

Citizen Review Panel Minutes

Tacoma Municipal Building, Room 248, Tacoma, WA 98402

August 11, 2014

Chair James called the meeting to order at 6:00 p.m.

Panel Members Present: Keith James, William King, Michelle Franklin-Wilson, and Ryan Webster

Staff Present: Assistant Chief Pete Cribbin (TPD), Lieutenant Ed Wade (TPD), Reid Bennion (PW), Genesis Gavino (CMO)

Introductions:

Agenda Item

Study Session – Human Rights Commission & Public Safety, Human Services and Education Committee Debrief

Panel Member James debrief the panel on the meetings with the Human Rights Commission and the potential opportunity to partner together for community outreach strategies. Panel Member James also debriefed the panel on the presentation made to the Public Safety, Human Services and Education Committee regarding the work of the committee and the focus area in the coming year. In addition there was discussion regarding the request to change the name of the Panel.

Agenda Item

Business Meeting

Chair James started the business meeting at 6:35 and asked those in attendance to introduce themselves.

Agenda Item

Approval of the Agenda

Chair James introduced the item, the Panel approved the agenda.

Agenda Item

Approval of the minutes from June 2, 2014 Meeting

Chair James introduced the item, the Panel requested revisions to the minutes.

Agenda Item

IAPro/Blue Team, CCMS Overview

Assistant Chief Pete Cribbin and Lieutenant Ed Wade introduced and presented the item. Blue Team is a web interface that allows users to input data into the IAPro database related to inquiries, complaints, preliminary investigations and supervisor reports on vehicle accidents, incidents, pursuits and use of force application. IAPro is the system behind the web interface that allows TPD to track the requests or complaints. The presentation provided an overview of the process of how a complaint, inquiry or request comes through the system and how TPD handles those complaints, inquiries and requests.

Panel Member King asked whether the system has the ability to raise an alert or print a report of when the deadlines have been missed. Lieutenant Wade clarified that although the system

does not allow for that function, TPD has a process in which they create reports and presents every other week to chiefs where they are in the process.

Panel Member James asked what happens if a citizen or citizens make frequent complaints against an officer with a common theme against an officer but results in unsustained finding. Lieutenant Wade stated that TPD has a process in which they speak to officers who receive a number of complaints against them that show a pattern or common theme and discuss what can be done to correct the behavior or issue.

Panel Member King asked if there is a process to submit feedback to IAPro to add certain features. Lieutenant Wade stated her will look into it. Panel Member King asked what does the three year litigation time frame mean. Lieutenant Wade stated it's the amount of time TPD has to retain documents.

Lieutenant Wade then presented the Conduct Complaint Management System that the City currently uses and how TPD uses the system for conduct complaints. CCMS will be transitioned into the new system called TacomaFIRST311. There will be two systems used by TPD, IAPro and TacomaFIRST311.

Panel Member King asked if all current information in CCMS will be converted or transferred into TacomaFIRST311. Lieutenant Wade will follow-up with the Panel on this question.

When a citizen contacts the City and has a complaint but does not know that there is a process to submit complaints what does TPD do. Lieutenant Wade state there is a process in which the person answering the call will take the information and submit it to their supervisor. TPD makes an effort to inform residents on the process.

Panel Member Webster asked for clarification of why there was a backlog of complaints and letters. Lieutenant Wade stated that when he came on board to Internal Affairs staffing was cut short and there were less staff members processing complaints. When he came on board to Internal Affairs he made it a priority to streamline the process and clear the backlog.

Agenda Item

Police Officer Recognition

Assistant Chief Cribbin presented the commendations and Genesis Gavino will provide scanned copies to the Panel.

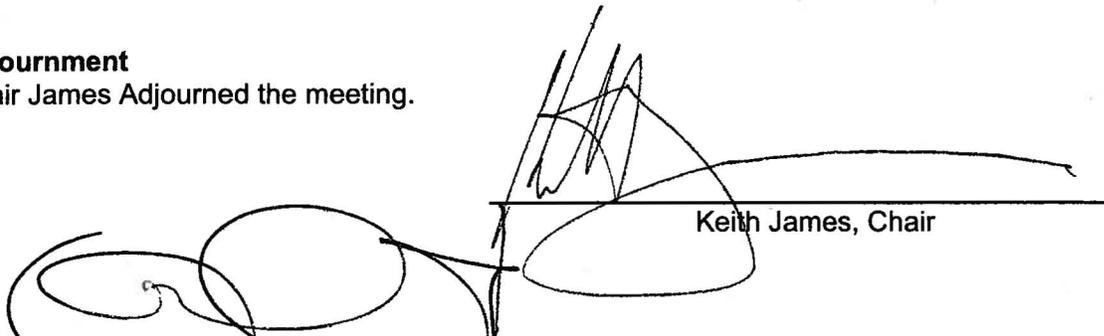
Topics for Upcoming Meetings

Human Rights Commission Partnership

Website Changes

Adjournment

Chair James Adjourned the meeting.

The image shows two handwritten signatures. The signature on the right is for Keith James, the Chair, and is written in black ink. The signature on the left is for Genesis Gavino, a Management Fellow, and is written in black ink. Both signatures are positioned above their respective printed names.

Keith James, Chair

Genesis Gavino, Management Fellow, City Manager's Office