

POLICE ACCOUNTABILITY BOARD

SPECIAL MEETING AGENDA PACKET

Saturday, March 2nd, 2024 9:30 AM to 4:30 PM

Board Members

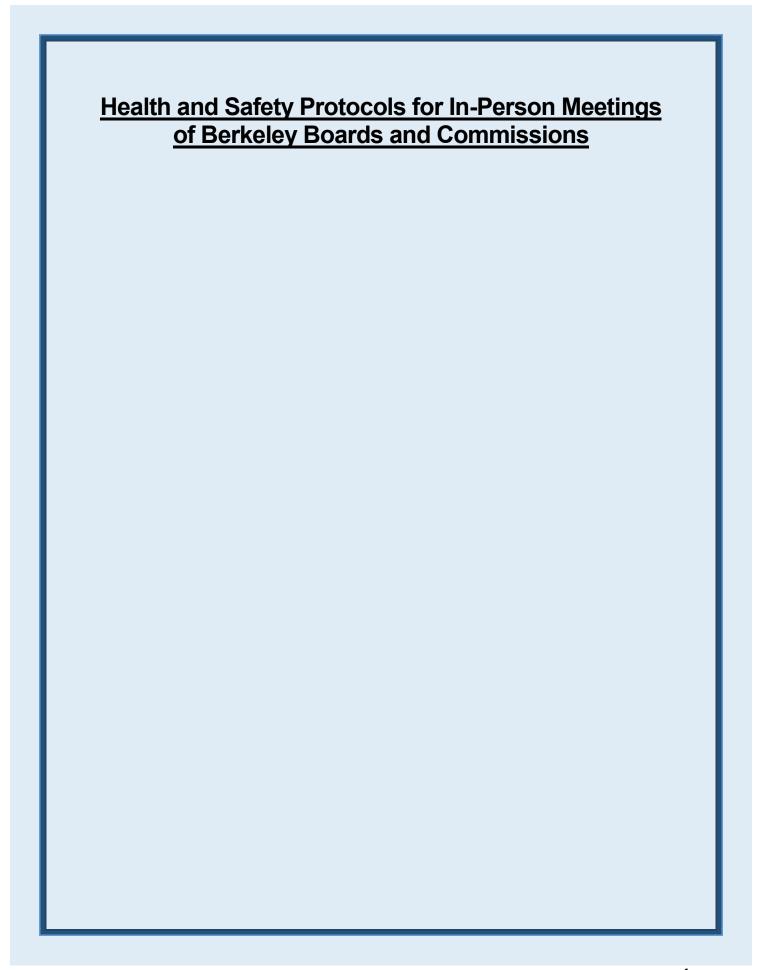
John Moore III (Chair)
Kitty Calavita
Brent Blackaby
Alexander Mozes

Leah Wilson (Vice-Chair)
Julie Leftwich
Joshua Cayetano

MEETING LOCATION

North Berkeley Senior Center 1901 Hearst Avenue Berkeley, CA 94709 (Click here for Directions)

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Health and Safety Protocols for In-Person Meetings of Berkeley Boards and Commissions February 2023

The policy below applies to in-person meetings of Berkeley Boards and Commissioners held in accordance with the Government Code (Brown Act) after the end of the State-declared emergency on February 28, 2023.

Issued By: City Manager's Office

Date: February 14, 2023

I. Vaccination Status

All attendees are encouraged to be fully up to date on their vaccinations, including any boosters for which they are eligible.

II. Health Status Precautions

For members of the public who are feeling sick, including but not limited to cough, shortness of breath or difficulty breathing, fever or chills, muscle or body aches, vomiting or diarrhea, or new loss of taste or smell, it is recommended that they do not attend the meeting in-person as a public health precaution. In these cases, the public may submit comments in writing in lieu of attending in-person.

If an in-person attendee has been in close contact, as defined below, with a person who has tested positive for COVID-19 in the past five days, they are advised to wear a well-fitting mask (N95s, KN95s, KF94s are best), test for COVID-19 3-5 days from last exposure, and consider submitting comments in writing in lieu of attending in-person.

