Community Policing Advisory Board
Meeting Agenda
September 4th, 2019
Oakland City Hall
Oakland Police Department, Eastmont Substation
2651 73rd Avenue, Oakland CA 94601

Committee Membership: Chairperson Ravinder Singh (Dist. 4), Cathy Leonard (Dist. 1) Colette McPherson (Dist. 2), Akiba Bradford (Dist.3), Jorge Lerma (Dist.5), Kirby Thompson (Dist. 7), Jennifer Tran (At Large), Nancy Sidebotham (NW), Geraldine Wong (NW), Courtney Welch (M), Daniel Ettlinger (OUSD), Ericka Parker (OHA).
Vacancies: Dist. 6, Mayor.
Staff: Joe DeVries
Appointee Notes: Dist. = District; M = Mayoral; NW = Neighborhood Watch; OHA = Oakland Housing Authority; OUSD = Oakland Unified School District
 **CPAB Website/Newsletter**: http://oaklandcommunitypolicing.org   **Twitter Handle**: @oaklandcpab

Each person wishing to speak on items must fill out a speaker's card. Persons addressing the Community Policing Advisory Board shall state their names and the organization they are representing, if any.

1. **Open Forum**: (6:00 – 6:10)
2. **Approval of the July Meeting Minutes** (6:10-6:15)
3. **Update from OPD: 2019 CRO Pilot Time Study** (Captain Bolton) (6:15-6:30)
4. **Update from Neighborhood Services** (6:30-6:40)
5. **Discussion and Possible Action on Creating Standardized Election/By-law Templates** (6:40-7:00)
6. **Discussion and Possible Action on NCPC Recertification Process** (7:00-7:20)
7. **Discussion of Annual Report to City Council** (7:20-7:35)
8. **Committee Updates:** (7:20-7:35)
    a. **Fundraising Committee:** Use of funds for speakers, additional dollars in City Budget
    b. **NCPC Resource Committee:** Scheduling of NCPC recertification review (October)
    c. **Program Committee:** Annual Safety Summit Planning Update
9. **Chair's Report** (Ravinder) – (7:35-7:44)
10. **Staff Report**: (Joe) – (7:45-7:50)
11. **Agenda Building**: (Board) – (7:50 – 8:00)
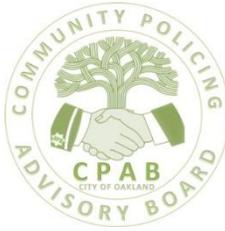
Community Policing Advisory Board
Meeting Minutes
July 3rd, 2019
Oakland City Hall
Oakland Police Department, Eastmont Substation
2651 73rd Avenue, Oakland CA 94601

Committee Membership: Chairperson Ravinder Singh (Dist. 4), Cathy Leonard (Dist. 1) Colette McPherson (Dist. 2), Akiba Bradford (Dist.3), Jorge Lerma (Dist.5), Kirby Thompson (Dist. 7), Jennifer Tran (At Large), Nancy Sidebotham (NW), Geraldine Wong (NW), Courtney Welch (M), Daniel Ettlinger (OUSD), Ericka Parker (OHA).
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Members Present: Singh, Bradford, McPherson, Thompson, Sidebotham, Wong, Ettlinger, Parker.
1. **Open Forum**:

Mary Forte asked about the letter to Chairs regarding mailing lists and also advocated that a summit get planned and scheduled asap.
Sudip Ray spoke about concerns the Beat 30Y election was not conducted properly.
Sean McClaery also raised concerns about the Beat 30Y election.

2. **Approval of the May and June Meeting Minutes**

The May and June Minutes were approved unanimously.

3. **Discussion and possible action about Joint CPAB/Police Commission/SSOC Task Force**

Member Leonard presented a written report from the working group that defined a Mission of empowering neighborhoods to hold OPD accountable and implement community policing effectively. It also had a goal of establishing a formal communication structure between the three groups (CPAB, Commission, and SOC). The groups next step is to seek support from the SSOC and then return to the CPAB for further consideration.

