



City Of Tukwila

Police Department
An Accredited Agency

Jim Haggerton, Mayor

Michael Villa, Chief of Police

COPCAB AGENDA

August 14, 2014

6:30pm - 8:00pm

1. Approval of 6/12/14 and 7/10/14 minutes
2. Chief's Update
3. COPCAB by-laws and ordinance
4. Good of the Order



City Of Tukwila

Police Department

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Jim Haggerton, Mayor

Michael Villa, Chief of Police

COPCAB Minutes

June 12, 2014

6:30pm-8:00pm

Present: Chief Villa, Chris Partman, Jun Castillo, Art Rosengren, Jerry Thornton, Lynn Churchill

1. Minutes from 5/8/14 meeting approved.

2. Chief's Update

- Staffing – Have two lateral candidates starting next week, one from Florida and one from Hawaii. Another lateral will be starting July 1st. Another lateral officer is doing well in training. Four lateral candidates in background. The department was looking at bringing in 4 entry level candidates, but the academy is running 6 months behind, so if we hired tomorrow, they would not be in an academy for 6 months. As a result, the department is continuing to focus on lateral candidates.
- A few officers off on leave/injury, including one with a newborn.
- Two records clerk candidates are in background.
- A new school district rep to start, a VP at Foster High School. She will start attending in August, due to prior plans conflicting with the June and July meetings.
- Contacted Officer Boyd to recruit a member of the Somali community for COPCAB
- Working through the budget with the City. The PD did not put in many new requests due to how many increases the department has gotten in the last few years.
- Recognitions within TPD, there is Medal of Valor, Meritorious Service Medal, Distinguished Service Medal plus several certificates. Awards are forwarded by the Chief to be assessed by a committee of Commanders and then back for the Chief to approve. One the Chief is looking at for the future is a Lifesaving Award, Medal of Honor and others.
 - Meritorious Service Medal is an actual medal, the award comes with a ribbon that is worn on the uniform
 - There are also Unit Citations that come with a plaque and certificates for each officer.
- Facility plans are still progressing.
- Motels up on TIB are going forward with a purchase by the City of Tukwila from the Federal Government. The Spruce Motel has an offer of purchase from the City of Tukwila and is in the negotiation process. For now, the City is not planning to purchase the Pawn Shop property, the money used to buy the Traveller's Choice was the money earmarked for the Pawn Shop.
- PD Strategic Plan will be presented at the June 16 Council meeting and the Chief will present it to COPCAB at the next meeting.
- Question from Art about PD gun training for active shooters in light of recent shooting incidents. Answer: Tukwila PD sends officers to Active Shooter Training annually, works with the mall to do tabletop exercises, works with the school district for drills and procedures and have also equipped

officers with plates that will stop rifle rounds and with GO bags through grants. GO bags include supplies for emergency trauma first aid in addition to extra firearms magazines. In Sept. or Oct. the whole Valley area will do some regional active shooter training.

3. COPCAB Bylaws – The Mayor’s Office is in charge of all City of Tukwila Boards and Commissions. The requirement that COPCAB make bylaws comes from the Mayor’s Office.
 - Draft bylaws worked on using the large screen in the conference room and included in attached document.
 - Consensus of the group was to request the following changes in the COPCAB Ordinance:
 - Allow a candidate from a different “category” to fill a position left vacant for 6 months or more due to lack of applicants. An example would be to allow a business person to fill a resident position left vacant 6 or more months if both business positions are already filled.
 - Change the Business position to include a business owner or manager or a member of a non-profit organization.
 - Change quorum to a majority of the appointed members.
4. Good of the Order
 - Jun – was the 4th suspect caught after the chase and rollover? No
 - Chris – Citizen’s Police Academy Sept 24th to Oct 29th, classes will be at Foster High School this time.
 - Lynn – Really appreciated Jun’s presentation at the Council Meeting.
 - Jerry – Open house for Water District #125 and Valley View Sewer District is July 10th, everyone is invited.

Meeting adjourned at 7:40

Next meeting will be on Thursday, 7/10/14 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.



City Of Tukwila

Police Department

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Jim Haggerton, Mayor

Michael Villa, Chief of Police

COPCAB Minutes

July 10, 2014

6:30pm-8:00pm

Present: Chief Villa, Chris Partman, Jun Castillo, Jerry Thornton, Lynn Churchill

