



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

M E M O R A N D U M

DATE: October 21, 2020

TO: Citizens' Police Task Force

FROM: City Staff

SUBJECT: GENERAL GUIDELINES FOR CITIZENS' TASK FORCE

As part of the October 14, 2020 Task Force meeting, the Task Force reviewed the scope and objectives of the Task Force as well as the timeline for providing a recommendation to City Council.

A member of the Task Force has proposed the following timeline to help organize the efforts of the Task Force:

	SRO related topics	Complaint/feedback topics	TF Homework for following week - report at next meeting
14 Oct	Learn about SRO process Discuss and ask for more information		Create draft of student survey Police dept collect requested SRO info
21 Oct	Receive requested PD info & discuss Interview some MVLA faculty? Discuss student survey Recommend survey Qs and audience Is there any additional info we want?	Learn about PD complaint process Discuss and ask for more information	Student Survey sent out Police dept collects requested info (if any) Seek best practices from other depts on complaint process
28 Oct	Get data from survey Discuss options for SRO changes	Receive requested PD info & discuss	

		Discuss best practices from other depts	
4 Nov	First draft of report (expect holes) Produce status report for CC Select speaker(s) for CC	Discuss options for complaint process Produce status report for CC	Speakers prepare for CC 10 Nov
Tue 10 Nov	Status update to City Council		
11 Nov	Second draft of report (SRO part)	Second draft of report (Complaint part)	Ask for financial impact data (required) Get feedback from police chief (required)
18 Nov	Final report for CC Select speaker(s) for CC	Final report for CC	Speakers prepare for CC 24 Nov
Tue 24 Nov	Final report to City Council		