

**MINUTES OF THE CITIZENS' POLICE TASK FORCE MEETING, HELD ON
WEDNESDAY, NOVEMBER 16, 2020, BEGINNING AT 4:00 P.M. HELD VIA
VIDEO/TELECONFERENCE**

MEETING CALLED TO ORDER AT 4:01 PM

ESTABLISH QUORUM

PRESENT: Task Force members: Curtis Cole, Janet Corrigan, John Fennell, Moira Huang, Toni Moos, Renee Rashid, Jeanine Valadez, Aradhana Sinha, Harvey Jang, Annie Rogaski (Alternate); Council Subcommittee Mayor Pepper and Vice Mayor Fligor

ABSENT: None.

ITEMS FOR CONSIDERATION/ACTION

1. Meeting Minutes: Approve the minutes of the November 4, 2020 Citizens' Police Task Force meeting

Action: Upon a motion by Curtis Cole, seconded by Toni Moos, the Task Force unanimously adopted the minutes of the November 4, 2020 Citizens' Police Task Force meeting.

2. Police Officer Feedback Process: Review the current citizens' feedback process and develop recommendations for City Council

Judge Cordell presented information on outside entities that would handle the complaint process to the Task Force. Task Force members continued their discussion on the Police Officer Feedback recommendations.

Action: Task Force member Jeanine Valadez moved to adopt the following as a recommendation: An independent third party will be retained by City to do intake for complaints about Los Altos Police Officers; the independent third party will share all complaints with the Police Department within 24 hours and will also receive complaints that are initiated at the Police Department. This third party will track all complaints to not exceed one year from the submission date, will receive copies of all reports from the Police Department of the results of their investigation, and produce an annual report that would include demographic information. The Police Department will collect additional data about the complainants and the nature of their complaints. The motion was seconded by Toni Moos.

The motion was passed unanimously.

Action: Task Force member John Fennell moves to adopt the amended recommendation as follows: In addition to the police Department, submissions of hard-copy, online complaints and phone calls may be made to an independent third-party. The Police Department and the independent third-party will immediately (within 24 hours) share complaints received with each other. The motion was seconded by Jeannie Valadez.

The motion was passed unanimously.

PUBLIC COMMENTS ON AGENDA ITEMS

The following members of the public provided comments: Roberta, Ishaan Parmar, Ludka, and Damerdji.

Agenda Item 2 continued:

Direction: The Task Force assigned Janet Corrigan and John Fennell to provide recommendations on language edits for the Police complaint brochure and will consider translating it to additional languages.

Action: Task Force member Curtis Cole moved to adopt the following recommendation: At every traffic and pedestrian stop, Police Officers will give information regarding the complaint and commendation process via a business card or brochure, unless the officer is unable to do so. The motion was seconded by Renee Rashid.

The motion was passed by the following vote: AYES: Curtis Cole, Moira Huang, Toni Moos, Renee Rashid, Jeanine Valadez, Aradhana Sinha, Harvey Jang; NOES: Janet Corrigan, John Fennell, ABSTAIN: None; ABSENT: None.

Direction: The Task Force assigned Moira Huang to draft a flow chart depicting the new complaint intake process as recommended.

The Task Force further discussed the outreach education for the community on the complaint process and will look at the amended recommendation at their next meeting.

3. Strategies and tools to obtain the necessary information/data: Discuss strategies and tools needed to obtain necessary information/data to develop recommendations for City Council

Task Force reviewed and discussed the data captured by the survey.

4. School Resource Officer (SRO) Program: Review the role of SROs at Los Altos High School and develop recommendations for City Council

This item was not discussed during this meeting.

5. General Guidelines for Citizens' Task Force: Review and discuss scope, objective and timeline of Task Force

The Task Force will meet next on November 18, 2020 at 4:00 pm. Mayor Pepper requested a Task Force Member present the recommendations to Council at the November 24, 2020 Council meeting.

ADJOURNMENT

Judge Cordell adjourned the meeting at 6:58 p.m.