Close contact is defined as someone sharing the same indoor airspace, e.g., home, clinic waiting room, airplane, etc., for a cumulative total of 15 minutes or more over a 24-hour period within 2 days before symptoms of the infected person appear (or before a positive test for asymptomatic individuals); or having contact with COVID-19 droplets (e.g., being coughed on while not wearing recommended personal protective equipment).

A <u>voluntary</u> sign-in sheet will be available at the meeting entry for in-person attendees. This will assist with contact tracing in case of COVID-19 contact resulting from the meeting.

Members of City Commissions are encouraged to take a rapid COVID-19 test on the day of the meeting.

Health and Safety Protocols for In-Person Meetings of Berkeley Boards and Commissions February 2023

III. Face Coverings/Mask

Face coverings or masks that cover both the nose and mouth are encouraged for all commissioners, staff, and attendees at an in-person City Commission meeting. Face coverings will be provided by the City and available for attendees to use at the meeting. Members of Commissions, city staff, and the public are encouraged to wear a mask at all times, except when speaking publicly from the dais or at the public comment podium, although masking is encouraged even when speaking.

IV. Physical Distancing

Currently, there are no physical distancing requirements in place by the State of California or the Local Health Officer for an indoor event similar to a Commission meeting.

Audience seating capacity will be at regular allowable levels per the Fire Code. Capacity limits will be posted at the meeting location. However, all attendees are requested to be respectful of the personal space of other attendees. An area of the public seating area will be designated as "distanced seating" to accommodate persons that need to distance for personal health reasons.

Distancing will be implemented for the dais as space allows.

V. Protocols for Teleconference Participation by Commissioners

Upon the repeal of the state-declared emergency, all standard Brown Act requirements will be in effect for Commissioners participating remotely due to an approved ADA accommodation. For Commissioners participating remotely, the agenda must be posted at the remote location, the remote location must be accessible to the public, and the public must be able to participate and give public comment from the remote location.

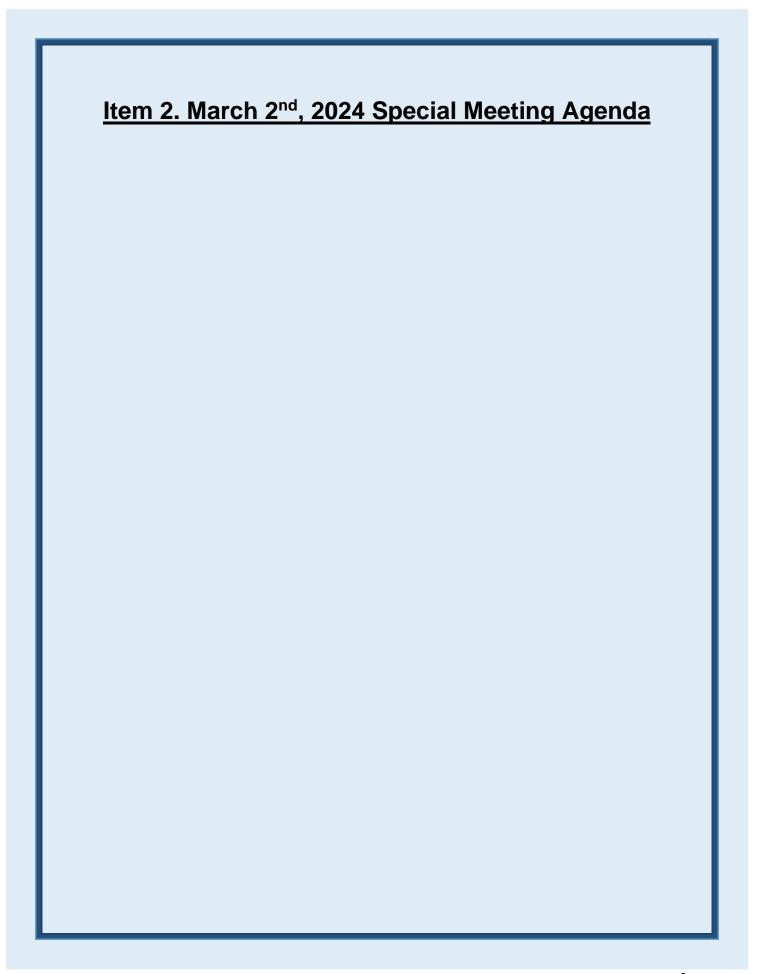
- A Commissioner at a remote location will follow the same health and safety protocols as in-person meetings.
- A Commissioner at a remote location may impose reasonable capacity limits at their location.