Members generally supported the idea of a formal line of communication and the idea of collaborating on key issues where there is overlap such as the evaluation of CROs. Some concern was raised about adding a layer of bureaucracy and about how to ensure the involvement of the Neighborhood Councils. The Board decided to wait on taking any action until the working group has time to present to the SSOC and come back with more information.

4. **Update from Neighborhood Services**

Deputy Chief Armstrong stopped by the meeting to introduce Captain Angelica Mendoza who is the new Area Commander for Area 4. She is an Oakland native and 21-year veteran of the force. Captain Mendoza most recently served as the Inspector General and before that was in Internal Affairs so she has a lot of experience evaluating the department critically in an effort to make improvements to its operations. She also has a great deal of community experience and developed the department's first Citizen's Police Academy.

DC Armstrong fielded questions about the NSC vacancies and was asked to ensure these positions remain a priority for the department. He explained the recruitment process and noted the department is trying to seek candidates form an older list of former applicants to avoid a new, lengthy process.

Next Neighborhood Services Supervisor Felicia Verdin discussed the division in greater detail and explained the current vacancies: with Patricia Rose announcing her retirement, the group is down to 6 NSCs citywide, with 2 supervisors and 2 Police Service Technicians (PSTs). A new PST is starting in July and the division would like to use the old list to fill spots but is also seeking a Cantonese speaker.

The Division's current priority is National Night Out on August 6th; last year there were over 500 parties citywide and currently registration is open. Another focus is on Public Education around auto burglaries which are up 25% and in many beats robberies are a key issue as well. In the fall, leaders from the City's Call Center (311) will be visiting NCPCs in an effort to increase awareness and utilization of that system.

5. **Report back regarding 30Y NCPC**

Chairperson Singh invited the public speakers to share their thoughts about the election.

Sudip Ray offered that there should be an election template, a ballot template, and a by-law template for all NCPCs to use moving forward to ensure consistency across the city. He also suggested there needs to be an annual "Health Check" of NCPCs as the amount of time that elapsed with his group without monitoring was too long. Last, he suggested that Resolution 79235 should be amended and the CPAB By-Laws should be updated to provide more clarity about its role regarding monitoring NCPCs.

Jose Dorado felt the election was problematic in how it was set-up and also expressed frustration that the CPAB ignored the new group that was created.

Jose Resuleo agreed with Jose Dorado and added that the nomination process was flawed, the number of nominees changed, and he is concerned it establishes a bad precedent.

Vice Chair Bradford noted that she and Member Wong observed the Beat30Y election and reported back on the results from her perspective. She acknowledged that the NSC did send out the election information but did NOT send out the list of nominees as promised. She felt the election was well monitored and reminded the group of the CPAB action—that this group still needs to develop by-laws and still needs to have those bylaws reviewed by the CPAB and become certified.

Member Wong stated that she has monitored 4 different NCPC elections this year alone and participated in handing out ballots, asking people about their eligibility, etc. She noted that in all elections, nominations remain open until the election and write in candidates are not unusual.

Chairperson Singh acknowledged that the number of concerns raised is significant and the idea of creating standards citywide warrants further discussion. The group agreed, and Member Leonard noted that annual reporting from NCPCs could be tied to their funding as a way to ensure accountability.

The broader item of creating standardized election material and processes will be scheduled as an item on the September Meting Agenda.

6. **Committee Updates:**
    a. **Fundraising Committee:**

The City Council did approve a modest increase in NCPC funding of $24,000 more over the two year budget cycle.

    b. **NCPC Resource Committee:**

Member Sidebothem reported that she had received recertification forms from 9 of the remaining 11 NCPCs that had not been recertified and felt they were ready to be considered in the fall. Chairperson Singh noted that in order to make an informed decision, the full board would need access to the recertification forms before voting on each group. There was some debate about access to this information as Member Sidebothem wants to protect any private contact information of the NCPC leaders that submitted the paperwork. It was agreed that any personally identifiable information would be redacted and the rest of the forms would be shared in the packet for the whole board to review.

    c. **Program Committee:**

There was no update on the Annual Safety Summit Planning.

(REVISED 11/05/2013)

PURPOSE:

The purpose of the Certification/Re-Certification process is to see that NCPC's are in compliance with the minimal requirements of Resolution 79235 and to gather information about the functioning of Community Policing in Oakland. The intent is to discover the nature and variety of Community Policing as it has developed in Oakland's neighborhoods and to foster its growth and performances.

> *Resolution 79235, Section 4.13: " An organized group may represent itself as a Neighborhood Council, and therefore representative of the citizens of that beat, only if that group is in compliance with Section 4 of this Resolution and has passed certification by the Community Policing Advisory Board (CPAB)."*

SECTION 1: IDENTIFICATION

Please provide background information on your NCPC.

2. Beat Number

3. Name of NCPC

4. Please estimate the number of participants from each Beat if a combined NCPC.

5. List the name of your current Chair/Co-Chairs.

6. List the name of your Neighborhood Services Coordinator (NSC).

7. List the date of your NCPC's past certification/re-certification, if known.

SECTION II: COMPLIANCE WITH RESOLUTION 79235

8.   Please indicate how often your NCPC meets.
> *Section 4.4: "Neighborhood councils shall meet regularly, as determined by their members, but at least quarterly."*

9. Please list the name of the location and address where your meetings are held.
> *Section 4.12: "Neighborhood Councils shall be encouraged to establish a community center in each police beat in order to provide a regular place for their meetings and activities, a location for positive interaction between residents and police officers…To the extent possible public facilities….shall be utilized."*

10.   Please indicate the number of meetings held.

1

11. Please estimate the average attendance at General Membership meetings.
    Section 4.6: "All meetings of Neighborhood Council shall be public."

12. Please indicate if once a year you notified each address in the beat.
    ____Yes
    ____No
    if no, please explain_____

    Section 4.8: "The Neighborhood Council will, to the extent safe and reasonable, provide notice of meetings to all addresses in the police beat at least once each year."

13. List the month and year of the last beat-wide notification.

14. Indicate what form of notification was used and attach copy if available. Notification can be by mail, leafleting, email, publication in press.
    Section 4.5: "Meetings of neighborhood councils shall be publicly announced."

15. Indicate if your NCPC has a Steering Committee.
    (Example: A Steering Committee is usually composed of the Officers of the NCPC and sometimes the Committee Chairs).

16. List the date when your current Bylaws were adopted.
    Section 4.9: "Each neighborhood council shall adopt written rules to govern the conduct of its meetings."

17. Please list the date of your last election of officers.
    Section 4.9…. These bylaws must include a requirement for annual elections of any leadership positions…"

18. Indicate who maintains the official records of each meeting. Such records include written minutes or tape recordings, sign in sheets.

19. List the number of meetings your Neighborhood Service Coordinator has attended over the past 12 months.

20. List the number of meetings your PSO has attended in the past 12 months.

SECTION III: NCPC COMPOSITION AND PARTICIPATION

Section 4.3 "Neighborhood councils shall strive to include representatives of a variety of organizations, youth groups, labor unions, merchant associations, school parent-teacher organizations as well as interested members of the community."

21. Please indicate what groups or organizations participate in your NCPC.

22. Please indicate if your meetings are simultaneously translated.

SECTION IV: QUALITATIVE JUDGMENTS AND ACTIVITIES

23. Let us know your biggest challenges, (i.e. Attendance, meeting space, funding).

24. Please share with us your accomplishments.

25. Please share any major setbacks or disappointments.

26. Please share any process for raising funds.

SECTION V: SIGNATURES

Please have an authorized representative from your NCPC sign the form along with your NSC. The NSC should submit the form to the Community Policing Advisory Board (CPAB) Resource Committee for approval.

The NCPC Resource Committee will schedule a hearing to review the NCPC request for Certification/Re-Certification and forward a recommendation to the full CPAB for approval.

Chair or Co-Chair Signature:_____

Date:_____

Chair or Co-Chair Signature:_____

NSC Signature:_____

Date:_____

CPAB Signature:_____

Date:_____

COMMUNITY POLICING ADVISORY BOARD

Neighborhood Crime Prevention Councils

Certification/Re-Certification Form
(Revised 11/05/2013)

If you have questions about this form contact your NSC, or CPAB Secretary, Joe Devries at (510) 238-6372 or jdevries@oaklandnet.com

Section I: Identification	Answers
1. What is today's date?	
2. What is your beat number?	
3. What is the name of your NCPC?	
4. For NCPC's made up of more than one beat, what is the percentage of participation for each of the beats?	Beat#___ %___ Beat#___ %___ Beat#___ % ___ Beat#___ %___
5. What is the name of your current Chair? What is the name of your Co-Chairs?	
6. What is the name of your NSC?	
7. When was your NCPC previously certified?	
Section II: Compliance with Resolution 79235	
8 How often do you hold General Membership Meetings?	Monthly/Bi-Monthly/Quarterly
9. Where are the General Membership Meetings held?	
10. How many General Meetings were held in the past 12 months?	
11. What is the average attendance at your General Meetings?	
12. Did your NCPC notify every address in the beat at least once a year?	Yes No
13. What was the date of the last beat-wide notification?	
14. What forms of notifications were used (please attach copy)	
15. Do you have a Steering Committee?	Yes No
16. When were your current Bylaws adopted?	
17. When was your last election of Officers?	
18. Who maintains the official records of all meetings?	
19. How many meetings did your NSC attend in the past 12 months?	
20. How many meetings did your PSO attend in the past 12 month?	
Section III: NCPC Composition & Participation	
21. Does your NCPC have the participation of:	
Local Schools?	Yes No N/A
Local businesses and/or merchants' associations?	Yes No N/A
Senior Centers?	Yes No N/A
Seniors living in the Beat?	Yes No N/A
Youth?	Yes No N/A
If yes, what is the age range of the youth attending?	
Parks & Recreation Centers in the Beat?	Yes No N/A
Churches/faith communities in the Beat?	Yes No N/A
Charitable organizations in the Beat (e.g. hospices, shelters, etc)?	Yes No NA
Major institutions in the Beat (e.g. hospitals, major businesses, factories)?	Yes No N/A
Oakland Housing Authority public housing sites?	Yes No N/A
Community based organizations located in the Beat?	Yes No N/A

Homeowners' Associations?	Yes	No	N/A
Other local community or political or social action groups?	Yes	No	N/A
Neighborhood Watch Groups?	Yes	No	N/A
Non or Limited-English speaking residents?	Yes	No	N/A
22. Does your NCPC translate meetings and literature for non-English speaking residents?	Yes	No	N/A

Section IV: Qualitative Judgments and Activities

23. What is your NCPC's biggest organizational challenge? Attached other sheets, as necessary.

24. Describe some noteworthy accomplishment of your NCPC during the last year (for example, crime prevention, blight abatement, youth activities, traffic mitigation, beautifications, community organizing, etc). Attach other sheets, as necessary.

25. Has your NCPC experienced any major setbacks or disappointments? If yes, please describe. Attach other sheets, as necessary.

Section V: Signatures

The signatures below attest to the accuracy of the information supplied above, some of which relates to NCPC compliance with Resolution 72727/79235 governing Community Policing in the City of Oakland. Please note this is a public document. Please turn in the completed form to your NSC or to the Chair of the CPAB.

Signature of authorized NCPC Representative:	
Print Name:	
Date:	
Signature of authorized NCPC Representative (if more than one):	
Print Name:	
Date:	
Signature of Neighborhood Service Coordinator:	
Print Name:	
Date:	
Signature of Representative of CPAB receiving this completed form:	
Print Name:	
Date:	

Oakland Measure Z

2019 Pilot Time Study

Training Manual

In Coordination with Resource Development Associates

Week of

8/19/19 to 8/23/19

Thank You!

On behalf of the City of Oakland, Oakland Police Department, and the Resource Development Associates research team, thank you for taking time to participate in this time study while you are busy keeping Oakland safe!

