



**Community Policing Advisory Board**  
**Meeting**  
**October 2<sup>nd</sup>, 2019**  
**Oakland City Hall**  
**1 Frank Ogawa Plaza, 1<sup>st</sup> floor, Hearing Room 3**  
**Oakland, CA 94612**

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**Committee Membership:** Chairperson Ravinder Singh (Dist. 4), 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. 1, Dist. 6, Mayor.

**Staff:** Tonya Gilmore

**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

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*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 Neighborhood Services** (6:15-6:25)
4. **Discussion and Possible Action on Creating Standardized Election/By-law Templates** (6:25-6:55)
5. **Discussion and Possible Action on NCPC Recertification Process** (6:55-7:15)
6. **Discussion of Annual Report to City Council** (7:15-7:30)
7. **Committee Updates:** (7:30-7:45)
  - a. **Fundraising Committee:** Use of funds for speakers, additional dollars in City Budget
  - b. **NCPC Resource Committee:** Scheduling of NCPC recertification review
  - c. **Program Committee:** Annual Safety Summit Conversation
8. **Chair's Report** (Ravinder) – (7:45-7:50)
9. **Staff Report:** (Tonya) – (7:50-7:55)
10. **Agenda Building:** (Board) – (7:55 – 8:00)



## Community Policing Advisory Board

### Meeting Minutes

July 3<sup>rd</sup>, 2019

Oakland City Hall

Oakland Police Department, Eastmont Substation

2651 73rd Avenue, Oakland CA 94601

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**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

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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 McClary 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 from 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 6<sup>th</sup>; 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 Meeting 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 Sidebotham 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 Sidebotham 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.*

**COMMUNITY POLICING ADVISORY BOARD  
NCPC CERTIFICATION/RE-CERTIFICATION FORM INSTRUCTIONS**

**(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.

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](mailto:jdevries@oaklandnet.com)

<b>Section I: Identification</b>	<b>Answers</b>
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?	
<b>Section II: Compliance with Resolution 79235</b>	
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?	
<b>Section III: NCPC Composition &amp; Participation</b>	
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
<b>Section IV: Qualitative Judgments and Activities</b>			
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.			
<b>Section V: Signatures</b>			
<b>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.</b>			
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:			