



City Of Tukwila

Police Department
An Accredited Agency

Jim Haggerton, Mayor

Michael Villa, Chief of Police

COPCAB AGENDA

May 8, 2014

6:30pm - 8:00pm

1. Approval of 3/13/14 and 4/10/14 minutes
2. Chief's Update
3. COPCAB by-laws
4. Good of the Order



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COPCAB Minutes

March 13, 2014

6:30pm-8:00pm

Present: Chief Villa, Chris Partman, Kim Karns, Jerry Thornton, Lynn Churchill, Art Rosengren

1. Minutes from 2/13/14 meeting approved.
2. Chief's Update
 - Anticipates final Strategic Plan to be out in the next 4 weeks or so to the department. Still fine-tuning it with the Command Staff.
 - Staffing
 - Just made a final offer to an entry level candidate, the first available academy is not until the end of July. He will start with the dept. on April 1st so that we can keep him. It is also possible that he will get into an earlier academy if there is a cancellation.
 - There are 7 lateral candidates in background.
 - The facilities plan is moving along. On Tuesday there was a staff engagement time for staff to comment on plans for all City employees. PD employees have boards up in the PD patrol area to give staff working around the clock a chance to comment on the ideas.
 - Question about the emergency plan section in the strategic plan – for PD that means reviewing the current plan and ensuring staff knows what the plan is.
 - Watched King 5 coverage of sentencing for Kulwinder Saroya former owner of the Traveler's Choice and Great Bear Motels.
3. Tukwila Police Department Strategic Plan – covered last month.
4. COPCAB Awards to be presented March 17 (Monday) at 7pm in the City Council Chambers
 - Award plaques passed around
 - The evening will be very full for the City Council. The PD annual report and another award for the TAC team.
5. Good of the Order
 - Jerry – going to an emergency preparedness conference in Tacoma and Marty Grisham will be talking about using ICS for the Dirty Boulevard operation. Jon Harrison will be presenting with him.
 - Jerry heard that SPD is acquiring facial recognition software through a grant. This will also be used by local jails to help ID prisoners.

- Chief Villa – we have been piloting a portable fingerprint scanner to confirm identifications. The small device scans prints and then is plugged into a laptop. The program only confirms identity, does not run the “triple I” (criminal history through national databases).
- Chris – BECU shredding event is April 19 from 10am to 4pm. National Night Out Against Crime is August 5th this year. COPCAB members are invited to ride with City of Tukwila Staff if not hosting/attending neighborhood events.
- Chris – Jeff Baker has decided to not seek re-appointment of his position due to how busy he has been in his job. He will ask the School District Superintendent to appoint someone else.

Meeting adjourned at 7:20pm

Next meeting will be on Thursday, 4/10/14 from 6:30pm-8:00pm. Please contact Chris Partman at Chris.Partman@tukwilawa.gov or call 206-271-6069 if you're unable to attend.

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City Of Tukwila

Police Department

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Jim Haggerton, Mayor

Michael Villa, Chief of Police

COPCAB Minutes

April 10, 2014

6:30pm-8:00pm

Present: Chief Villa, Chris Partman, Kim Karns, Jun Castillo

1. Minutes from 3/13/14 meeting not approved due to no quorum.
2. Chief's Update
 - One entry candidate has started with the department, however he does not start in the State Academy until July
 - It is likely we will make a couple offers to laterals in the next week or two, they are almost through the testing process
 - Our new K9, Doc, started training this last week. He works with Officer Boehmer
 - Recently there was a fight with a knife between roommates and the offender left, probably with the knife. Officer Frank had the Ace on a leash and was able to hear noise in the bushes and then sees the suspect leave his hiding place. Officer Frank yelled to suspect to stop or he would release the dog. The suspect stopped and surrendered without the dog having to confront him.
 - A new CAD system started for in-car and computer based dispatch was implemented this last month.
 - Nice job to Jun for the presentation to council.
3. COPCAB Awards – See above
4. COPCAB Bylaws – Currently, COPCAB does not have bylaws. It appears the Board has never developed any because the ordinance, TMC 2.39 <http://records.tukwilawa.gov/WebLink8/1/doc/54057/Electronic.aspx>, is very specific about most of the items which bylaws cover. However, all Boards and Commissions in the City of Tukwila are required to have bylaws. Chris passed out copies of TMC 2.39 and will e-mail everyone a copy for study. Before the next meeting, she will put together a draft bylaws based on the TMC and e-mail it to the group for use as a starting point for new bylaws to be approved by the board.
5. Good of the Order
 - Kim – Was wondering what the schedule is for summer events. Chris will e-mail it to members.
 - Spruce Motel update – City of Tukwila officials were invited to accompany a Washington State Department of Health Inspector on her re-inspection of the Spruce Motel. She had

some questions about building code issues and was happy to have a Tukwila Building Official and the Fire Marshall accompany her to check on issues in their areas of expertise. Some major building deficiencies were identified and the owner of the Spruce was sent a correction letter. The Fire Marshall also identified deficiencies, which were corrected within 48 hours.

- New false alarm fees – The City Council passed an increase in the fee for false police alarms effective April 1, 2014. The Police Department now leaves a door-hanger at each property to advise the owner/manager of the increased fees which start with the third false alarm on a property within the calendar year. Most of the repeated false alarms are at commercial properties. The new fees are: the first two false alarms are no charge; the third false alarm is \$150 and the fourth and subsequent false alarms are \$200 each.
- COPAB minutes and Agendas are now online in the City of Tukwila Records Center. The direct link is here: <http://records.tukwilawa.gov/WebLink8/Browse.aspx?startid=10154&row=1&dbid=1>

Meeting adjourned at 7:05pm

Next meeting will be on Thursday, 5/8/14 from 6:30pm-8:00pm. Please contact Chris Partman at Chris.Partman@tukwilawa.gov or call 206-271-6069 if you're unable to attend.

