



## Community Policing Advisory Board

### Meeting Agenda

April 6, 2016

1 Frank Ogawa Plaza, Oakland City Hall

City Council Chambers, 3<sup>rd</sup> floor Oakland City Hall

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**Committee Membership:** Chairperson Jay Ashford (M), Cathy Leonard (Dist. 1) John Garvey (Dist. 2), Ravinder Singh (Dist. 4), Sal Gomez (District 5), Colleen Brown (Dist. 6), Angela Haller (NW), Don Link (M), Sheryl Walton (M), and Renia Webb (OHA), Nancy Sidebotham (NW pending).

**Vacancies:** District 3, District 7, At-Large, and OUSD.

**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

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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 – 6:15)
2. **Minutes:** Approval of January 2016 minutes (Joe, Board) – (6:15 – 6:20)
3. **Review and Re-certify the following NCPs: Beats 7x, 11x, 14y16x, 14x, and 28x package** (Angela, Joe, Board) – (6:20 – 6:50)
  - a. **Outcome:** CPAB review and approval of Recertification Packages.
4. **Review of a Draft Q1 2016 Report by CPAB to Public Safety Committee** (Report Sub-Committee, Board) – (6:50 - 7:30)
  - a. **Outcome:** CPAB review and approval of a proposed annual report to PSC in Q1 2016 (exact date TBD).
5. **Review Proposed Committee Structure for CPAB** (Board) – (7:30 – 7:45)
  - a. **Outcome:** CPAB review and approval of a proposed committee structure and functions, including designation of committee chairs/members.
6. **NPC Funds Process:** Updates by NSS on status of Funds Disbursement Process (Joe D.) - (7:45 – 7:50)
  - a. **Outcome:** hear an update on NSD's communication out to NPC chairs regarding the funds disbursement process.
7. **Staff Report:** (Joe) – (7:50 – 7:55)
8. **Agenda Building:** (Board) – (7:55 – 8:00)

**Next Meeting:** May 4<sup>th</sup>, Eastmont Police Station



**Community Policing Advisory Board**  
**Meeting Minutes**  
**January 6<sup>th</sup>, 2016**  
**Eastmont Police Station, Coliseum Room**  
**2651 73rd Ave, Oakland, CA 94605**

***Please Note Change in Meeting Location to Eastmont Town Center!***

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**1. Open Forum:**

*There were no Open Forum Speakers.*

**2. Minutes:** Approval of November 2015 minutes

*The November 2015 minutes were approved unanimously.*

**3. OPD Quarterly Report On Crime Trends And Crime Reduction Activities**

*Assistant Chief Figueroa presented the Fourth Quarter 2015 Crime Report (see attached) and a lengthy discussion ensued about the department's emphasis on Procedural Justice training, the problem of human trafficking, and the general crime trends around Oakland.*

*When asked what the CPAB could do to spread the word about the procedural justice work of OPD, AC Figueroa encouraged more frequent non-incident related interactions with officers in neighborhoods. He noted that the interactions at meetings are good but to really build the relationship, CPAB members should seek more opportunities for officer/neighbor contact.*

*Also, Deputy Chief Cunningham gave a report on the "Quad" Project which was a collaborative effort in Beat 26 in which OPD and several City Departments collaborated with the community to address a number of quality of life issues over a sustained period in the fall. Led by NSC Edith Guillen and with the guidance of the community, the project was hugely successful and the clean-up efforts that were initiated by the project have been sustaining themselves due to the early and constant involvement of the community.*

*DC Cunningham also encouraged the CPAB to help increase the officer/neighbor contact, especially in Oakland's most impacted neighborhoods.*

*Nancy Sidebothem praised the program for continuing the casual conversations between OPD and the community in the area.*

*Collen Brown noted that this type of project is what Community Policing is about—not just SARA projects but real interactions.*

**4. NCPC Funds Process: Updates by NSD on status of Funds Disbursement Process**

*Joe DeVries updated the group and explained that the Controllers Office and OPD Fiscal were finalizing the process. Also, after the meeting, the Neighborhood Services Section of OPD sent a letter to all NCPC Chairs requesting they submit a spending plan by February 1<sup>st</sup> for approval. (See attached letter)*

**5. Formalizing CPAB Committees / Memberships in 2016:**

*This was tabled to the February Meeting due to time. (The meeting adjourned at 8:35pm)*

**Next Meeting:** February 3, 2016 at Oakland City Hall



# AGENDA REPORT

**TO:** Mayor Libby Schaaf, City Council  
Public Safety Committee, City  
Administrator Sabrina Landreth,  
Police Chief Sean Whent

