



# Office of the Police Ombudsman Commission

## Policies and Procedures

### Statement of Purpose

The Office of the Police Ombudsman Commission (“OPOC” or “Commission”) supervises and provides direction to the Office of the Police Ombudsman (“OPO”). The OPO and the OPOC provide impartial oversight of the Spokane Police Department (“SPD”). In that capacity, the OPOC evaluates police policies, training, and promotes best practices, and is the independent voice of the Citizens of Spokane to facilitate public confidence in the professionalism and accountability of the employees of the SPD.

### Roberts Rules of Order

Matters of procedure not otherwise provided for herein shall, insofar as practical, be determined by reference to Robert’s Rules of Order, newly revised.

## Article I

### Selection of Members

1. Two members shall be nominated by the Mayor and appointed by City Council; and
2. One member from each of the three City Council districts nominated and appointed by City Council.
3. The commission may, at any time, determine that more members are necessary to carry out the duties of the commission. Upon unanimous vote of all commission members and majority approval by the City Council pursuant to an amendment to this section, additional members may be added to the commission two members at a time:
  - a. One additional member nominated by the mayor and appointed by City Council; and,
  - b. One additional member nominated appointed by City Council.

*Pursuant to the Spokane Municipal Code (“SMC”) 04.32.150(C)*

## Article II

### Membership Terms

1. Each Commission member shall serve a three-year term and is eligible for re-appointment, except that no member shall be re-appointed after serving three consecutive full three-year terms.

## **Office of the Police Ombudsman Commission**

2. The initial Commission members will have staggered terms, with three members serving three years and two members serving two years.
3. A vacancy that occurs during the term of a member shall be filled in the same manner as the original appointment, and the appointee shall serve for the remainder of the expired term.
4. Each member shall continue to serve in such capacity until the member's successor has been duly appointed and is acting, provided, however, that the period shall not exceed ninety days past the expiration of the member's term.

*Pursuant to SMC 04.32.150(F)*

### **Article III**

#### **Officers**

The Commission shall annually choose their own Chair and Vice-Chair, who will serve from January 1 through December 31, and shall serve in that position for no more than three consecutive one-year terms. The Chair (and Vice-Chair in the absence of the Chair) will set the agenda for meetings, facilitate the meetings, speak on behalf of the OPOC, and call special meetings.

*Pursuant to SMC 04.32.150(D)*

### **Article IV**

#### **Duties and Functions**

In addition to other duties enumerated in this chapter, the OPOC shall:

1. Appoint, reappoint and potentially remove the Police Ombudsman pursuant to SMC 4.32.080 through 4.32.110;
2. Approve annual and long term goals of the OPO;
3. Approve OPO procedures and best practices;
4. Approve the OPO annual report;
5. Approve OPO recommendations regarding changes in police department policies and training;
6. Approve OPO rules and procedures required for the discharge of OPO duties, including policies and procedures for receiving and processing complaints, monitoring investigations, and reporting findings, conclusions and recommendations. The rules and procedures approved by the commission shall be consistent with Washington State law and comply with the collective bargaining agreement between the City and the Police Guild.

## **Office of the Police Ombudsman Commission**

7. Conduct and approve evaluations of the OPO;
8. Request that the OPO examine or re-examine specific non-disciplinary policy or procedure issues and confirm or reject OPO requests for additional investigation by Internal Affairs;
9. Assist OPO in communicating with Spokane's diverse communities and the general public about the complaint filing and investigation process;
10. Make readily available to the public all commission reports, recommendations, and evaluations; and
11. Prepare and present an annual report to the City Council.

*Pursuant to SMC 4.32.150(B)*

### **Article V**

#### **Meetings**

The regularly scheduled meeting will be held the 3<sup>rd</sup> Tuesday of each month, 5:30-8:00pm in Council chambers. Meeting dates and time may vary on an as needed basis, by a majority vote of the OPOC at a regular scheduled meeting. A special meeting may be called by the Chair providing that at least twenty-four hours notice in given to the public.

1. The Commission may appoint from its membership committees as necessary to perform its duties.
2. Commission members are expected to maintain a minimum of seventy-five percent meeting attendance on an annual basis.
3. The Commission shall hold regular meetings with an opportunity for public comment at least quarterly, and the Commission and its committees may hold additional meetings as necessary.
4. No business of the Commission shall be conducted at a meeting without at least a quorum of three members.
5. All actions of the Commission shall be made upon a simple majority vote of the members present.
6. Meetings of the Commission shall be open to the public except when the Commission has determined a closed executive session, in accordance with the Revised Code of Washington 42.30.110, is necessary in order to carry out its business.

# Office of the Police Ombudsman Commission

## Article VI

### Open Forum and Public Comment

The open forum period shall be no longer than twenty minutes for each regularly scheduled meeting. The amount of time for each speaker will be determined by the number of individuals who sign up, but no speaker will be allowed more than five minutes per opportunity.

1. Speakers initiated by the OPOC will have a time frame of twenty minutes.
2. Speakers that request time on the OPOC agenda outside the community forum guidelines will be granted a fifteen minute time frame to address the OPOC. These requests will be granted by the Chair at his or her discretion.

## Article VII

### Document Retention

Any and all documentation whether it is written, copies, or typed shall be maintained as a public record. This includes all text messages, voicemails, and hand written notes taken by a Commissioner in general/special meetings, training, events, or other communications taken in the course of his/her role as a member of the OPOC.

*Pursuant to City Policy ADMIN 0260-17-05, LGL 2012-0061*

## Article VIII

### OPO Correspondence

The OPOC approves all recommendations from the OPO to the Spokane Police Department regarding changes in police department policies and training. In order to expedite this process, the OPOC shall make every effort to respond to the OPO within two weeks of request for input, concerns, questions, or comments. The OPO will then present the final draft of the recommendation to the Commission at their next regularly scheduled meeting. If no response is received by the OPO within the allotted time frame, the OPO will proceed as directed by the Chair.

*Pursuant to SMC 4.32.150(B)(5)*

# Office of the Police Ombudsman Commission

## Article IX

### Rules of Order

1. Policies and procedure are reviewed biannually or on an as needed basis by the OPOC. Any revisions or amendments to the Policies and Procedures will be provided to the OPOC two weeks prior to the regularly scheduled monthly meeting. All revisions or amendments will subsequently be added to the existing document once a quorum of the Commission has approved.
2. A copy of the approved Policies and Procedures will be sent, as a courtesy to the Mayor's Office, City Council, Spokane Police Department, OPO, the OPOC Counsel, and made available to the public via the OPOC website and social media no later than one month after approval.