



City of Arts & Innovation

Community Police Review Commission Memorandum

TO: COMMUNITY POLICE REVIEW COMMISSION DATE: NOVEMBER 14, 2018

FROM: OFFICE OF THE CITY MANAGER WARDS: ALL
OFFICE OF THE CITY ATTORNEY

**SUBJECT: ADMINISTRATIVE CHANGES MANAGEMENT OF THE COMMUNITY POLICE
REVIEW COMMISSION**

ISSUE:

Receive an update from the City Manager and the City Attorney regarding administrative changes to the management of the Community Police Review Commission.

RECOMMENDATION:

That the Community Police Review Commission receive an update from the City Manager and the City Attorney regarding administrative changes to the management of the Community Police Review Commission.

DISCUSSION:

In July 2018, the City Manager's Office, in coordination with the City Attorney's Office, made administrative changes to the management of the Community Police Review Commission (CPRC). A summary of the changes is as follows:

A Deputy City Attorney was assigned to attend CPRC meetings and review agenda reports to ensure compliance with the Brown Act, the City Charter and Riverside Municipal Code. This attorney is independent of the chain of command at the City Attorney's Office responsible for defending police officers.

Deputy City Manager Carlie Myers was assigned the responsibility to manage the CPRC Division of the City Manager's Office. Her responsibilities for CPRC are the administrative tasks of the CPRC including the management of the one full time Administrative Assistant and the City's budget and expenses related to the Commission.

Independent Contactor Frank Hauptmann has been providing independent consultant services to CPRC since March 16, 2012. In June 2018, it was determined that a City employee needed to be the Manager of CPRC. The scope of work for Mr. Hauptmann was drafted to specifically reflect his work as an independent contractor and this contract was approved by City Council on July 10, 2018. He continues to be a valuable resource to the Commission through his unique expertise and guidance for the CPRC.

CPRC By-Laws Section 1 (C) states that "Commission Manager" or "CPRC Manager" shall mean the staff liaison person who is appointed by the City Manager to direct the Commission's staff support team. The CPRC By-laws are under a current review for compliance with City Charter and the Municipal Code. Any changes to the By-Laws will be brought forward at a public meeting with CPRC to discuss and vote on the changes.

The City Manager, in consultation with the City Clerk, determined that consistency was needed between the City's public meeting formats for agendas, reports and the associated minutes are important so that the public can reliably and intuitively review any City of Riverside agenda and understand it. Consistency facilitates civic engagement and public trust.

Prepared by: Carlie Myers, Deputy City Manager/CPRC Manager
Approved by: Al Zelinka, City Manger
Approved as to form: Gary G. Geuss, City Attorney