



# POLICE CIVILIAN REVIEW BOARD

## Executive Director Monthly Report

2022/FEB



Prepared By:  
Hansel Aguilar  
PCRB EXECUTIVE DIRECTOR

# 01

## PUBLIC OUTREACH ACTIVITIES



- CCS Engagement Meeting 01-11-2022
- Youth Council Presentation 01-12-2022
- Submitted outreach plan to Chair/V. Chair 01-17-2022
- Meeting with UVA VP K. McDonald (ODEI) 01-19-2022
- NACOLE Annual Conference Committee 02-02-2022
- Community Conversations- NBC29 02-03-2022
- Meeting with potential retreat facilitator 02-08-2022

*"THE NEED TO HEAR FROM, AND MEANINGFULLY ENGAGE WITH, THE COMMUNITY AND TO GIVE THE COMMUNITY A VOICE IN POLICING HAS BEEN A SIGNIFICANT PART OF OVERSIGHT'S HISTORY DATING BACK TO ITS GROWTH FOLLOWING THE CIVIL RIGHTS MOVEMENT OF THE 1960S."*

**-GUIDEBOOK FOR THE IMPLEMENTATION OF NEW OR REVITALIZED POLICE OVERSIGHT, NACOLE (2016)**

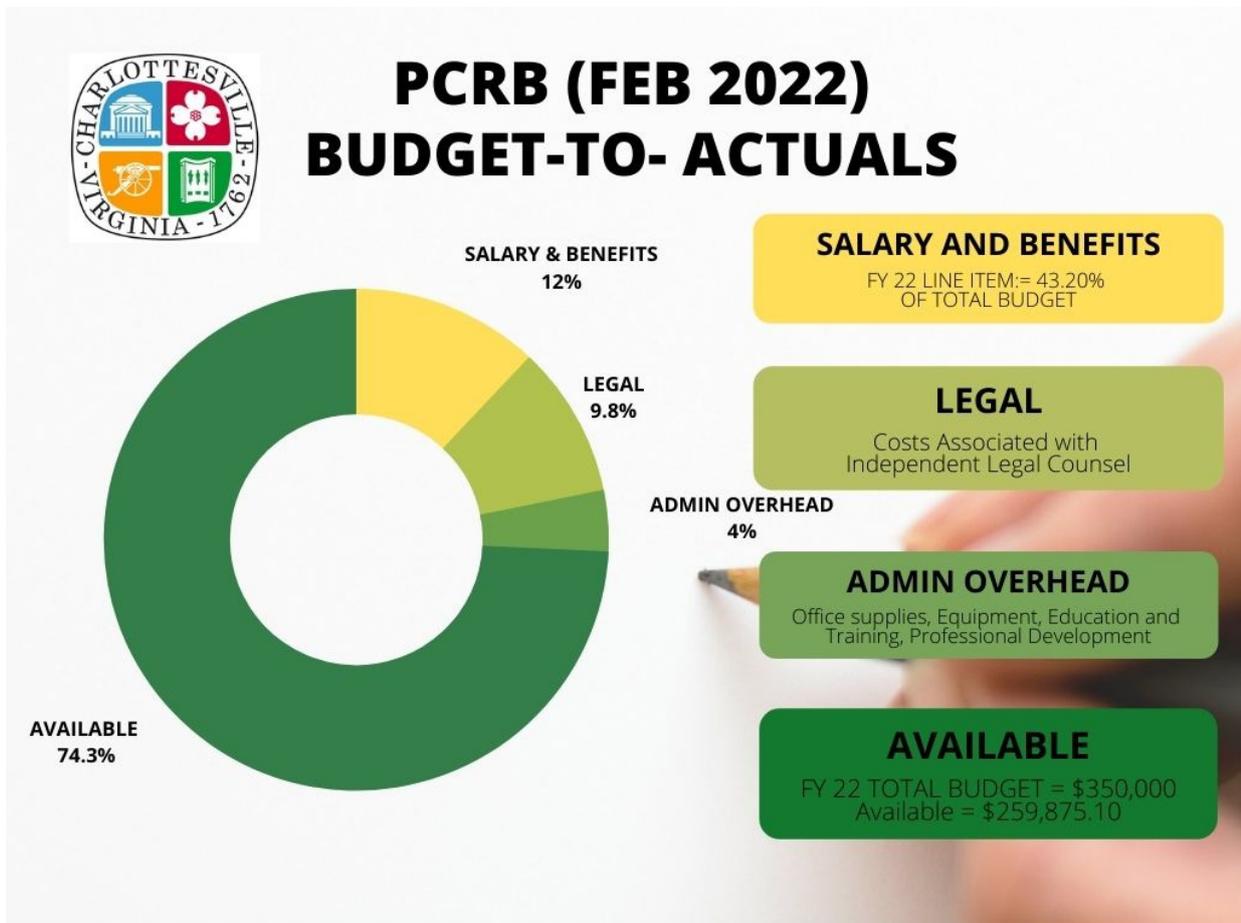
## ADMINISTRATIVE ACTIVITIES

- Submitted training plan to Chair/V. Chair 01-17-2022
- Follow-up with UVA work-study 01-20-2022
- IT Discussion- laptops for Board members 01-25-2022
- Sivil- complaint software meeting 01-26-2022
- Follow-up with UVA work-study 01-26-2022
- Submitted division of labor proposal to chair/ v. chair 02-04-2022
- Submission of CAYIP internship documents 02-08-2022
- IT -purchasing of laptops follow-up 02-09-2022