Community Oriented Policing Citizens Advisory Board Bylaws

The Community Oriented Policing Citizens Advisory Board, known as COPCAB, was created by the Tukwila City Council when Tukwila Municipal Code 2.39 was enacted. These bylaws may not conflict with TMC 2.39.

The duties of the Board shall include, but not be limited to, advising and making recommendations via the Chief of Police on issues concerning public safety and police services within the City, such as:

1. To enhance police-community relations;
2. To review and provide a community perspective and recommendations concerning procedures, programs, and the effectiveness of the police service;
3. To promote public awareness of the City's police services and programs including, but not limited to, business and residential crime prevention programs, safety training, domestic violence intervention, and D.A.R.E.;
4. To hold public meetings from time to time to solicit public input regarding police services and programs;
5. To serve as a liaison between the Police Department and the community;
6. To encourage individuals and community groups to assist the Police Department in the implementation of police programs and services; and
7. To review and make recommendations concerning such other and further matters as may be referred to the Board, from time to time, by the Mayor, the City Council, or the Chief of Police.

The Board shall make an annual report to the Mayor and City Council regarding its activities.

Notwithstanding the duties of the Board as described within TMC 2.39.050A, the Board shall have no power or authority to investigate, review, or otherwise participate in matters involving specific police personnel or specific police related incidents. The Board in no way shall receive or stand in review of complaints initiated against personnel of the Police Department, nor play any role in civil or criminal litigation.

Meeting times and days are determined by current members of COPAB. A change in meeting time or day shall be agreed upon by the consensus of the members and require approval from the Chief of Police.

COPCAB meetings are held on the second Thursday of each month at 6:30pm. The meeting shall adjourn at or before 8pm unless this time is extended by the majority of the members present at that meeting.

The regular meeting place for COPCAB is: 6300 Southcenter Blvd, second floor in the Duwamish Conference Room. Alternate meeting places shall be with a seven day notice to members and the public when possible.

For purposes of conducting the Board's business, exercising its powers and for all other purposes, a quorum of the Board shall consist of five or more members. Any action taken by a majority of those present, when those present constitute a quorum at any regular or special meeting of the Board, shall be deemed and taken as the action and decision of the Board. **

The above is from the ordinance. Does the group wish to request an ordinance change to “a quorum of the Board shall consist of 50% or more of current members.”?

The Board shall tape record or keep minutes of all meetings held and all business transacted. All records of the Board shall be open for public inspection, except those that may be exempt from public disclosure under State law. Minutes shall be distributed to the Tukwila City Clerk for posting to the City of Tukwila Digital Records Center.

One member of COPCAB shall be elected as the Chairperson. The Chairperson shall:

- Conduct all meetings
- Ensure all agenda items are discussed
- Solicit input from all members about issues before the board
- Set a positive tone for the group

Does the group want the Chair position to be for a certain length of time, or have it rotate?

What type of decision making does the group want to use in most cases? Examples below:

Just as the functions of the City of Tukwila’s advisory groups are different, so are the ways in which each group reaches agreement. After a discussion, some groups may vote; others may prioritize and select the recommendation that emerged as a priority; and still others may use consensus as a way to reach a decision. It is important for volunteer advisory group members to be aware of the type of decision making process their group uses as spelled out by their bylaws.

COPCAB members are expected to make meeting attendance a priority and attend either in person or by conference call, if temporarily not physically in the area. Members who cannot attend a meeting are expected to notify either the staff liaison or Chairperson as soon as he/she is aware there is a meeting conflict. If a member misses three or more consecutive meetings without following the above notification procedures, the Chief of Police or designee will notify the Mayor’s Office. Only the Mayor of Tukwila has the authority to remove appointed members.

The Public Records Act (RCW 42.56) requires the minutes of all regular meetings to be recorded and made available for public inspection. The law also requires that agencies maintain records of business conducted and produce these records upon receipt of a public records request. Board and Commission members are subject to the Public Records Act, which means that all documents used or created by members in the course of their work as a Board or Commission members, are subject to Washington State records retention laws and disclosure under the Public Records Act. This includes email communications sent and received via a private email account, as well as any notes taken by members in the course of their work as Board or Commission members. Board and Commission members should promptly turn over any relevant documents when requested by the City pursuant to a public records request.

Washington's ethics laws prohibit public officials from gaining financially as a result of his or her position. Also, public officials must declare any conflicts of interest at a public meeting. A conflict exists if a recommendation potentially could affect the finances of the group member or the finances of a family member. If a conflict exists, the member must declare this fact at a meeting where the issue is being discussed and refrain from discussing or voting on the recommendation.

The Washington Open Meeting Act (RCW 42.30) essentially requires three things:

- notice must be provided for all meetings;
- meetings must be open to the public; and
- minutes must be created for each meeting.

A "meeting" is defined to include not only formal gatherings of the advisory group but also any occasion where a "quorum" (usually majority) of advisory group members come together and discuss group issues or City business. Electronic or telephonic communications may constitute a meeting which is subject to the Open Public Meetings Act if a majority of members discuss information, give input or take action via e-mail or telephone.

The City of Tukwila is a drug free organization and expects all employees and volunteers to report to their assignment free from drug and/or alcohol impairment. Volunteers must abide by the provisions of this policy as a condition of volunteer service.

The City of Tukwila is an equal opportunity organization and does not discriminate in violation of law on the basis of race, color, national origin, creed, religion, sex, age, marital status, physical or mental disability, genetic information, gender identification, status as an honorably discharged veteran or any other class protected by federal, state or local law. The City of Tukwila also promotes a productive work environment and does not tolerate discrimination, harassment or retaliation.