VI. Hand Washing/Sanitizing

Hand sanitizing stations are available at the meeting locations. The bathrooms have soap and water for handwashing.

VII. Air Flow/Circulation/Sanitizing

Air filtration devices are used at all meeting locations. Window ventilation may be used if weather conditions allow.





POLICE ACCOUNTABILITY BOARD

SPECIAL MEETING AGENDA

Saturday, March 2nd, 2024 9:30 AM to 4:30 PM

Board Members

John Moore III (Chair)
Kitty Calavita
Brent Blackaby
Alexander Mozes

Leah Wilson (Vice-Chair)
Julie Leftwich
Joshua Cayetano

MEETING LOCATION

North Berkeley Senior Center 1901 Hearst Avenue Berkeley, CA 94709 (Click here for Directions)

PUBLIC NOTICE

To access the meeting remotely: join from a PC, Mac, iPad, iPhone, or Android device using this URL: https://us02web.zoom.us/j/84678543298. If you do not wish for your name to appear on the screen, use the drop-down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon on the screen. To join by phone: Dial 1 669 900 6833 and enter Meeting ID 846 7854 3298. If you wish to comment during the public comment portion of the agenda, press *9 and wait to be recognized.

LAND ACKNOWLEDGMENT

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun (Hooch-yoon)), the ancestral and unceded land of the Chochenyo (Chochen-yo)-speaking Ohlone (Oh-low-nee) people, the ancestors and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. As we begin our meeting tonight, we acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today.

AGENDA

- 1. CALL TO ORDER AND ROLL CALL (2 MINUTES)
- 2. APPROVAL OF AGENDA (2 MINUTES)
- 3. PUBLIC COMMENT (TBD)

Public comment at special meetings is limited to the items on the agenda. Speakers are generally allotted up to three minutes, but may be allotted less time if there are many speakers.

4. FULL-DAY RETREAT PROGRAMMING FACILITATED BY BRIAN CORR

The program is planned to take place from 9:30 a.m. to 4:30 p.m.

5. **PUBLIC COMMENT** (TBD)

Public comment at special meetings is limited to the items on the agenda. Speakers are generally allotted up to three minutes, but may be allotted less time if there are many speakers.

6. ADJOURNMENT (1 MINUTE)

Communications Disclaimer

Communications to the Police Accountability Board, like all communications to Berkeley boards, commissions, or committees, are public records and will become part of the City's electronic records, which are accessible through the City's website. Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the Board Secretary. If you do not want your contact information included in the public record, do not include that information in your communication. Please contact the Board Secretary for further information.

Communication Access Information (A.R. 1.12)

To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date.

