



*City of Arts & Innovation*

# Community Police Review Commission Memorandum

**TO: COMMUNITY POLICE REVIEW COMMISSION**      **DATE: JANUARY 23, 2018**

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

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

## **ISSUE:**

Receive an update regarding additional clarification from the November 14, 2018, Community Police Review Commission meeting regarding administrative changes to the management of the Commission.

## **RECOMMENDATION:**

That the Community Police Review Commission receive an update regarding additional clarification from the November 14, 2018, Community Police Review Commission meeting regarding administrative changes to the management of the Commission.

## **DISCUSSION:**

At the November 14, 2018, Community Police Review Commission (CPRC) meeting, City Manager Al Zelinka and City Attorney Gary Geuss presented information about administrative changes to the management of the Commission. During this update, several statements and a few questions were posed by Commissioners that required additional research. On November 14, 2018, Deputy City Manager Carlie Myers sent an email to all Commissioner seeking clarification of the outstanding questions and concerns by November 26, 2018. As of November 30, 2018, no communication had been received. Out of an abundance of concern, the email was sent back to the Commissioners asking for additional clarification and/or concerns to be submitted by January 4, 2019.

1. Officer Commendations – can this be part of CPRC again? If not, why?

Why the Change: The Riverside voters approved the CPRC and included specific powers and duties. The City Charter, Article VIII, Section 810 and Riverside Municipal Code 2.76 include specific powers and duties of the CPRC. These regulatory documents do not provide the CPRC with the power or duty of providing commendations.

Options: Commissioners interested in nominating a Riverside police officer for a commendation are recommended to:

- a. Follow the commendation process established with the Riverside Police Department

- b. Forward a request for the commendation to their City Council Member
- c. Request that the CPRC formally vote to submit a request to the City Council to amend Riverside Municipal Code 2.76 to add the power and duty for commendations

2. What is meant by administrative functions or job duties of the administrative assistant?

Consistent with the City's job classification for an administrative assistant (confidential), the administrative assistant working in the City Manager's Office, Community Police Review Commission Division's responsibilities include to:

- a. Perform a wide variety of responsible and confidential duties for designated individuals at the Division Head level.
- b. Interpret and apply divisional policies and procedures in responses to inquiries and make appropriate referrals.
- c. Review, log, prioritize, and route correspondence.
- d. Act as receptionist, screen calls and visitors, and refer inquiries as appropriate.
- e. Take and transcribe dictation from rough draft, shorthand notes, or recordings.
- f. Maintain appointment schedules, daily calendars, and make travel arrangements.
- g. Assist in agenda preparation, gather information, and contact meeting participants.
- h. Gather, organize, and prepare information for routine reports.
- i. Recommend organizational or procedural changes affecting administrative support activities.
- j. Maintain a variety of files and records of information.
- k. Maintain manuals and update resource materials.
- l. May serve as secretary and/or administrative staff to a board or commission preparing the agenda and taking minutes of meetings.
- m. Assist in the assigning, supervision, and participation in the work of the administrative support section of an assigned department or division.
- n. Review work upon completion for conformance to divisional requirements.

3. Why does Frank Hauptmann, Independent Consultant to the CPRC, and Riverside Police Department managers leave the closed session meeting room, after answering questions, but are not in the room during Commissioner deliberations?

Why the Change: Frank Hauptmann and the Riverside Police Department's management representative are in attendance during the CPRC Closed Session during the time they are presenting facts, providing clarifications, or answer questions. The Brown Act regulates the Closed Session deliberations to the Commissioners and their Officers (Secretary, Manager, and Attorney).

Options: At any point during the deliberation, the Commissioners have the option to pause the deliberation discussion to call one or both back in for more questions or clarifications.

4. The administrative assistant position is fully funded by CPRC. If this person is doing other work on the 7th floor, how can those salary costs be moved to another division to free up additional funding for Commissioner training such as National Association for Civilian Oversight of Law Enforcement (NACOL) annual conference?

Why the Change: The implementation of efficiency measures combined with a decline in the number of Riverside Police Officer complaint calls, emails, and in-person visits, it has become clear that a full time Administrative Assistant dedicated to the City Manager's Office, Community Police Review Commission Division, is not 100% employed with responsibilities related to the support of the Division. Administrative support for matters related to the Community Police Review Commission remain the priority for the Administrative Assistant with additional available capacity used by the City Manager's Office for additional administrative support.

The Community Police Review Commission budget is part of the City Manager's Office budget. Any salary costs that would be allocated from one division to another division within the same department budget would be a net zero loss or gain. Additional funding for Commissioner training and conferences would require City Council for an additional appropriations of funds from the General Fund reserve balance.

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