



## Discipline Matrix Ad Hoc Meeting Minutes (10/23/2024)

### Meeting Minutes

Time: 6:03 PM - 7:45 PM

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#### Attendees:

- Chair Ricardo Garcia-Acosta
  - Captain Hubbard
  - Deacon Reginald Lyles
  - Cathy Leonard
  - Chief of Staff Montgomery
  - Community Participant: None
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#### Main Topics

- **Introduction and Meeting Purpose**
  - Overview by Ricardo Garcia-Acosta on the objectives of the ad hoc meetings, emphasizing progress and the collaborative effort involved.
  - Acknowledgment of the ongoing contributions by members to advance the disciplinary matrix.
- **Oath of Office**
  - Captain Hubbard reviewed the current oath, discussed its importance, and proposed making it more accessible to staff and possibly posting it on the website.
- **Loyalty and Esprit de Corps**

- Discussion on the expectations for loyalty within the department, focusing on the concept of loyalty toward the oath and constitutional values over loyalty to department personnel.
  - Importance of creating a culture of integrity and accountability led by commanders.
  - **Discipline and Morale**
    - Review of the responsibility commanders have in maintaining discipline, handling complaints, and investigating misconduct.
    - Emphasis on the role of leadership in enforcing a positive work environment.
  - **Use of Departmental Resources**
    - Ensuring officers have the necessary equipment and resources.
    - Establishing policies around regular inspections and maintenance of department property.
  - **Professional Conduct and Language**
    - Discussion on standards for respectful communication among officers and towards the public, covering the use of formal language and prohibiting derogatory or slang terms.
  - **Wellness and Support for Officers**
    - Emphasis on the importance of supervisory support for officers, addressing issues they may face, and allowing room for wellness and morale-building initiatives.
  - **Communication and Information Flow**
    - Highlighting the importance of clear communication across all ranks and ensuring transparency in critical updates.
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## Questions and Concerns Raised

- **Esprit de Corps:** Concerns about balancing expectations for loyalty, esprit de corps, and responsibility across command staff and line staff.
- **Departmental Conduct:** Concerns raised regarding the professional demeanor, language usage, and ensuring consistent standards for respectful interactions with the community.
- **Resource Availability:** The need for sufficient resources for all personnel and ensuring command staff is proactive in securing resources.

- **Handling of Complaints and Discipline:** Consistency in managing and reporting complaints and discipline across different supervisors and teams.
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## Suggestions and Recommendations

- **Oath of Office:** Post the oath on the department's website and make it easily accessible to reinforce commitment to duty.
  - **Chain of Responsibility:** Place greater accountability on command staff for establishing integrity and morale within the department.
  - **Communication Policy:** Develop a clear policy on internal communication and information flow to avoid gaps in critical updates.
  - **Respectful Address and Language Use:** Institute guidelines that standardize respectful language and discourage slang in public interactions.
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## Next Steps

- **Updates to Documentation:** Captain Hubbard to incorporate feedback into disciplinary matrix documents and finalize specific sections on professionalism, morale, and use of departmental resources.
  - **Follow-up Materials:** Distribution of meeting notes and updated documents to all members in preparation for the next discussion.
  - **Agenda for Next Meeting:** Continue discussions on unresolved topics and review updates based on today's feedback.
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**Adjournment:** Chair Ricardo Garcia Acosta adjourned the meeting. The next meeting is scheduled for the next week at the same time.

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**Chat Comments:** None