



# POLICE CIVILIAN OVERSIGHT BOARD

## Executive Director Monthly Report

2022/April



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PCOB EXECUTIVE DIRECTOR

# 01

## PUBLIC OUTREACH ACTIVITIES



- Meeting with Circuit Court Clerk Dugger 03-15-2022
- Meeting with Charlottesville Sheriff Brown 03-16-2022
- Meeting with Fairfax Co. CRP E.D. Richardson 03-18-2022
- Meeting with CPD 4th Amendment Analyst Jacobs 03-21-2022
- Meeting with the People's Coalition 04-06-2022

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**"JUSTICE IS THE CONSTANT AND PERPETUAL WILL TO ALLOT TO EVERY MAN HIS DUE."**

-ULPIAN

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## ADMINISTRATIVE ACTIVITIES



### MEET OUR NEW ADDITION--- ELLA NELSEN

This month the Board was pleased to add UVA work-study student, Ella Nelsen, to its team. Ella is a first-year student at the University of Virginia. She is originally from Boone, North Carolina. She is studying Politics and Sociology, and hopes to apply those fields of study to her work with PCOB to help the Board create community trust and equitable policing. Ella is also involved in UVA Student Council's Financial Accessibility Committee and political groups at UVA and in the community.

Through the work-study program, Ella is serving as a clerical assistant to assist with the Board's administrative work. This program offers an excellent opportunity to develop valuable skills in office/administrative work, communications and public relations, while becoming familiar with the growing field of police oversight in the City, Commonwealth and the nation. Some work-study student responsibilities include, but are not limited to: assisting in the drafting and maintenance of files/records so they remain updated and easily accessible, sorting and distributing incoming snail and e-mail and preparing/drafting outgoing mail (envelopes, packages, etc.); answering the phone to take messages or redirecting calls to appropriate colleagues, assisting with the drafting of meeting minutes, assisting in office management and organization procedures, assisting with planning and coordinating outreach events, monitoring all media coverage of the agency using the latest digital communications tools, conducting research on public safety and law enforcement matters and other duties depending on the background of the student.