**FROM:** Oakland Community  
Policing Advisory Board  
(CPAB)

**SUBJECT:** Q1 2016 Report

**DATE:** March 10, 2016 (TBD)

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City Administrator Approval

Date:

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## **EXECUTIVE SUMMARY**

The objective of this report is to provide City stakeholders with an update on the activities of the Community Policing Advisory Board (CPAB), including:

1. **Recertification of many NCPCs** during the 2013-2015 timeframe
2. **Restoration of Funding for NCPCs** – 2015-17 Adopted Policy Budget (Please see Appendix “A”)
3. **The CPAB’s “Definition of Community Policing” Presentation** (Please see Appendix “B”)
4. **CPAB Communication and Outreach Strategy** (Please see Appendix “C”)
5. **Participation in the Mayor’s Community Summit** – June 2015
6. **Held a CPAB Retreat** – July 2015

## **BACKGROUND / LEGISLATIVE HISTORY**

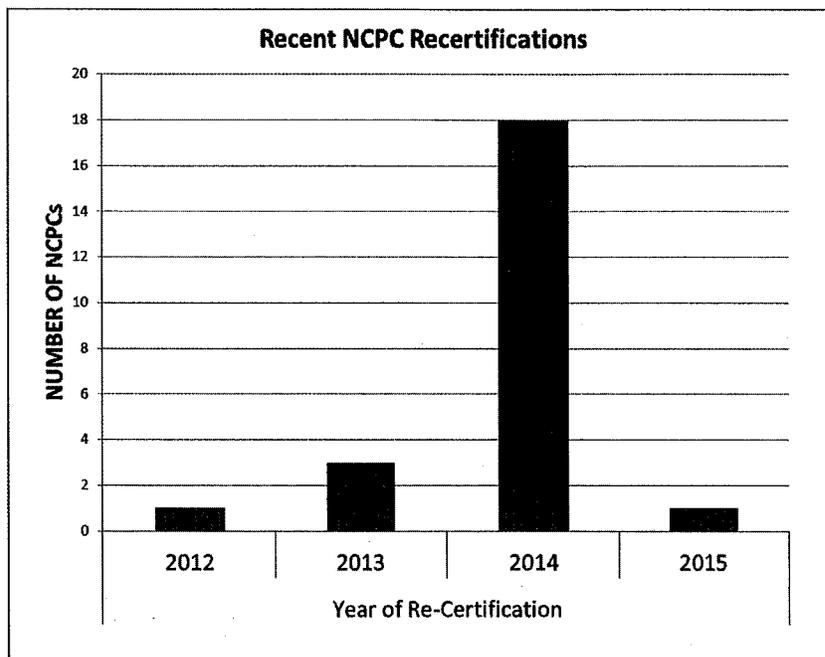
### **Excerpt From Enabling Resolution 79235:**

*5.3 The Community Policing Advisory Board shall oversee, monitor, and report at least annually on the implementation of Resolution 72727 C.M.S. and provide recommendations to the Mayor, City Council, City Administrator, and Chief of Police on further steps necessary to carry out its objectives.*

Item: \_\_\_\_\_  
City Council (or Committee)  
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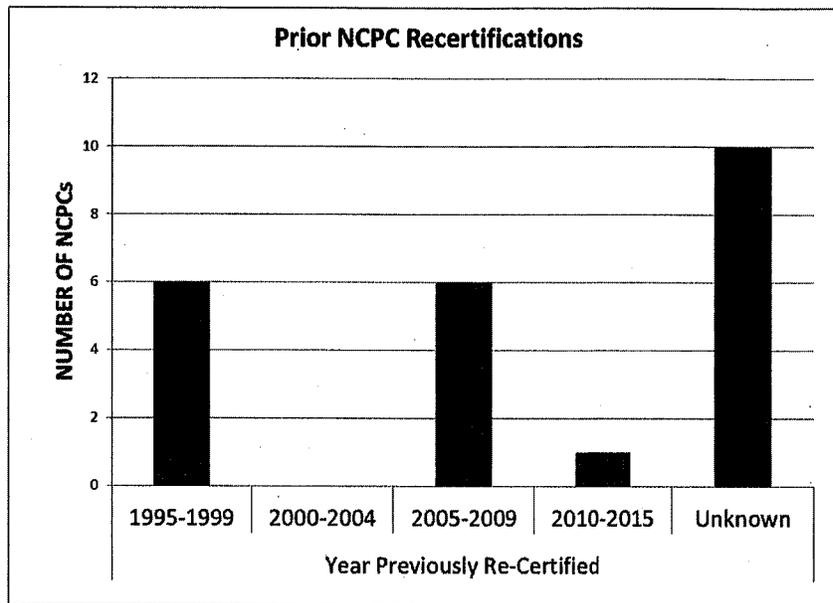
**RECENT ACHIEVEMENTS**