Purpose

Build on observations from last year's evaluation, we learned that no two days look alike for CROs and CRTs. This year's evaluation hones in on how time is spent on specific policing and administrative activities officers engage in each day. A time study allows us to develop an in depth understanding of the various activities CRO and CRT officers engage in on a day-to-day basis, where these activities occur, and the proportion of officer time spent on each type of activity. From this, we can assess the extent to which officer tasks and assignments are in line with their roles as CRO and CRT and the extent to which other responsibilities and demands take priority. This pilot study will help us to refine the data collection process ahead of a full study to be completed next year. We hope to get your feedback on the process including how we can most accurately capture the work you do.

Frequently Asked Questions

At the beginning of your shift each day, fill out a form in this booklet. Throughout the day, each time you change what you are working on fill out a new form. If you are responding to an urgent incident, please remember to fill out a form at a suitable time noting your best estimate of the time the activity started. At the end of your shift on the last day of the week, please return this booklet to your Sergeant. Sergeants, please return these booklets to Cpt. Bolton once all are collected from Officers.

Please try to be as accurate as possible so we can best represent the work you do.

What should I enter in the Officer ID field?

Enter your serial number.

What should I include in the Date field?

Enter the month, day, and year the activity started (ex. 8/24/19).

What should I record the Start Time field?

Enter the time the activity started using a 24-hour clock (0:00-24:00). If you started a patrol at 1pm, record 13:00 in the Start Time field.

What if I am in transit?

If you are in transit to a specific beat (e.g., called to respond to an incident in a different beat), count that time towards the activity you are completing in that beat. For example, if you leave Eastmont or the PAB at 13:00 to start a high visibility patrol in Area 4, you can record the start time as 13:00 since you were on the way to that specific activity.

If you are in transit to the station, count that time towards the activity you are completing in the station. For example, if you leave your assigned beat at 14:00 to complete paperwork at Oakland Station, enter a card for Administrative Paperwork with a start time of 14:00, even if you do not get to your computer until 14:20.

When should I check the Last Activity of the Day box?

You ONLY need to check this box if that was the LAST activity at the end of your shift. If you check the box, you should also be sure to enter the completion time in the next line.

What should I record the Completion Time field?

You only need to enter the Completion Time field if that was your last activity at the end of your shift. For example, if you finished a patrol and then went to a community meeting, you could leave this field blank. However, if you finished paperwork then went home for the day, you would enter the time you went home. Time should be entered using a 24 hour clock (0:00-24:00).

What should I enter in the Location field?

For all activities, enter the BEAT identifier for where the activity occurred. For example, if you are working on a SARANET project in Beat 16, enter 16 in the Location field.

What if my work spans multiple locations?

If you are working on a long activity that spans multiple beats, please complete a separate card with the start and end time for that you were engaged in that activity in that beat.

Example:

You begin a patrol in Beat 12 at 9:00. At 9:30, you continue your patrol in Beat 9. At 9:45, you continue your patrol in Beat 8.

- Complete one card with a Start Time of 9:00 and a Location of Beat 12. Check Patrol under activities (and an Objective, if appropriate)
- Complete a second card with a Start Time of 9:30 and a Location of Beat 9. Check Patrol under activities (and an Objective, if appropriate)
- Complete a third card with a Start Time of 9:45 and a Location of Beat 8. Check Patrol under activities (and an Objective, if appropriate)

What if I am working at the station?

If you are working on an activity at either the Oakland or Eastmont Station that is not specific to a certain beat or area, enter the name of the station (Oakland/Eastmont). For example, if you are participating in a joint lineup at Eastmont Station, enter "Eastmont" in the Location field.

What if I am in transit?

If you are in transit to a specific beat (e.g., called to respond to an incident in a different beat), count that location towards the activity you are completing in that beat. For example, if you leave Oakland Station at 13:00 to start a high visibility patrol in Beat 16X, you can record location as 16X (or Area 3 for CRTs) since you were on the way to that specific activity.

If you are in transit to the station, count that location towards the activity you are completing in the station. For example, if you leave your assigned beat to complete paperwork at Oakland Station, enter a card for Administrative Paperwork with a location of "Oakland".

What if I am doing Jail Transport?

This is a special scenario. If you are transporting someone to jail, enter the location from which you picked up the person. For example, if a person was arrested in Beat 16X, enter 16X (or Area 3 for CRTs) in the Location field.

What should I enter in the Activity field?

