



1 North San Antonio Road
Los Altos, California 94022-3087

MEMORANDUM

DATE: October 8, 2020

TO: Los Altos City Council Members

CC: Citizen's Police Task Force Members

FROM: City Council Sub-Committee; Mayor Jan Pepper and Vice Mayor Neysa Fligor

SUBJECT: **GENERAL GUIDELINES FOR CITIZENS' TASK FORCE**

Attached as Exhibit A is the City of Los Altos Citizens' Police Task Force guidelines to help the Task Force in providing recommendations to the City Council regarding a Police Feedback Process and the School Resource Officers Program at Los Altos High School.

Please contact the Administration Office with any question regarding this packet:

Administration Offices
administration@losaltosca.gov

EXHIBIT A

CITIZENS' TASK FORCE SCOPING DOCUMENT

General Guidelines for Citizens' Task Force

- Mayor Jan Pepper and Vice Mayor Neysa Fligor will serve as the Council Subcommittee for this Task Force
- The Council Subcommittee will act as co-chairs for the Task Force
- The Task Force will consist of a total of 9 members representing diverse viewpoints and groups in Los Altos, and if possible, 1 of the 9 members is someone who works but does not live in Los Altos
- Categories for diverse viewpoints may include high school students, parents, empty nesters, college students, 10+ year-Los Altos residents, less than 10 year-Los Altos residents, racial diversity, gender diversity, geographical diversity, opinion diversity on whether any change is needed
- The Task Force will meet for 6 weeks starting the week of October 12, 2020
- Meetings will be held on Wednesdays at 4PM and each meeting could last up to 3 hours.
- Members may need to conduct work outside of the public meeting. (For example, work with subgroups on specific items during the week and report back at weekly public meeting).
- Members must have an open mind and be willing to work with others with different opinions and perspectives.
- The Council Subcommittee may remove a member from the Task Force.
- The Task Force will provide a status update of the Task Force's work at the November 10, 2020 City Council Meeting
- The Task Force will provide its final written recommendation to City Council at its November 24, 2020 meeting. The recommendation could identify any additional work that is needed in a particular area.
- Depending on the final recommendation from the Task Force, City Council may need to work with other stakeholders to implement a recommendation.
- The Task Force should review any proposed recommendation(s) with the City Manager and Police Chief prior to bringing the final recommendation(s) to City Council

- Any recommendation to the City Council should include the cost of implementing the process
- The Task Force sunsets on December 31, 2020

School Resource Officer (SRO) Program

Primary Question

If City Council wishes to continue to have an SRO program, what changes, if any, would you recommend making to the current program? Any such recommendation should factor in feedback received from former and current students, teachers, parents, and the school administration. The City may also opt to apply some of the recommendations to the Los Altos Police Department's presence at the Los Altos High School in general. Also, if City Council adopts any of the recommendations, the City may need to work with the School District to implement the recommendations.

Scope

SROs at Los Altos High School.

Roles and Expectations

- Understand the current SRO program.
- Conduct written or in person virtual interviews with individuals, as appropriate, to get feedback on how the current SRO program is working. These individuals may include but not limited to school board members, SROs, law enforcement officers, parents, teachers, former and current students, and school administration staff
- Work with the Council Subcommittee to liaise with MVLA Board Members and City staff to liaise with the MVLA Administration, and any related MVLA committees formed to review the SRO program.
- Review feedback provided at the town hall and City Council meetings from former and current students, teachers, and administration regarding the SRO Program
- Review any Los Altos City and school policies and manuals related to SROs and law enforcement on school campus
- Review/benchmark other available SRO models and best practices
- Provide written recommendations to city council

Police Officer Feedback process

Primary Question

If City Council decides to direct staff to alter the current citizens' feedback process, what should such a process look like? Any such process should be transparent, accountable, and the public should be able to access any forms or instructions related to this process, including a safe/private

means for feedback to be submitted and reviewed. The process should also ensure that the public is able to receive data and disposition information about any complaints submitted, and City Council to have some oversight of the process.

Focus

A process that allows individuals to submit feedback to the City related to their interaction with the Los Altos Police Department.

Roles and Expectations

- Review the current citizens' feedback process

- Review the issues raised by residents related to their interactions with the police to understand how an enhanced process could help

- Review any policies or procedures related to obtaining feedback from residents

- Review and benchmark different solutions and best practices

- Conduct interviews in writing or virtually with residents, police officers, city staff, and others, as appropriate, to understand the current process

- Provide written recommendations to the city council