- 1. Recertification of NCPCs during the 2013-2015 timeframe** – The CPAB is pleased to report significant progress in recertifying many of the City's NCPCs during the 2013-2015 timeframe. The recertification process is an important part of ensuring that NCPCs a) meet regularly, b) notify the community that such meetings are taking place, c) elect NCPC leadership, and d) conduct such meetings in accordance with Resolution 79235. While not all NCPCs have been recertified at this point, the below graph indicates the progress made during the past couple of years. (Please see Appendix "D", for a copy of the re-certification form.)



Source: Neighborhood Services Division Data, 05-19-2015

Additionally, the graphic below shows that many of these same NCPCs had not been recertified in many years.



Source: Neighborhood Services Division Data, 05-19-2015

**2. Restoration of Funding for NCPCs for the 2015-17 Adopted Policy Budget –**

We are pleased to report that City Council has included, as part of the 2015-17 budget cycle, restoration of outreach funding for NCPCs, which had been eliminated during the municipal budget cuts following the Great Recession of 2007-09. This funding will enable NCPCs to resume outreach efforts within their respective beats, so as to help reach additional members of each beat who may not already be recipients of existing channels of communication for said beats.

Several members of the CPAB, with the assistance of NCPC chairs, petitioned the Council for restoration of this funding, and we applaud the council's recognition of the importance this funding for community outreach purposes. Once it had been approved, the CPAB invited all NCPC chairs to attend the October 2015 monthly CPAB meeting, to hear suggestions for how best to make this funding available to the NCPCs, while minimizing administrative overhead on the part of both the city and NCPC chairs. Valuable input was received from over one dozen NCPC chairs at that meeting, which was then forwarded back to the Neighborhood Services Division (NSD) and to the Controller's office.

As a result, the process has been finalized and approved, and communication has been sent to NCPC chairs, advising them of the new process. The CPAB hopes to include in a future report, a summarization of how these funds will have been used, and its impact on community involvement and participation in the NCPC process. (Please see Appendix A for a copy of the notification sent to NCPC chairs in January 2016.)

3. **The CPAB's "Definition of Community Policing" Presentation** – A sub-committee of the CPAB created a presentation to initiate a citywide discussion around the definition of community policing, specifically as it relates to the City of Oakland. (Please see Appendix "B" for a copy of this presentation.)

The sub-committee felt that, in order to successfully implement community policing in Oakland, and to adequately measure said implementation, it was important to define exactly what community policing is. Thus, the presentation presents a definition, examines how to implement community policing based on this definition, and finally how to measure the success of this implementation.

The sub-committee's presentation was reviewed at the September 2015 CPAB monthly meeting, and approved by the Board at the October 2015 monthly meeting. We look forward to engaging in ongoing dialogue with the City Council Public Safety Committee, the Mayor's office, and with OPD Command Staff on the findings outlined in this presentation. We are pleased to see that several of the Community Policing objectives, as outlined in OPD's 2016 Strategic Plan are consistent with the CPAB's findings and recommendations.

4. **CPAB Communication and Outreach Strategy** – During the 2014-2015 timeframe, the CPAB has worked to build and improve its community outreach approaches and efforts. Some of our recent accomplishments include:
  1. **Informational Brochure** – The CPAB approved the general use and distribution of an information brochure in order to increase NCPC and citywide awareness of the CPAB and its duties / functions (Please see Appendix "C" for a copy of the informational brochure)
  2. **CPAB Website** – The Communications/Outreach sub-committee has launched a website ([www.oaklandcommunitypolicing.org](http://www.oaklandcommunitypolicing.org)) which is updated on a weekly basis with news stories and photos that are related to community policing matters in Oakland.
  3. **Twitter Feed** – The Communications/Outreach sub-committee has launched CPAB Twitter feed ([@oaklandcpab](https://twitter.com/oaklandcpab)) for NCPC chairs and for interested city staff and residents to follow for timely updates on community policing matters in Oakland. If you have not already done so, please follow us.
  4. **Newsletter** – The Communications/Outreach sub-committee has also launched a weekly online newsletter, which is delivered to subscriber mailboxes on a weekly basis. If you have not already subscribed, please consider doing so, using the website URL listed above.
5. **Participation in the Mayor's Community Summit, June 2015** – The CPAB was pleased to participate in the Mayor's Community Summit held in June 2015

at Laney College. The CPAB hosted a table inside the main forum, and members also assisted with other logistical support duties, under the direction of NSD.

