

**POLICE ADVISORY AND REVIEW BOARD**  
**POLICE DEPARTMENT TRAINING ROOM**  
**909 MACHIN AVE.**  
**THURSDAY, May 5, 2016**

**CALL TO ORDER**

The meeting was called to order at 5:30 p.m. by Board Chairperson Catherine Dacre

**ROLL CALL:** Present: Catherine Dacre, Chair  
George Coley, Vice Chair  
Martina Bedar, Board Member  
Larry Harrison, Board Member  
Bruce Ritter, Board Member

Absent: None

Staff Present: Matt McCaffrey, Acting Chief of Police  
Dan Weakley, Human Resources Manager

**APPROVAL OF FINAL AGENDA**

It was moved (Bedar) and seconded (Coley) to approve the final agenda. The motion passed 5-0.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES**

It was moved (Harrison) and seconded (Coley) to approve the minutes of the March 5, 2015 meeting. The motion passed 5-0.

It was moved (Bedar) and seconded (Coley) to approve the minutes of the March 3, 2016 meeting. The motion passed 5-0.

**NEW BUSINESS**

G.i Recent Police Department Promotions

Acting Chief Matt McCaffrey stated there had been several promotions recently: Mike Howard to Lieutenant, Chris Jabob to Sergeant and Blake Dunbar to Corporal. The Department has also hired one new Police Officer. In response to a question about recruitments, Acting Chief McCaffrey explained that the Department may review 100 to 125 applications during a recruitment, of which 50 or so are invited to an oral board. Approximately 15 will pass the oral board and of those, a handful will

go through a background check, psychological exam and medical exam. There may only be one successful candidate from this process, and he or she must still complete the FTO program and the probationary period.

G.ii Marin County Civil Grand Jury Report

Acting Chief McCaffrey briefed the Board on the Department's response to the Marin County Civil Grand Jury Report titled "Police Firearm Security". The Department had completed a firearm audit shortly before the Grand Jury's request for information. All firearms were accounted for and the Department had reviewed its firearms policy. No issues were identified.

G.iii Fiscal Year 16/17 Budget

Human Resources manager Dan Weakley provided an overview of the City's revenues, expenditures and financial forecast. Acting Chief McCaffrey discussed the Police Department's proposals, which included adding a Dispatcher, increasing the Department's Senior Management Analyst to full time, and increasing the Department's Crime Analyst's hours. The Acting Chief noted that no new Officers are proposed.

G.iv Review of Citizen Complaints

Acting Chief McCaffrey indicated that no new Citizen Complaints have been filed since the last meeting on March 3, 2016.

G.v Update on General Police Activities

Acting Chief McCaffrey provided the following updates:

- A joint EOC exercise was conducted on May 4 to test EOC coordination with field operations.

## **BOARD/STAFF COMMENTS**

Board Member Ritter suggested the Department look into Narcan kits as a safe opiate overdose solution for Officers to carry. Acting Chief McCaffrey identified some of the complications with its use, such as cost and training, but indicated he would discuss it at the next Supervisors meeting.

Board Chairperson Dacre was asked to participate in a survey by the University of Idaho on civilian oversight boards.

Board Vice Chairperson Coley asked about becoming more active and making a greater contribution, such as serving on oral boards, attending DUI checkpoints, and attending the Citizens Academy. Board Member Ritter suggested monthly training, such as Officer presentations and a field trip to the Academy. The Acting Chief indicated the Department would look at more opportunities for the Board, to provide more information about Department

operations and to be active and engaged. The Acting Chief and Human Resources Manager will place an item on a future agenda to present options for greater involvement by the Board.

#### **DETERMINATION OF NEXT MEETING DATES**

The next regular meeting of the PARB will be July 7, 2016.

#### **ADJOURMENT**

It was moved (Ritter) and seconded (Coley) to adjourn the meeting at 6:58 p.m. The motion passed 5-0.

                  / Dan Weakley /  
Dan Weakley, Human Resources Manager