1. Minutes from 6/12/14 meeting tabled.
2. Chief's Update
 - Facilities – The process is ongoing and Public Safety, Police and Fire, is the top priority.
 - Staffing – at 73 commissioned officers hired.
 - Officer Donnelly is back from deployment
 - Four laterals in background, one is done except for the final testing.
 - Records, still one in background
 - Funding – The Mayor's staff looked at all initiatives and budget requests from all departments. All Dept. heads gave presentation and then each Dept. head got to pick top 5 picks. Out of the over 70 presentations, there were 8 top ones. Three of them were PD initiatives: additional budget for ammunition, a police recruiting specialist (half time) and public records assistant who would work in legal but 75% of work would be for PD records requests.
 - Strategic Plan – over the next few weeks it will go out to the department. This will be presented in a 11 minute video and a power point the Chief used.
 - Next meeting the Chief will bring copies of the strategic plan for COPCAB members.
 - Firearms trailer – was purchased through significant savings in the cost of replacing the jail transport van.
3. COPCAB Bylaws and Ordinance – Proposed ordinance changes distributed and discussed. Chris will send them to the City Attorney's Office for comment.
4. Good of the Order
 - Jun – his nephew is joining the Tukwila PD Explorers, he is attending his pre-joining meetings.
 - Chris – Citizens' Academy flyers handed out. Night Out Against Crime, COPCAB members are welcome to ride with the City teams.
 - Jerry – Attended Facilities Steering Committee, there were options for City Hall, Courts, PD and Fire Department. Jerry felt they spent a lot of time on the FD. He also noted that many of the plans were to have PD and Courts in a building of their own. Jerry wondered if Chief Villa had had equal time, because Acting Chief Flores was there to speak to the committee.

Meeting adjourned at 7:15

Next meeting will be on Thursday, 8/14/14 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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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.
8. Recognize members of the Tukwila Police Department and/or a Community Member(s) for outstanding service in connecting the Police Department with the Community. This is done on an annual basis when the committee reports to the City Council.

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 COPCAB. 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 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. A new Chair shall be selected every three years. The same person may be selected as chair for consecutive terms. 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

One member of COPCAB shall be elected as the vice-Chair to act as the Chair in the absence of the elected Chairperson.

Decision making for COPCAB shall be by the consensus of the group. If the group is deadlocked and unable to reach a consensus after an ample time for discussion and/or research, then a majority vote shall prevail.

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.

CHAPTER 2.39 COMMUNITY POLICING ADVISORY BOARD

Sections:

- 2.39.010 Board Established
- 2.39.020 Composition of Board
- 2.39.030 Appointment Terms
- 2.39.040 Compensation
- 2.39.050 Duties of the Board
- 2.39.060 Meetings and Procedure

2.39.010 Board Established

There is hereby established for the City of Tukwila a citizens advisory board to be known as the “Community-Oriented Policing Citizens Advisory Board.”

2.39.020 Composition of Board

The Board shall consist of nine members who shall meet the following qualifications:

1. Not less than five of the members shall be City residents, representing residential property owners and renters; if the residential community is unable to fill a position for 6 months or more, then a member may be appointed from the business/faith-based community or school district.
2. At least two members shall be owners or managers of businesses located within the City or employees/board members of faith based or non-profit organizations operating within the City, providing that, if the business community is unable to fill one of its two positions, a resident may fill one of the business Board member positions.
3. One member shall represent the school district(s) within the City; and
4. One position shall be a Tukwila School District student who is currently attending high school within the City.

2.39.030 Appointment Terms

A. All Board members shall be appointed by the Mayor, and shall be subject to confirmation by the City Council.

B. Initial appointments to the Board shall be made for the following terms:

1. One member of the Board shall be appointed to a one-year term;
2. Two members of the Board shall be appointed to two-year terms;
3. Two members of the Board shall be appointed to three-year terms;
4. Four members of the Board shall be appointed to four-year terms.

C. All subsequent appointments, except for vacancies shall be four-year terms, provided that members shall remain in office until their successors are appointed and confirmed.

D. Vacancies occurring other than through the expiration of terms shall be filled for the remainder of the term of the member being replaced. Vacancies shall be filled in the same manner as initial appointments are filled.

E. Members may be removed at will, at any time prior to the end of their term, by the Mayor. In addition, members who fail to attend three consecutive meetings, regular or special, may be considered to have vacated their positions and may be replaced, as provided for herein. Any

member who ceases to have the qualifications provided in TMC 2.39.020, Composition of Board, shall be deemed to have forfeited his or her office.

2.39.040 Compensation

No member of the Board shall receive compensation for services performed.

2.39.050 Duties of the Board

A. 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.

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

C. 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.

2.39.060 Meetings and Procedure

A. The Board shall have at least one regular meeting per quarter on such day of the month and at such time as may be determined by the Board. Special meetings may be held as often as the board deems necessary. All meetings of the Board shall be open to the public, except as otherwise provided in the State Open Public Meetings Act. All requirements of the Open Public Meetings Act shall be followed by the Board.

B. 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~~ half of the current Board 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.

C. The Board shall elect such officers as it deems necessary in order to conduct its business. The Board shall adopt such rules of procedure as it deems necessary.

D. 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

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from public disclosure under State law. Minutes shall be distributed, at a minimum, to the Office of the Mayor and the Chief of Police.

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