6. **Held a CPAB Retreat in July 2015** - In July of 2015, at the request of several CPAB members, the Board held its first retreat in at least two years. The event was coordinated by Joe DeVries of Neighborhood Services, and facilitated by Marcia Rayene of SEEDS Community Resolution Center. The Board met to discuss the definition of community policing, discuss its own internal committee structure in light of the Board's functions, and to set goals for the upcoming year.

### **ISSUES AND RECOMMENDATIONS**

1. **CROs still getting pulled into patrol duties** - While the Board does not have verifiable data and numbers on this subject, we have heard anecdotally on many occasions during 2015 that Community Resource Officers (CROs) continue to get pulled away from problem-solving duties on their assigned beats, and assigned to patrol functions (or occasionally protest response functions).

**Recommendation: Increase in sworn officers to allow CROs to remain on their assigned beats** - We understand and acknowledge that CRO re-assignment is sometimes necessary in light of protest activity, or other unusual circumstances, but we would advocate for increasing and assigning resources as necessary to ensure that CROs can remain focused on problem solving in their own beats with minimal disruption to that function.

2. **Insufficient Number of NSCs on Staff** - While the addition of 1 NSC position with the 2015-17 budget is a step in the right direction, the Board feels that the overall number of beats assigned to each NSC is too high. Please see a detailed matrix below (from the city's website - Neighborhood Services page, as of March 2015).

NSC	Assigned Beats	# of Assigned Beats
Annie Sloan	2X, 2Y, 5X, 5Y, 6X, & 7X	6
Hoang Banh	3X, 8X, 14X, 15X, 22X, 28X	6
Brenda Ivey	1X,3Y,4X, 9X, 11X, 17X, 17Y	7
Patricia Rose	12X,12Y,13X,13Y,13Z, 31Y, 31Z	7
Felicia Verdin (supervisor)	10X, 10Y,	2
Renee Sykes	14Y, 16X, 16Y, 22Y, 25X,	5
Ana Martinez	20X, 21X, 21Y, 23X, 24X	5
Edith Guillen	18X, 18Y, 19X, 26X, 26Y, 33X, 34X	7
Araina Richards	24Y,25Y,27X, 29X, 32Y	5
Karen Harris	27Y, 30X, 30Y, 32X, 35X	5
Jacque Long (supervisor)	31X, 35Y	2
9 NSCs total, and two supervisors	Total Beats	57
Average Beats per NSC		5.9
Average Beats per Supervisor		2

**Recommendation: Increased funding for more NSCs on Staff** - We would like to see each NSC have at most 4 (ideally 3) assigned beats, as we feel this would allow NSCs to achieve more “depth” in each of their assigned beats, with the net effect of building effective community relationships to strengthen the problem-solving capabilities of the NCPCs.

3. **Some NCPCs still lack “Critical mass”** - Unfortunately, ~~the beats do not~~ ~~we are able to subordinate the claim, but~~ we hear that some NCPCs are still struggling to gain “critical mass”, that is, enough committed members who can and do meet regularly in order to effect meaningful change in their neighborhoods. Related to this and the fact that we don’t have enough NSCs, is the fact that some NCPCs have been combined, sometimes for the benefit of OPD, not the community. These combined beats sometimes serve only one beat (the one in which the meeting is located and/or leadership). This is also why the additional funding is very important. While each beat is mandated to have outreach to every household, there have been insufficient funds to help do this.

**Recommendation: Implement the recommendations for improving community policing as outlined in the 2016 OPD Strategic Plan** - We support the recommendations that have been outlined in the OPD 2016 strategic report around community policing, especially those recommendations about having all sworn officers participating in small neighborhood gatherings, and increasing the number of foot/bicycle officers on patrol.

4. **CPAB Vacancies Are Not Filled** – The CPAB currently has 4-5 vacancies, and struggles to consistently achieve a quorum at monthly meetings. The current vacancies are from D3, D7, At-Large and OUSD. CPAB

**Recommendation: Please make timely appointments of qualified individuals to the Board** - We urge those Councilmembers or other officials who have vacancies within their district or jurisdiction to nominate qualified individuals with considerable experience volunteering with their NCPCs, who would be willing to serve on the CPAB.