SB 343 Disclaimer

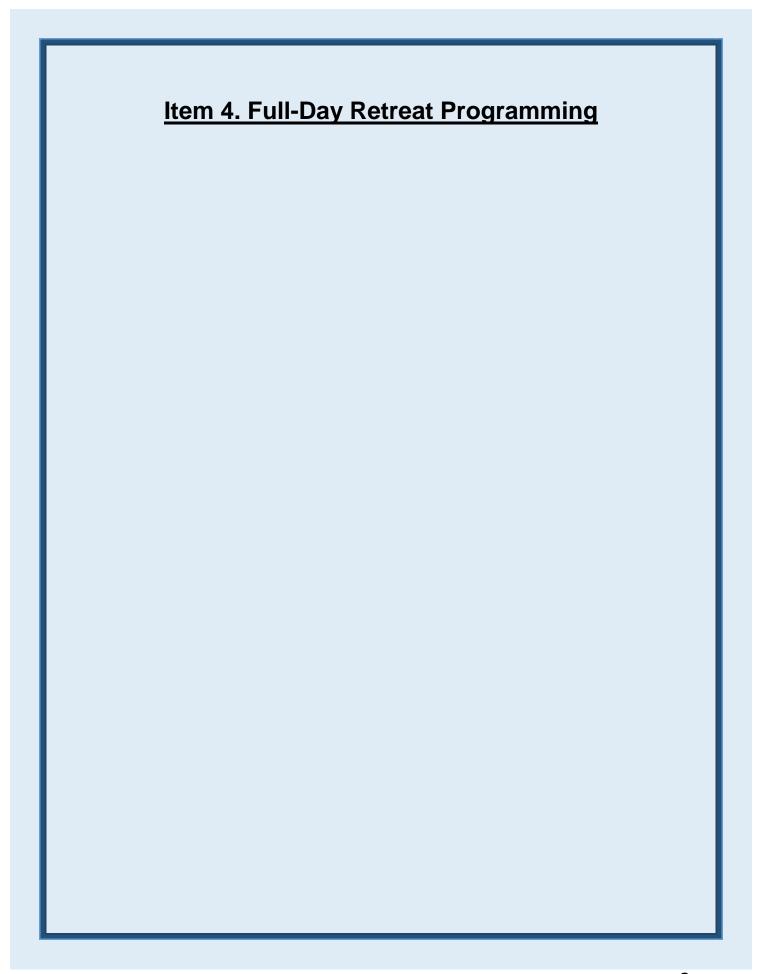
Any writings or documents provided to a majority of the Board regarding any item on this agenda will be made available for public inspection at the Office of the Director of Police Accountability, located at 1947 Center Street, 5th Floor, Berkeley, CA.

Contact the Director of Police Accountability (Board Secretary) at:

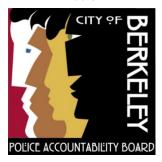
1947 Center Street, 5th Floor, Berkeley, CA 94704

TEL: 510-981-4950 TDD: 510-981-6903 FAX: 510-981-4955

Website: www.cityofberkeley.info/dpa/ Email: dpa@cityofberkeley.info



Public



POLICE ACCOUNTABILITY BOARD

2024 PAB STRATEGIC PLANNING SESSION RETREAT AGENDA Saturday, March 2nd, 2024 9:30 AM to 4:30 PM

MEETING LOCATION

North Berkeley Senior Center 1901 Hearst Avenue Berkeley, CA 94709 (Click here for Directions)

Facilitator:

Brian Corr Cambridge Consulting Services Group Past President of NACOLE

AGENDA

9:30 AM WELCOME, INTRODUCTION AND GOALS FOR THE DAY
9:45 AM PAB CHALLENGES AND OPPORTUNITIES

- What are our strengths?
- What are our challenges?

10:15 AM PAB AND ODPA: RESPECTIVE ROLES AND RESPONSIBILITIES

- What acts are required by each under the Charter Amendment?
- What acts are permitted by each under the Charter Amendment?
- Where is there overlap and what needs to be clarified?

11:00 AM PERFORMANCE METRICS

- What does an effective PAB look like within existing confines?
- How can we measure our performance? When should that be done?

11:45 AM BREAK

Public

12:00 PM WORKING LUNCH AND TRAINING SESSION: THE HISTORY OF POLICE OVERSIGHT

12:45 PM EXTENDED BREAK

1:15 PM LOOKING AHEAD AND THINKING STRATEGICALLY: PAB'S 2024 GOALS

- Possible discussion topics
 - Serving the Community: Increased Outreach, Education and Engagement
 - Working effectively with the Police Department, Police Union, City Attorney's Office and City Council
 - ➤ Legislative advocacy
 - > Others?

