



## San Leandro Police Department • Proud to Serve

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### Chief's Advisory Board Meeting Notes Tuesday, May 3, 2016

#### **ANNOUNCEMENTS**

- Chair, Kent Myers, Requested Interest from the Board to Serve on Small Committee Group to Review Applicants for Upcoming Recruitment for the Chief's Advisory Board
  - Interested Members Will Contact Kent Myers to Join Small Committee Group to Review Applications for Upcoming Recruitment
    - New Members Will Start January 2017
- Discussed Member Rotation
  - Original Board Members Term Will Expire on December 31, 2016
  - Board Members That Joined January 2015; Their Term Will Expire on December 31, 2017
- Members Have Been Asked To Recommit to the Above Terms or Resign From the Board

#### **MEETING GOALS**

- Reviewed Agenda/Itinerary to Accomplish During Meeting

#### **NEW BUSINESS**

##### **SLPD Complaint Procedure/Blue Team Database System to Manage Complaints**

###### SLPD Complaint Procedure

- The San Leandro Police Department is Committed to Providing High Quality Police Service to the Community
  - Vital That SLPD Receive Feedback From the Community

###### SLPD Encourages Recommendations From the Public on Ways to Improve Services

- Commendations For Personnel Who Perform Their Duties Exceptionally Well
- Inquiries or Complaints About Questionable Performance, Actions, Policies, and Procedures

###### **Citizen Inquiry**

- Any Contact With a Citizen in Reference to an Issues of Concern Which Does Not Require a Formal Investigation
- The Citizen's Inquiry Process Seeks to Resolve the Issue at an Informal Level
- Citizen Inquiries Are Generally Handled by the On-Duty Supervisor
- Inquiries That Are Not Resolved Can Become a Formal Citizen's Complaint

### **Citizen Complaint**

- Formal Documentation Involving a Complaint Against Personnel or Against Department Policy or Procedure
- All Citizen's Complaints are Forwarded to the Professional Standards and Training Unit for Review
  - When Appropriate, the Professional Standards and Training Unit Will Then Assign the Complaint to an Investigator for Follow-Up
  - The Investigation Will Usually Include a Review of All Applicable Reports, Policies and Procedures, Examination of Any Evidence or Medical Records and Interviews With All Parties Involved
  - Any Person Who Witnesses an Incident, Who Feels the Police Department Treated Him or Her in an Adverse Manner, or Has Direct or Well Founded Knowledge of Inappropriate Actions By Any Police Employee, May Make a Complaint
  - During the Investigation, the Complainant Along With All Witnesses, Will be Interviewed in Detail Concerning the Incident
    - Once an Investigation is Concluded, A Disposition Will be Determined

### **Ways to Submit a Compliment or Complaint**

1. Print and Fill Out a Citizen Comment Form, Available Online at:  
<https://www.sanleandro.org/depts/pd/aslpd/pstu.asp>
2. Call the Department's Professional Standards Unit at (510) 577-3280
3. In Person at the Police Department
4. Contact the Watch Commander at (510) 577-2740

### **Blue Team**

- Software Database System That Allows Supervisors and Managers to Enter and Manage Incidents From the Field
  - Incidents Include Use of Force, Field-Level Discipline/Training, Complaints, Vehicle Accidents and Pursuits
    - Incidents Are Entered and Then Routed Through the Chain-Of-Command With Review and Approval at Each Step
- Software Provides A Way For Supervisors/Managers/Command Staff to Identify Performance Issues

## **ROUNDTABLE**

### **Adjournment**