevant departmental work plans while staying within the commission's legislative scope³.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no environmental sustainability or climate impacts associated with the adoption of this work plan.

POSSIBLE FUTURE ACTION

The PAB will review the work plan annually and revise the plan as appropriate.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

There are no fiscal impacts in accepting this work plan.

CONTACT PERSON

Hansel A. Aguilar, Director of Police Accountability
Phone: (510) 981-4950
Email: HAguilar@berkeleyca.gov

Attachments:

- 1: 2025 Police Accountability Board Workplan
- 2: PAB Roster

³ Berkeley Commissioner's Manual Section E "Development of a Work Plan":
<https://berkeleyca.gov/sites/default/files/2022-03/Commissioners-Manual.pdf>



2025

PAB WORKPLAN

Police Accountability Board

Table of Contents

Mission Statement	2
Guiding Authorities	2
Recurring Mandates.....	2
Charter Powers and Duties	2
Requirements Under the Berkeley Municipal Code	3
PAB Objectives for 2025.....	4
2025 PAB Meeting Calendar.....	5

Mission Statement

“The purpose of the Police Accountability Board is to promote public trust through independent, objective, civilian oversight of the Berkeley Police Department, provide community participation in setting and reviewing Police Department policies, practices, and procedures, and to provide a means for prompt, impartial and fair investigation of complaints brought by members of the public against sworn employees of the Berkeley Police Department” (Berkeley City Charter Section 125(1)).

Guiding Authorities

The Police Accountability Board’s (PAB) work plan is guided by Berkeley City Charter Section 125¹, ordinances enacted by City Council², the City of Berkeley’s Commissioner’s Manual³, and the PAB’s adopted standing rules. These authorities define the PAB’s responsibilities, establish its procedural framework, and ensure alignment with city policies to promote effective civilian oversight of law enforcement.

Recurring Mandates

The Police Accountability Board has annual mandatory responsibilities outlined in the City Charter and the Berkeley Municipal Code.

Charter Powers and Duties

The mandatory provisions for the PAB in the City Charter deal with the composition and procedures of the PAB. Many of the provisions deal with the requirements of individual board members such as the training requirement or term limits. The active actions the PAB, as a whole, is required to take in the City Charter are:

- approve the annual report from the DPA as outlined in the Charter (Berkeley City Charter Section 125(16)(c));
- reviewing and making recommendations on newly adopted policies submitted by the Chief of Police (Berkeley City Charter Section 125(17)(a));

¹ Berkeley City Charter Section 125: <https://berkeley.municipal.codes/Charter/125>

² Currently, Berkeley Municipal Code 2.99 and 2.100 assign the PAB with additional reviews not listed in the charter: <https://berkeley.municipal.codes/>

³ City of Berkeley’s Commissioner’s Manual: <https://berkeleyca.gov/sites/default/files/2022-03/Commissioners-Manual.pdf>

- adopt regulations for handling complaints filed with the DPA (Berkeley City Charter Section 125(18));
- consult with the City Manager for the hiring of a new Chief of Police during a vacancy (Berkeley City Charter Section 125(22));
- receiving information on any agreed contracts adopted by the City Council related to the PAB's work (Berkeley City Charter Section 125(25));
- creating a regular commendation program for sworn employees of the BPD (Berkeley City Charter Section 125(26)); and
- conducting a review of its internal processes every two years (Berkeley City Charter Section 125(28)).

The City Charter also puts mandatory limits of the PAB's power. The PAB is unable to limit the City Council, Chief of Police, or City Manager's authority derived from other provisions of the City Charter to act on policing matters. The PAB does not have the authority to supplant the authority of the City Manager or Chief of Police.

Requirements Under the Berkeley Municipal Code

According to Chapter 2.99 of the Berkeley Municipal Code, the PAB plays a role in reviewing the city's use of surveillance technology by:

- **Reviewing Surveillance Use Policy:** The City Manager must present a Surveillance Use Policy and report for each new surveillance technology to the PAB before it goes to the City Council for approval. ([Section 2.99.030\(2\)](#))
- **Providing Recommendations:** The PAB can then vote to recommend approval of the policy, object to it, suggest modifications, or take no action. However, their decision is not binding, and the City Council can still proceed with adopting the policy. ([Section 2.99.030\(2\)](#))

The Berkeley Municipal Code Chapter 2.100, titled "Police Equipment and Community Safety Ordinance," establishes the **PAB's** role in regulating the acquisition and use of "Controlled Equipment" by the police department. Here's how the PAB is involved:

- **Review and Recommendation:** Before the City Council approves the acquisition or use of any Controlled Equipment, the Police Department must submit a **Controlled Equipment Impact Report** and a **Controlled Equipment Use Policy** to the PAB for review and recommendation. ([Section 2.100.040\(A\)](#))
- **Specific Requirements:** The PAB is tasked with reviewing the proposed equipment and policy based on specific criteria, including:
 - Potential impact on the community, particularly on protected groups. ([Section 2.100.050\(A\)\(2\)\(a\)](#))
 - Whether alternative equipment or de-escalation tactics could achieve the same goal. ([Section 2.100.050\(A\)\(2\)\(b\)](#))
 - Consistency with the City's values and community policing principles. ([Section 2.100.050\(A\)\(2\)\(c\)](#))
- **Recommendation Outcome:** The PAB then issues a written recommendation to the City Council, which can be approval, disapproval, or suggestions for modification. However, the City Council has the final say on whether to approve the acquisition or use of the Controlled Equipment. ([Section 2.100.040\(A\)](#))

PAB Objectives for 2025

On February 1, 2025, the PAB held a strategic planning session at the Office of the Director of Police Accountability (ODPA). During the retreat, the Board reviewed its key strategic goals and priorities, identifying the following objectives for 2025:

<i>No.</i>	Objectives	Charter Section
1	Achieve full PAB staffing and enhance community participation through strengthened stakeholder engagement.	125(5)(a)
2	Oversee the effective implementation of the Early Intervention System (EIS).	125(17)(a)
3	Finalize an updated operations manual that aligns with the PAB’s operational needs.	125(3)(a)(6)
4	Catalog and prioritize pending policy reviews before the PAB.	125(17)(a)
5	Expand the PAB’s academic network to strengthen research capabilities and overall work product.	125(3)(a)(1)
6	Complete the review of the PAB's regulations for investigating personnel complaints.	125(18)(a)

2025 PAB Meeting Calendar

JAN

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEB

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MAR

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APR

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUN

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JUL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUG

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEP

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCT

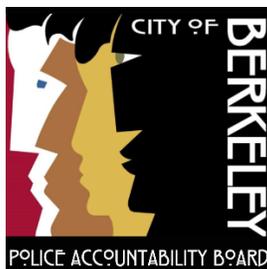
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOV

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DEC

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



PAB ROSTER

Updated 3/27/2025

District	Board Member	Nominated by
Mayor	Vacant	Mayor Ishii
D1	Vacant	Councilmember Kesarwani
D2	David Williams ¹	Councilmember Taplin
D3	Vacant	Councilmember Bartlett
D4	Calavita, Kitty	Councilmember Tregub
D5	Wilson, Leah (Vice-Chair)	Councilmember O'Keefe
D6	Leftwich, Juliet	Councilmember Blackaby
D7	Cayetano, Joshua (Chair)	Councilmember Lunaparra
D8	Randy Wells	Councilmember Humbert
Alternate	Vacant	Mayor and Council

¹ Councilmember Williams on leave of absence from March 19, 2025 to June 19, 2025