2:30 PM BREAK

2:45 PM NEXT STEPS

- How will we get from Point A to Point B?
- What specific steps will we take to meet our goals?
- Timeline

4:15 PM WRAP UP

4:30 PM ADJOURNMENT

Item 4. ODPA Memorandum Titled "Review of Mandatory and Permissible Provisions in the City Charter, BPD Policies, and Standing Rules"



MEMORANDUM

To: Police Accountability Board

From: Hansel Aguilar, Director of Police Accountability

Keegan Horton, ODPA Investigator

Date: 2/21/24

Subject: Review of Mandatory and Permissible Provisions in the City Charter,

BPD Policies, and Standing Rules.

Introduction

Upon request of the Police Accountability Board (PAB), the Office of the Director of Police Accountability (ODPA) has created this memorandum to outline the explicit mandatory duties of the PAB and their permissible powers as per Article XVIII of the City Charter. Mandatory PAB Provisions are required action by the PAB or another entity, such as the ODPA, City Manager, City Council, or Chief of Police, and indicated by the use of "must" or "shall" in the legislation. Permissible provisions are actions the PAB has the power to take but are not required to. Also included in this memorandum is a brief discussion of the powers granted to the PAB by Berkeley Police Department (BPD) Policies² and the Standing Rules³. A detailed examination of the *Interim Regulations*⁴ is outside the scope

¹ Article XVIII Police Accountability Board and Director of Police Accountability. https://berkeley.municipal.codes/Charter/ArtXVIII

² Berkeley Police Department Law Enforcement Services Manual. https://berkeleyca.gov/sites/default/files/documents/RELEASE_20220921_T152222_Berkeley_PD_Policy_Manual.pdf

³ Standing Rules.

https://berkelevca.gov/sites/default/files/2022-02/PoliceAccountabilityBoard StandingRules.pdf

⁴ Interim Regulations for Handling Complaints Against Sworn Members of the Police Department Approved by the City Council October 5, 2021.

https://berkeleyca.gov/sites/default/files/2022-02/PAB-ODPA.Interim.Regs .Approved.2021-10-05.pdf

of this memorandum because it deals with specific procedural matters often taken by the ODPA.

Discussion

Mandatory Provisions

City Charter

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:

- recommend candidates for consideration by the City Council for a Director of Police Accountability (DPA) during a vacancy (14)(a);
- approve the annual report from the DPA as outlined in the Charter (16)(c);
- reviewing and making recommendations on newly adopted policies submitted by the Chief of Police (17)(a);
- adopt regulations for handling complaints filed with the DPA (18);
- consult with the City Manager for the hiring of a new Chief of Police during a vacancy (22);
- receiving information on any agreed contracts adopted by the City Council related to the PAB's work (25);
- creating a regular commendation program for sworn employees of the BPD (26);
 and
- conducting a review of its internal processes every two years (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.

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. (<u>Section 2.99.030(2</u>))
- 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. (<u>Section 2.100.050(A)(2)(b)</u>)
 - 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))

Interim Regulations

The Interim Regulations instruct the PAB and ODPA on the requirements and procedures for investigating complaints.5

BPD Policies

The BPD policies with mandatory aspects relevant to the PAB mandate information disclosure but there are two exceptions.

- The Use of Force Policy does require the BPD and PAB to convene to review and update the Use of Force Policy at least once a year. (300.13)
- The Military Equipment Policy also requires the PAB to review and make recommendations to the City Council with the same procedures and requirements of the Police Equipment and Community Safety Ordinance. (709.11)

Most of the other policies mandate PAB access to evidence such as body-worn camera footage.

Standing Rules

The Standing Rules exist to establish the PAB's processes and ensure transparency and efficiency (A.). This procedural law document outlines how the PAB is to function. The PAB is required by the Standing Rules to:

- take public comment at the beginning and end of each Board meeting (F.1.);
- have a regular meeting on the second and fourth Wednesday of the month, with exceptions (H.);
- hold elections in the second January Meeting (I.1.); and
- constitute a mutual aid subcommittee at first meeting in February (K.);

There are requirements for individual board members, the Chair, and the Vice Chair outside the scope of this memorandum such as deadlines for submitting agenda items and meeting procedures.