# Budget-to-Actuals

# 02



For FY 22 the PCRFB received an annual budget allocation of \$350,000. The budget was not itemized but did reserve 43.20% for salary and benefits. The remaining budget is intended to cover various line items of Board operations to include:

- Legal fees associated with Independent Counsel
- Administrative overhead
  - Public Relations
  - Professional Development
  - Education and Training

The Board's current budget must also account for the additional Board duties and responsibilities provided through the amendments of the ordinance. These new duties and responsibilities are scheduled to take effect during FY 22 (i.e. March 1, 2022):

- Independent Investigations
- Auditing
- Hearing Examiners
- Mediation

# Oversight Activities

# 03

## NOV. 4, 2019 RESOLUTION SOUGHT RECOMMENDATIONS REGARDING:



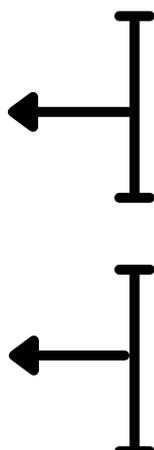
- **WHETHER THE COUNCIL SHOULD APPROPRIATE FUNDS FOR AN AUDITOR POSITION TO SERVE THE POLICE CIVILIAN REVIEW BOARD;**
- **WHETHER THE AUDITOR SHOULD BE A FULL-TIME OR PART-TIME POSITION OR IF THE EXECUTIVE DIRECTOR RECOMMENDS CONTRACTING WITH A FIRM FOR AUDIT SERVICES.**
- **WHICH, IF ANY, ASPECTS OF THE CHARLOTTESVILLE POLICE DEPARTMENT'S OPERATIONS SHOULD BE AUDITED,**
- **WHICH FORMS AND TYPES OF CHARLOTTESVILLE POLICE DEPARTMENT DATA SHOULD BE MADE AVAILABLE FOR AN AUDITOR POSITION TO ANALYZE.**
- **WHETHER THE EXECUTIVE DIRECTOR AND THE CHARLOTTESVILLE CHIEF OF POLICE SHOULD ENTER A FORMAL MOU**

## PCRB EXECUTIVE DIRECTOR'S REPORT TO CITY COUNCIL REGARDING AUDITING OF THE CPD

- **CITY COUNCIL SHOULD CONSIDER APPROPRIATING FUNDS SO THAT THE BOARD (THROUGH THE EXECUTIVE DIRECTOR) MAY HIRE A FIRM TO AUDIT SOME CPD ACTIVITIES FROM 2016-2021. OTHER ACTIVITIES CAN BE AUDITED BY THE EXECUTIVE DIRECTOR. ALSO, CITY COUNCIL SHOULD REVISIT THE DISCUSSION OF A FULL-TIME/PART-TIME AUDITOR IN FY-24.**
- **PER CITY ATTORNEY RECOMMENDATION, THE EXECUTIVE DIRECTOR SHOULD WORK WITH THE CHARLOTTESVILLE CHIEF OF POLICE, CITY ATTORNEY AND CITY MANAGER TO ESTABLISH A STANDARD OPERATING PROCEDURE (SOP) TO ACCOMPLISH THE GOALS OF A MOU AGREEMENT.**
- **CITY COUNCIL SHOULD CONSIDER EMPOWERING THE BOARD TO AUDIT THE FOLLOWING ACTIVITIES:**

**EXTERNALLY AUDITED**

**INTERNALLY AUDITED**



Recommendation	Activity to Audit
R1	Patrol activities
R2	Officer discretion
R3	Mental illness interactions
R4	Special teams
R5	UoF/R2R
R6	Officer wellness
R7	Retention
R8	Recruitment
R9	Complaints and Compliments
R10	Technology

# Oversight Activities continued...

# 04

## COMPLAINT ACTIVITY

- INITIAL COMPLAINTS (0): NONE RECEIVED SINCE LAST MEETING
  - REVIEW REQUEST (0): NONE RECEIVED SINCE LAST MEETING
  - CLOSURE LETTERS (2):
    - COMPLAINT RECEIVED IN 12/28/21. CLOSURE LETTER ON FEB 2/8/22.  
[COMPLETED WITHIN 45 DAYS- 3 DAYS BEFORE DEADLINE]
      - DISPOSITION OF ALLEGATIONS: (5X) UNFOUNDED
      - ELIGIBLE FOR REVIEW IF COMPLAINANT FILES REVIEW REQUEST
    - COMPLAINT RECEIVED IN 12/3/21. CLOSURE LETTER ON 01/27/22  
[COMPLETED OUTSIDE OF 45 DAYS- 10 DAYS AFTER DEADLINE]
      - DISPOSITION OF ALLEGATIONS: (2X) EXONERATED; 1 SUSTAINED
      - ELIGIBLE FOR REVIEW IF COMPLAINANT FILES REVIEW REQUEST
  - PENDING INQUIRIES (1): E.D. ATTEMPTING TO CONTACT COMPLAINANT
- 

## NEXT STEPS AND FUTURE ACTIVITIES



- COMPREHENSIVE BOARD TRAINING (MULTIPLE SESSIONS)
- FINALIZE SOP
- FINALIZE OPERATING PROCEDURES
- ESTABLISH COMMITTEES/ ADVISORY PANELS
- UPDATE WEBSITE
- SELECT WORK STUDY STUDENTS
- SELECT INTERNS
- DEVELOP POOL OF HEARING EXAMINERS
- DEVELOP POOL OF INDEPENDENT INVESTIGATORS
- FINALIZE CONTRACT WITH MEDIATOR- WORK WITH OHR
- FINALIZE COMPLAINT SOFTWARE AGREEMENT WITH CIVIL