Check the box that most accurately represents the activity you were working on at the time. Examples of each activity are provided on the reverse side of the card. For the most part, you should only need to check one box for each time period. However, if you were participating in multiple activities that were related to each other at the same time, check all that apply. For example:

CROs: If you were engaging in traffic enforcement as part of a SARANET project, you could check both "Traffic Operations" and "CRO Projects".

CRTs: If you were participating in an undercover operation to collect evidence, you could check both "Crime Investigation" and "Operations".

When should I use the "Other" activity?

The "Other" activity should ONLY be used if you cannot find an activity that accurately represents what you are working on. Sometimes activities come up that may be outside of your normal work or that we missing in preparing this time study. If you enter "Other," please provide a brief description of the task so we can be sure to include it in the full study planned for next year.

What should I enter in the Objective field?

If the activity you are doing is related to one or more of the identified objectives, check the box or boxes that most accurately align with the activity. For example, a high visibility patrol at a specific location where gang activity is prevalent may support both "Geographic (Hotspot) Policing" and "Violence Reduction".

You do not have to check any of the boxes if they are not appropriate to the activity you are doing. For example, engaging in training may not directly support and of the identified objectives.

What should I enter in the Notes field?

There is no need to enter additional information or details in the notes section. However, if you have recommendations for how to better capture or describe the work you are doing to improve the process for the full time study next year, this would be a great place to let the research team know.

Should I check one of the boxes under In Coordination with Other Units?

If the activity you were engaging in was conducted as part of a team with other members of your squad including both CROs and CRTs, check the "Internal to CRO/CRT" box to indicate that this was a joint operation. If the activity you were

If the activity you were engaging was in support of another unit outside of your CRO or CRT unit, check the "External to CRO/CRT" box. For example, if you were working with a Ceasefire team, you would check the "External to CRO/CRT" box.

Questions?

If you have questions, your first point of contact should be your chain of command. If you would like further information, please contact both Audrey Clubb, a member of the RDA research team at RDA, and Capt. Bolton.

Contact information for Audrey Clubb:

 Phone: 510-369-5679

 Email: aclubb@resourcedevelopment.net (fastest way to reach)

If new information or changes arise, an email will be sent to all participating Officers and Sergeants. Please keep an eye on your email for important information.

Officer ID: _____

Date: _____
Start Time: _____
Location: _____

Last Activity of Day? Yes ☐
Completion Time: _____

*** MARK ALL ACTIVITIES AND OBJECTIVES THAT APPLY ***

Activity		Objective
☐ Crime Investigation	☐	Intelligence Based Policing
☐ Emergency Response	☐	Geographic (Hotspot) Policing
☐ CRO Projects	☐	Violence Reduction
☐ Traffic Operations	☐	Improved 911 Response Time
☐ Special Events	☐	Intervention Targeting At Risk Youth
☐ Operations	☐	Ceasefire
☐ Community Activities	☐	Community Policing
☐ NCPC Meetings		
☐ Administrative Meetings		
☐ Administrative Documentation		
☐ Jail Transport		
☐ Training		
☐ Crowd Management		
☐ Patrol		
☐ Other: _____		

Notes:

In Coordination with Other Units?
Internal to CRO/CRT   Yes ☐
External to CRO/CRT   Yes ☐

Activity	Examples
Crime Investigation	Investigations, Searches, Evidence collection, Surveillance
Emergency Response	Priority calls, In progress calls, medical emergency
CRO Projects	SARANET projects
Traffic Operations	Traffic enforcement, Checkpoint support
Special Events	Music festivals, Street fairs, Celebrity event
Operations	Undercover activities, Asset development, Sideshows
Community Activities (Not including NCPC meetings)	Police Activities League, Living room meetings, Volunteering, Youth activities, Meeting with community businesses
NCPC Meetings	CRO required NCPC meetings
Administrative Meetings	Lineups, Debriefs
Administrative Documentation	Incident reports, Arrest reports
Jail Transport	Jail Transport
Crowd Management	Protests, Marches
Patrol	Patrol, High visibility patrol, Security checks, Bike patrol
Training	Training, Qualifications

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