Permissible Provisions

⁵ See 4. PREAMBLE.

City Charter

The permissible provision in the City Charter addresses actions the PAB may do if it chooses to do so. Most notably, all of the PAB's powers are permissible, including the power to review memoranda of understanding between the BPD and all other local, state, and federal law enforcement, intelligence, and military agencies or private security organizations (3)(a)(2). The list of the PAB powers, as listed in Subsection (3)(a) are:

- To advise and make recommendations to the public, City Council, and City Manager regarding the operation of the Berkeley Police Department, including all written policies, practices, and procedures in relation to the Berkeley Police Department;
- 2. Review and recommend for City Council approval all agreements, letters, memoranda of understanding, or policies which express terms and conditions of mutual aid, information sharing, cooperation and assistance between the Berkeley Police Department and all other local, state and federal law enforcement, intelligence, and military agencies or private security organizations;
- 3. To receive and consider the findings and recommendations of the Director of Police Accountability regarding complaints filed by members of the public against sworn employees of the Police Department and to recommend if discipline is warranted when misconduct is found and, pursuant to Section 18, the level of discipline for sustained findings of misconduct;
- 4. To participate in the hiring of the Chief of Police as set forth in Section 22;
- To access records of City Departments, compel attendance of sworn employees of the Police Department, and exercise the power of subpoena as necessary to carry out its functions;
- 6. To adopt rules and regulations necessary for the conduct of its business; and
- 7. Any other powers and duties as the City Council may assign it by Ordinance.

The PAB also possesses two more permissible powers through the City Charter. The PAB has the power to review and make recommendations to the City Council regarding the BPD budget (22). The Chief of Police is required to submit a budget proposal to the

PAB annually. Secondly, the PAB can make recommendations to the City Council for enacting legislation or regulation that will further the goals and purposes of Article XVIII of the City Charter (29).

BPD Policies

The one permissible BPD policy is 404.8. This policy grants a board member the power to attend the selection board interviews to monitor the interview process for members of special response teams.

Standing Rules

According to the Standing Rules the PAB may:

- initiate a review of BPD policy, practice, or procedure upon a majority vote (G.2.) and
- commend or otherwise honor sworn officers or civilian employees of BPD (L.2.).

There are permissible provisions for individual board members, the Chair, and the Vice Chair outside the scope of the memorandum such as polling the public before an agenda item.

List of Mandatory Provisions

City Charter Section 125, Article XVIII

- (1) Establishment and purpose.
- (5) Composition of Police Accountability Board; eligibility
- (6) Board Member selection
- (7) Terms: term limits
- (8) Conflicts of interest and Avoiding Bias.
- (10) Board Chairperson and Vice-Chairperson
- (12) Board member training; At-will Status; Oath of Maintaining Confidentiality
- (13) Board meetings; quorum; rules of procedure;
- (14) Office of the Director of Police Accountability.
- (15) Legal counsel.
- (16) Board reports.
- (17) Policy review and approval.
- (18) Complaints filed with the Director of Police Accountability.
- (19) Review of complaints filed with the Berkeley Police Department.
- (20) Access to records of City departments; compelling testimony and attendance.
- (22) Hiring of Chief of Police
- (23) Chief of Police or command staff to attend Board meetings.
- (24) Berkeley Police Department written reports to the Board.

- (25) Contract negotiations
- (26) Commendation program.
- (28) Review of processes.