**FISCAL IMPACT**

There is no fiscal impact associated with the findings of this report, except for the Board's recommendation of hiring additional Neighborhood Services Coordinators (NSCs), as outlined in the Issues and Recommendations section above.

**ACTION REQUESTED OF THE CITY COUNCIL**

For questions regarding this report, please contact Jay Ashford, CPAB Board Chair, at 415-577-2770.

Respectfully submitted,

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JAY ASHFORD  
CPAB Board Chair

Reviewed by: (If applicable)  
Name of Reviewer, Title

Prepared by:  
Name of Preparer, Title  
Name of Preparer's Unit *[within Department]*

Attachments (#):

Item: \_\_\_\_\_  
City Council (or Committee)  
Meeting Date

**APPENDIX A – LETTER SENT FROM NSD TO NCPD CHAIRS REGARDING NCPD FUNDING PROCESS:**

CITY OF OAKLAND



POLICE ADMINISTRATION BUILDING • 455 - 7TH STREET • OAKLAND, CALIFORNIA 94607-3985

Police Department

Telephone Device for the Deaf (510) 777-3333  
Patrol Desk (510) 238-3455  
Fax (510) 238-2251

January 11, 2016

Dear Neighborhood Council Chairs,

The Oakland Police Department (OPD) Fiscal Services and the City of Oakland Controller's Office are currently finalizing the guidelines and procedures for the Neighborhood Council funds that adhere to City policies. The goal is to establish accounts with a few city authorized vendors in order to reduce out of pocket expenses for specific services and items. This will require each Neighborhood Council Chair to complete and submit a proposed spending plan. Please work with your Neighborhood Services Coordinator to develop your two year spending plan. Per the FY 2015-17 Biennial Budget, each Community Policing beat will be allocated \$700.00 per fiscal year. Our current fiscal year, year one July 1, 2015-June 30, 2016 and year two July 1, 2016-June 30, 2017. Your proposed spending plan should include types of items or services that are authorized to use city funds. The following are examples of authorized items or services:

- o Food, refreshments, non-alcoholic beverages for Neighborhood Council meetings & Neighborhood Council sponsored events.
- o Printing i.e. flyers & postcards for Neighborhood Council meetings & Neighborhood Council sponsored events.
- o Mailings for Neighborhood Council meetings & Neighborhood Council sponsored events.
- o Supplies such as paper, stationary, flip charts, markers, display boards to conduct Neighborhood Council meetings.
- o Other special types of expenses:
  - o Rental expense for Neighborhood Council meetings and events.

You can complete the attached spending plan with your Neighborhood Services Coordinator. Remember, your proposed spending plan should list items or services that are allowable expenditures, which adhere to current City policies. Also keep in mind; you will have the option to modify your spending plan. Please submit your completed proposed spending plan by Monday February 1, 2016 to Neighborhood Services Supervisor Jacque Long by email at [jlong@oaklandnet.com](mailto:jlong@oaklandnet.com). I will submit the proposed spending plans to OPD's Fiscal Services. Guidelines and procedures for spending the funds will be provided in the near future.

Sincerely,

  
Jacqueline Long  
Neighborhood Services Supervisor  
Neighborhood Services Section  
Oakland Police Department

Item: \_\_\_\_\_  
City Council (or Committee)  
Meeting Date

Sabrina B. Landreth, City Administrator

Subject: (Same as page 1)

Date: (Same as page 1)

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**APPENDIX B – “DEFINITION OF COMMUNITY POLICING” PRESENTATION:**

Item: \_\_\_\_\_  
City Council (or Committee)  
Meeting Date

Sabrina B. Landreth, City Administrator

Subject: (Same as page 1)

Date: (Same as page 1)

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**APPENDIX C – 2015 CPAB INFORMATIONAL BROCHURE:**

Item: \_\_\_\_\_  
City Council (or Committee)  
Meeting Date

Sabrina B. Landreth, City Administrator

Subject: (Same as page 1)

Date: (Same as page 1)

Item: \_\_\_\_\_  
City Council (or Committee)  
Meeting Date

Sabrina B. Landreth, City Administrator

Subject: (Same as page 1)

Date: (Same as page 1)

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**APPENDIX D – NCPC RE-CERTIFICATION FORM:**

Item: \_\_\_\_\_  
City Council (or Committee)  
Meeting Date