

## ATTACHMENT

### City of Santa Rosa Independent Police Department

#### SCOPE OF WORK

The Scope of Work for the Independent Police Auditor (IPA) includes the following:

1. Review of Santa Rosa Police Department (SRPD) Internal Investigations and Citizen Complaints

a. Administrative Investigations:

i. IPA will review all SRPD administrative investigations (which are conducted by the Professional Standards team), including those involving allegations of police officers use of excessive or unnecessary force.

ii. IPA's review of these investigations will include a determination of whether the investigation was complete, thorough, objective, fair, consistent with contemporary legal standards and whether IPA agreed with the decision of whether there was just cause for discipline and the amount of discipline imposed.

iii. IPA may attend administrative investigation interviews of any witness or subject officer. IPA may ask questions during the interviews in a manner that will not disrupt the interview or violate the Public Safety Officers Procedural Bill of Rights.

iv. IPA shall make a request, in writing, to the Police Chief or Designee for further investigation whenever IPA concludes that further investigation is warranted. If IPA does not receive a satisfactory written response from the Police Chief, IPA shall make a request in writing to the City Manager for further investigation.

b. Officer-Involved Shootings - IPA will review each SRPD investigation of any officer-involved shooting (regardless of whether a person was hit by gunfire), to determine if the investigation was complete, thorough, objective, and fair.

c. Citizen Complaints – IPA may recommend to City Manager or Police Chief that an independent investigation be conducted of a citizen complaint involving allegations of excessive force, violation of civil rights, or other wrongful conduct. IPA may interview any civilian witnesses or complainants in the course any investigation into any citizen complaint.

d. Access to Information - IPA will have full access to all of the same information that the Department Professional Standards Team has in connection with any investigation within the scope of this Agreement.

e. Evaluations by IPA:

- i. With respect to each investigation conducted, IPA will provide a written evaluation as to whether the investigation was complete, thorough, objective, fair and consistent with contemporary legal standards, and/or an explanation of why further investigation or a change in finding is recommended.
- ii. IPA will document any recommendations on policy, procedures, or training growing out of any investigation conducted.

2. Receipt of Citizen Complaints

- a. SRPD shall have a documented process to notify IPA of all citizen complaints received and the assigned investigator.
- b. In order to monitor cases and coordinate interviews as needed, IPA shall receive updates from an SRPD Professional Standards Sergeant regarding all pending cases and investigations.

3. Notice of Death, Serious Injury, or Other Critical Incidents

IPA will receive timely notification of all critical incidents and shall have authority to respond to the scene at IPA's discretion. Such notification shall be provided by an SRPD Professional Standards Sergeant. Critical incidents include:

- a. Officer-involved shootings, regardless of whether a person was hit by gunfire;
- b. A traffic collision involving police officers that results in death or serious bodily injury to another person;
- c. A use of force resulting in death or great bodily injury as defined in California law; and
- d. All deaths while an arrestee/detainee is in the custodial care of SRPD.

4. Audit of SRPD Misconduct Complaints and Discipline Process

- a. IPA will have access to the SRPD complaint database and will regularly assess the nature of complaints, how complaints are classified, whether investigation timelines are met and related issues.
- b. IPA will have access to SRPD personnel and discipline records related to pending cases and will assess the discipline system for fairness and appropriate levels of discipline.
- c. IPA will complete audits on supervisor use of force reviews.

5. Audit of SRPD Policies, Procedures, and Training

The IPA will conduct annual audits of the following:

- a. Progress on meeting SRPD Training Guideline goals - in particular, goals with regards to training on procedural justice, implicit/unconscious bias, de-escalation, systemic racism and other emerging issues.
- b. Progress on SRPD compliance with the California Racial and Identity Profiling Act of 2015 (RIPA) requirements, SRPD stop data, using SRPD data reported under RIPA and other appropriate sources.
- c. SRPD enforcement actions with regards to bias.
- d. Individual use of force investigations, including Taser usage, and use of force aggregate data.
- e. Body camera usage by officers and use of force reviews by supervisors and the Professional Standards Team.
- f. Policies, practices, and procedures related to legal mandates in the area of use of force and equipment.

6. Recommend Changes/Improvements to Policy, Procedure, or Training to ensure the best equitable policing environment

IPA will annually:

- a. Systematically review SRPD existing policies and procedures and evaluate new or changed SRPD policies.
- b. Systematically review SRPD training.
- c. Make written recommendations for improvements or changes to SRPD policy, procedure, or training regarding any matter to the Police Chief.

7. Produce Reports

- a. Annually, IPA shall submit a written report summarizing IPA's evaluations of internal investigations, citizen complaints during that period, and suggestions for improvements to policies, procedures and training, to the City Manager, Police Chief, the City's Public Safety Sub-Committee and/or the City Council. These reports should be made available in Spanish and in English.
- b. Annually, IPA shall give a presentation to the Public Safety Sub-Committee and the City Council, which discusses IPA's evaluations of internal investigations and citizen complaints that occurred during that year and suggest improvements to policies, procedures or trainings. The City will provide translation for any Council or Subcommittee meetings.
- c. All public statements, written reports, documents and materials prepared by, or at the behest of the IPA shall conform to existing law.

## 8. Conduct Independent Investigations

In cases in which IPA deems an investigation insufficient or the SRPD does not open an investigation, and recommendations for additional investigation are not followed, IPA may, after written notification to and concurrence from the City Manager and the City Attorney, conduct an additional or an independent investigation. SRPD will provide full access to all materials concerning the incident at issue.

## 9. Community Outreach

IPA will be responsible for meeting with various city and community stakeholders in an effort to seek input on policing issues that may arise. IPA will be available to receive, respond, and assist with complaints from community members. IPA will have a publicly available email address and telephone number where members of the public can reach IPA to address concerns. IPA shall complete ride-alongs with police department staff to increase police department awareness and promote engagement with the community and city staff members.

IPA is responsible for having culturally and linguistically responsive staff to meet the community needs of the City. This includes cultural competence. As much as possible, the IPA staff should reflect the diversity of the City of Santa Rosa.

Community meetings will be facilitated by the Mayor or his/her designee and held twice a year. These meetings will engage and inform residents in the role, work and outcomes of the auditor.

## 10. Reporting Responsibility

IPA will report directly to the City Manager and will be under the operating authority of the City Manager.

11. In assisting it in carrying out the Scope of Work, IPA will contract with an equity consultant. It is recommended that the consultant understand the micro cultures and communities of this region, and specifically of the City. It is expected that IPA will demonstrate expertise and understanding in the areas of diversity, inclusion, and equity principles as they relate to community development and equitable policing. All public engagement, reports and interaction with the City are expected to reflect this DEI expertise in language and vocabulary, concepts, and recommendations.