Berkeley Municipal Code

Chapter 2.99 BMC, Acquisition and Use of Surveillance Technology Chapter 2.100 BMC, Police Equipment and Community Safety Ordinance

Interim Regulations

BPD Polices

- 200.12 Organizational Structure and Responsibility; Duty Command Officer
- 201.7 Document Distribution
- 300.13 Use of Force; Civilian Complaints
- 425.18.1 Body Worn Cameras; Police Review Commission
- 709.11 Military Equipment; Compliance
- 1300.9 Surveillance Use Police Body Worn Cameras; Police Review Commission

Standing Rules

- A. Purpose
- B. Amendments and Revisions
- F. Public Comment
- H. Regular Meetings
- 1. Elections
- K. Mutual Aid Agreements

<u>List of Permissible Provisions</u>

City Charter Section 125, Article XVIII

- (3) Police Accountability Board powers and duties
- (4) Independent Agency; budget authority and allocation
- (9) Expiration of term; termination; leave of absence; removal
- (11) Board Member Stipends
- (13)(d) Subcommittees
- (21) Advice regarding Police Department budget.
- (29) Enabling Legislation.

BPD Policies

404.8 Special Response Team; Selection Process

Standing Rules

- G. Policy Complaints and Reviews
- J. Appointment of Members of the Public to Subcommittees
- L. Commendations of BPD Personnel

List of Undiscussed Relevant Provisions

City Charter Section 125, Article XVIII

- (2) Definitions
- (27) Transition from Police Review Commission to Police Accountability Board.
- (30) Repeal of Ordinance No. 4,644-N.S.
- (31) Severability.

BPD Policies

Internal

- 1033.6 BPA Association Release Time
- 1010.4 Personnel Complaints; Prohibited Contact
- 1010.5 Personnel Complaints; Internal Affairs Bureau
- 1010.7.3 Personnel Complaints; Complaints to the Police Accountability Board
- 1010.7.4 Personnel Complaints; Timeline
- 1010.24 Personnel Complaints; Policy Complaints
- 1107.3 Special Order 2023-0001; Reaffirmation of Consent Searches
- 13-4.9 Surveillance Use Policy-External Fixed Video Surveillance Cameras; Third-Party Data-Sharing

Mandatory and Permissible Provisions of ARTICLE XVIII. of the City of Berkeley Charter Police Accountability Board and Director of Police Accountability

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.

https://berkeley.municipal.codes/Charter/ArtXVIII

Mandatory Provisions are required action by the PAB or another entity, the ODPA, City Manager/Council, or Chief of Police, and indicated by the use of "must" or "shall" in the legislation.

Permissible provisions are actions the PAB has the power to take but are not required to.

MANDATORY



To recommend candidates for consideration by the City Council for a Director of Police Accountability (DPA) during a vacancy (14)(a)

PERMISSIBLE



To advise and make recommendations to the public, City Council, and City Manager regarding the operation of the Berkeley Police Department, including all written policies, practices, and procedures in relation to the Berkeley Police Department (3)(a)



approve the annual report from the DPA 125(16)(c)



reviewing and making recommendations on newly adopted policies submitted by the Chief of Police 125(17)(a)



Review and recommend for City Council approval all agreements, letters, memoranda of understanding, or policies which express terms and conditions of mutual aid, information sharing, cooperation and assistance between the Berkeley Police Department and all other local, state and federal law enforcement, intelligence, and military agencies or private security organizations; 125(3)(a)



Adopt regulations for handling complaints filed with the DPA (18)

Make a recommendation to the Chief of Police regarding the specific complaint 125(14)(h)



To access records of City Departments, compel attendance of sworn employees of the Police Department, and exercise the power of subpoena as necessary to carry out its functions; 125(3)(a)



Consult with the City Manager for the hiring of a new Chief of Police during a vacancy 125(22);



To adopt rules and regulations necessary for the conduct of its business 125(3)(a)



Receiving information on any agreed contracts adopted by the City Council related to the PAB's work 125(25);



Provide community participation in setting and reviewing Police Department policies, practices, and procedures,. 125(1)



Creating a regular commendation program for sworn employees of the BPD 125(26);



Any other powers and duties as the City Council may assign it by Ordinance 125(3)(a)



Conducting a review of its internal processes every two years 125(28).