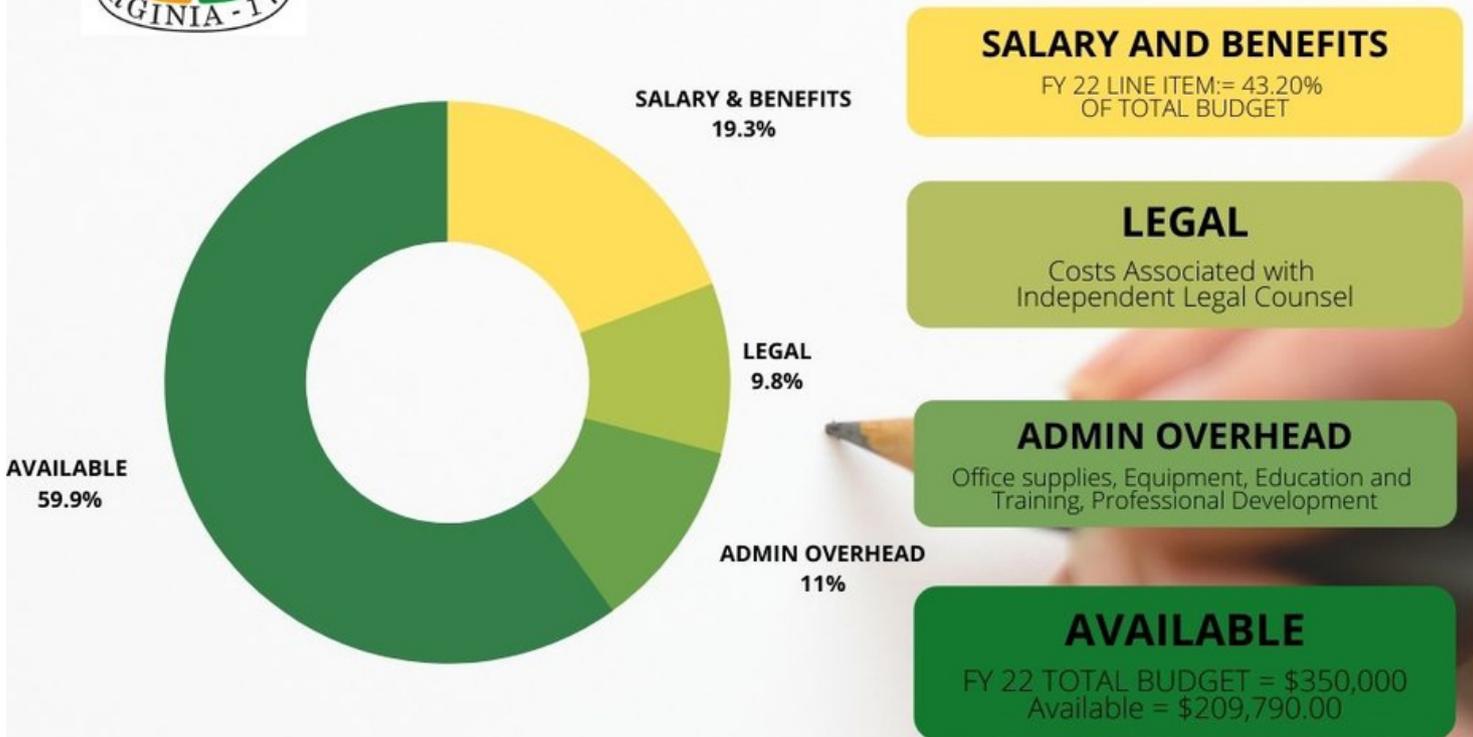
In the past weeks, Ella has undergone onboarding to introduce her to the City of Charlottesville government structure, strategic plan and organizational culture. Additionally, she has been receiving training on the field of civilian oversight and the specifics of the Charlottesville model. Although Ella has only been with the Board a few weeks, her impact has been immediate!

# Budget-to-Actuals

# 02



## PCOB (APRIL 2022) BUDGET-TO- ACTUALS



# Oversight Activities

# 03

## COMPLAINT ACTIVITY

- INITIAL COMPLAINTS (1): RECEIVED SINCE LAST MEETING
- REVIEW REQUEST (0): NONE RECEIVED SINCE LAST MEETING
- CLOSURE LETTERS (0):
- PENDING INQUIRIES (2): E.D. ATTEMPTING TO CONTACT COMPLAINANT--NO FORMAL COMPLAINT FILED

The draft of the Operating Procedures was approved by the Board on March 23, 2022 and subsequently submitted to City Council. On April 18, 2022, the City Council will hold their first public discussion regarding the procedures, but no vote is scheduled to take place. The document can be accessed via the Working Documents section of the Board webpage: <https://charlottesville.gov/1446/Working-Documents>

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## NEXT STEPS AND FUTURE ACTIVITIES

- ~~• INQUIRE ABOUT BOARD STIPENDS~~
- ~~• PRESENT DRAFT OF COMPREHENSIVE BOARD TRAINING~~
- FINALIZE SOP (IN PROGRESS)
- ~~• FINALIZE DRAFT OF OPERATING PROCEDURES~~
- ESTABLISH COMMITTEES/ ADVISORY PANELS (IN PROGRESS)
- ~~• UPDATE WEBSITE (IN PROGRESS)~~
- ~~• SELECT WORK STUDY STUDENTS (IN PROGRESS)~~
- SELECT INTERNS (IN PROGRESS)
- DEVELOP POOL OF HEARING EXAMINERS (IN PROGRESS)
- DEVELOP POOL OF INDEPENDENT INVESTIGATORS (IN PROGRESS)
- FINALIZE CONTRACT WITH MEDIATOR- WORK WITH OHR
- ~~• FINALIZE COMPLAINT SOFTWARE AGREEMENT WITH CIVIL~~

