

LOCATION: *Duluth City Hall – 411 West First Street – Room 106A*

MEMBERS Present:

x	Joan McNamara		Katherine Eagle	x	Renee Van Nett
x	Patricia Behning Oakes		Gabriel Green		Bob Grytdahl - Staff
x	Doug Bowen-Bailey				

**Absent with Notice:**

**Absent without Notice:**

**Liaisons to DPD:** Lt. Jeff Kazel, Deputy Chief Ann Clancy

*Guests:* John Barrett, Peg Johnson (Anthony Hernandez, Henry Banks)

**Call to Order:** President Van Nett called meeting to order at 5:35 pm.

**Roll Call:** Noted the attendance of the board members. Board members and guests did introductions.

**Minutes:** Motion: To approve May 2014 minutes. MSP (Bowen-Bailey/Oakes)

**Board Report:** Doug reported comments from Henry Banks about witnessing a situation where there was an altercation downtown and complimenting the DPD officers who responded to the situations. Rene completed the Citizen Academy and encouraged other citizens to take part in that training – and to have members from the board who do not have law enforcement experience to take part in that.

**Public Comment:** None Upon leaving, Doug and Renee saw that two citizens signed in but must have left before the meeting started at 5:30. Doug followed up and called both of the guests, Anthony Hernandez and Henry Banks, to apologize for any confusion about the start time – and will be in touch with them to let them know the start time for the July meeting.

**Correspondence:** Bob received correspondence from a citizen about a complaint investigation and forwarded it to Renee, Gabe, and Doug. The letter asked about CRB’s appeal process which we don’t have. Doug will draft a response to send in relation to a report and we can use this as a template for concerns asking about what citizens can do if they are not satisfied with the results of a complaint investigation.

When Bob is in attendance next time, we need to discuss what protocols should be in place for who correspondence is sent to when it is received i.e. if it should go to the whole board.

**Police Liaison Report:** Deputy Chief Clancy delivered the approved policy on body cameras. This will be starting in the next week or so that all officers will be wearing them. The test group has brought back some positive results.

Doug, Renee, and Joan will be assisting with the hiring panels for new officers on July 27, 30, and August 1. Deputy Chief Clancy shared via e-mail the results of the hiring process leading up to the interviews:

199 Applied, 166 White, 33 Non-white: 21 Female, 178 Male

161 Tested, 134 White, 27 Non-white: 20 Female, 141 Male

121 Passed, 100 White, 21 Non-white,: 14 Female, 107 Male

**Strategic Planning**

Approved:

Peg brought back summation of last month's discussion. She will be forwarding on some documents that we can share with the board.

Joan shared some ideas:

- It would be helpful for CRB to be receiving updates in advance of news about the DPD hitting the media so that CRB is informed when things happen in advance.

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Peg categorized priorities from last month into three categories: Process, Relations, and Outreach. For the June meeting, we focused on "Process."

Process: Streamlining Review Process - Discussed developing a statistical summary each month that gives us a pulse on the current situation and then using that information to be more focused on asking for abstracts and summaries of complaints. Joan has offered to work with Lt. Kazel to develop a new method for providing baseline information for the board.

Receiving Complaints - Develop protocols for facilitating citizens filing complaints so the DPD can receive and intake the complaints. The board's role is to advocate for the process – explaining to people how they can complete the complaint form, who they can contact and what information is helpful to be included on the form. CRB members need to not themselves in the position where they are judging anyone in the process – neither the citizen or any officers involved in the scenario. The goal is to have the citizen be able to share their perspectives on what happened and how they felt about it.

*Receiving Resolution:* We recognize that there. Are there people who can sit with you and validate your concerns and help you move forward? Resources to help you move forward in your life.

Some things to work on:

- Explore moving meeting time:
- Creating Annual Report for the City Council –
  - Trends in statistics
  - Board reports
  - Outreach efforts in the community
  - Training

Peg will return in July to help us finish up the planning.

**Announcements:** None

**NEXT CITIZEN REVIEW BOARD MEETING:**

July 22, 2014 - Checking on time – might seek to move it up to 3 or 3:30 pm.

Approved: