

**MEMORANDUM**  
COMMUNITY POLICE REVIEW BOARD  
A Board of the City of Iowa City

**DATE:** February 11, 2016  
**TO:** CPRB Members  
**FROM:** Kellie Tuttle  
**RE:** Board Packet for meeting on February 17, 2016

Enclosed please find the following documents for your review and comment at the next board meeting:

- Agenda for 02/17/16
- Minutes of the meeting on 01/20/16
- Minutes of the meeting on 01/25/16
- ICPD Memorandum (Quarterly Summary Report IAIR/CPRB, 4th Quarter 2015)
- Complaint Deadlines
- Office Contacts – January 2016
- DRAFT Community Forum information

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Other resources available:

[National Association for Civilian Oversight of Law Enforcement](#)

NACOLE provides information regarding civilian oversight in law enforcement nation wide. For more information see: [www.NACOLE.org](http://www.NACOLE.org)

**AGENDA**  
**COMMUNITY POLICE REVIEW BOARD**  
**February 17, 2016 – 5:30 P.M.**  
**HELLING CONFERENCE ROOM**  
**410 E. Washington Street**

- ITEM NO. 1            CALL TO ORDER and ROLL CALL**
- ITEM NO. 2            CONSIDER MOTION ADOPTING CONSENT CALENDAR AS PRESENTED OR AMENDED**
- Minutes of the meeting on 01/20/16
  - Minutes of the meeting on 01/25/16
  - ICPD Memorandum (Quarterly Summary Report IAIR/CPRB, 4th Quarter 2015)
- ITEM NO. 3            OLD BUSINESS**
- Community Forum
- ITEM NO. 4            NEW BUSINESS**
- ITEM NO. 5            PUBLIC DISCUSSION**
- ITEM NO. 6            BOARD INFORMATION**
- ITEM NO. 7            STAFF INFORMATION**
- ITEM NO. 8            MEETING SCHEDULE and FUTURE AGENDAS**
- March 8, 2016, 5:30 PM, Helling Conference Rm
  - April 12, 2016, 5:30 PM, Helling Conference Rm
  - May 10, 2016, 5:30 PM, Helling Conference Rm
  - June 14, 2016, 5:30 PM, Helling Conference Rm
- ITEM NO. 9            ADJOURNMENT**

**COMMUNITY POLICE REVIEW BOARD  
MINUTES – January 20, 2016**

CALL TO ORDER: Chair Melissa Jensen called the meeting to order at 5:30 P.M.

MEMBERS PRESENT: Donald King, Royceann Porter (5:34 P.M.), Joseph Treloar

MEMBERS ABSENT: Mazahir Salih

STAFF PRESENT: Legal Counsel Ford, Staff Kellie Tuttle

STAFF ABSENT: None

OTHERS PRESENT: None

**RECOMMENDATIONS TO COUNCIL**

None

**CONSENT CALENDAR**

Motion by King, seconded by Treloar, to adopt the consent calendar as presented or amended.

- Minutes of the meeting on 12/16/15
- ICPD Department Memo #15-27 (November 2015 Use of Force Review)
- ICPD Use of Force Report – November 2015

Motion carried, 3/0, Porter and Salih absent.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Community Forum – Tuttle informed the Board that they should be thinking about the upcoming Community Forum, where they would like to hold it and whether they'd like to have a discussion topic or not. The Board agreed to hold the forum at the public library, in April at 6pm and will discuss dates and topics at the next regular meeting.

**PUBLIC DISCUSSION**

None.

**BOARD INFORMATION**

None.

**STAFF INFORMATION**

None.

### **EXECUTIVE SESSION**

Motion by King, seconded by Treloar to adjourn into Executive Session based on Section 21.5(1)(a) of the Code of Iowa to review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for that government body's possession or continued receipt of federal funds, and 22.7(11) personal information in confidential personnel records of public bodies including but not limited to cities, boards of supervisors and school districts, and 22-7(5) police officer investigative reports, except where disclosure is authorized elsewhere in the Code; and 22.7(18) Communications not required by law, rule or procedure that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination.

Motion carried, 4/0, Salih absent. Open session adjourned at 5:37 P.M.

### **REGULAR SESSION**

Returned to open session at 7:13 P.M.

Motion by Jensen, seconded by Treloar, to direct staff to set up a special executive session meeting for the following week, if possible.

Motion carried, 4/0, Salih absent.

### **TENTATIVE MEETING SCHEDULE and FUTURE AGENDAS (subject to change)**

- February 9, 2016, 5:30 PM, Helling Conference Rm
- March 8, 2016, 5:30 PM, Helling Conference Rm
- April 12, 2016, 5:30 PM, Helling Conference Rm
- May 10, 2016, 5:30 PM, Helling Conference Rm

### **ADJOURNMENT**

Motion for adjournment by King, seconded by Treloar.

Motion carried, 4/0, Salih absent.

Meeting adjourned at 7:15 P.M.

**COMMUNITY POLICE REVIEW BOARD  
ATTENDANCE RECORD  
YEAR 2015-2016**

(Meeting Date)

NAME	TERM EXP.	12/3	12/8	12/29	2/10	3/10	4/7	4/28	5/20	6/16	7/20	9/8	10/12	12/16	1/20
<b>Melissa Jensen</b>	9/1/16	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Joseph Treloar</b>	9/1/17	O/E	X	X	X	X	X	O/E	X	X	X	X	X	X	X
<b>Royceann Porter</b>	9/1/16	X	X	X	O	X	X	X	O	O/E	O/E	O	X	O	X
<b>Mazahir Salih</b>	9/1/17	X	X	O/E	X	O/E	X	X	O/E	O	O	X	O	O/E	O
<b>Fidencio Martinez</b>	9/1/15	X	X	O/E	X	X	O	X	X	X	X	---	---	---	---
<b>Donald King</b>	9/1/19	---	---	---	---	---	---	---	---	---	---	---	X	X	X

**KEY:**

- X = Present**
- O = Absent**
- O/E = Absent/Excused**
- NM = No meeting**
- = Not a Member

**COMMUNITY POLICE REVIEW BOARD  
MINUTES – January 25, 2016**

**CALL TO ORDER:** Chair Melissa Jensen called the meeting to order at 6:03 P.M.

**MEMBERS PRESENT:** Donald King, Royceann Porter, Mazahir Salih, and Joseph Treloar

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Legal Counsel Patrick Ford and Staff Kellie Tuttle present

**RECOMMENDATIONS TO COUNCIL**

- (1) Accept CPRB Report on Complaint #15-3
- (2) Accept CPRB Report on Complaint #16-1

**EXECUTIVE  
SESSION**

Motion by King and seconded by Treloar to adjourn into Executive Session based on Section 21.5(1)(a) of the Code of Iowa to review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for that government body's possession or continued receipt of federal funds, and 22.7(11) personal information in confidential personnel records of public bodies including but not limited to cities, boards of supervisors and school districts, and 22-7(5) police officer investigative reports, except where disclosure is authorized elsewhere in the Code; and 22.7(18) Communications not required by law, rule or procedure that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination.

Motion carried, 5/0. Open session adjourned at 6:04 P.M.

**REGULAR  
SESSION**

Returned to open session at 6:17 P.M.

Motion by Jensen, seconded by Treloar to summarily dismiss CPRB Complaint #15-3 and CPRB Complaint #16-1 and forward report to the City Council.

Motion carried, 4/1.

**TENTATIVE MEETING SCHEDULE and FUTURE AGENDAS**

- February 9, 2016, 5:30 PM, Helling Conference Rm
- March 8, 2016, 5:30 PM, Helling Conference Rm
- April 12, 2016, 5:30 PM, Helling Conference Rm
- May 10, 2016, 5:30 PM, Helling Conference Rm

Motion by Treloar, seconded by King to move the February 9<sup>th</sup> to Wednesday, February 17 at 5:30 P.M.

Motion carried, 5/0.

**ADJOURNMENT** Motion for adjournment by Treloar and seconded by King. Motion carried, 5/0. Meeting adjourned at 6:21 P.M.

**COMMUNITY POLICE REVIEW BOARD  
ATTENDANCE RECORD  
YEAR 2015-2016**

(Meeting Date)

NAME	TERM EXP.	12/8	12/29	2/10	3/10	4/7	4/28	5/20	6/16	7/20	9/8	10/12	12/16	1/20	1/25
Melissa Jensen	9/1/16	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Joseph Treloar	9/1/17	X	X	X	X	X	O/E	X	X	X	X	X	X	X	X
Royceann Porter	9/1/16	X	X	O	X	X	X	O	O/E	O/E	O	X	O	X	X
Mazahir Salih	9/1/17	X	O/E	X	O/E	X	X	O/E	O	O	X	O	O/E	O	X
Fidencio Martinez	9/1/15	X	O/E	X	X	O	X	X	X	X	---	---	---	---	---
Donald King	9/1/19	---	---	---	---	---	---	---	---	---	---	X	X	X	X

**KEY:**

- X = Present**
- O = Absent**
- O/E = Absent/Excused**
- NM = No meeting**
- = Not a Member



**COMMUNITY POLICE REVIEW BOARD  
REPORT OF SUMMARY DISMISSAL TO THE CITY COUNCIL**

Re: Investigation of Complaint CPRB #15-3

Complaint CPRB #15-3, filed October 9, 2015, was summarily dismissed as required by the City Code, Section 8-8-3 (E), requiring that only those complaints which do not involve the conduct of an Iowa City sworn police officer may be subject to summary dismissal by the board;

And City Code, Section 8-8-3 (A) defines a "complaint to the board" as follows:

A. "complaint to the board" is an allegation of misconduct lodged against a sworn police officer ("police officer" or "officer") employed by the City of Iowa City police department, where the complained of activity occurred ***while the officer was acting in the capacity of a sworn police officer.***

Also City Code, Section 8-8-2 (J):

J. The board shall not interfere with or diminish the legal rights of sworn police officers, including those rights protected under the union contract, civil service commission, and state and federal law.

**DATED: January 26, 2016**

FILED  
2016 JAN 26 PM 1:53  
CITY CLERK  
IOWA CITY, IOWA

**COMMUNITY POLICE REVIEW BOARD  
REPORT OF SUMMARY DISMISSAL TO THE CITY COUNCIL**

Re: Investigation of Complaint CPRB #16-1

Complaint CPRB #16-1, filed January 4, 2016, was summarily dismissed as required by the City Code, Section 8-8-3 (E), requiring that only those complaints which do not involve the conduct of an Iowa City sworn police officer may be subject to summary dismissal by the board;

And City Code, Section 8-8-3 (A) defines a "complaint to the board" as follows:

A. "complaint to the board" is an allegation of misconduct lodged against a sworn police officer ("police officer" or "officer") employed by the City of Iowa City police department, where the complained of activity occurred ***while the officer was acting in the capacity of a sworn police officer.***

Also City Code, Section 8-8-2 (J):

J. The board shall not interfere with or diminish the legal rights of sworn police officers, including those rights protected under the union contract, civil service commission, and state and federal law.

**DATED: January 26, 2016**

FILED  
2016 JAN 26 PM 1:53  
CITY CLERK  
IOWA CITY, IOWA



## Memorandum

**TO:** File  
**FROM:** Captain Douglas S. Hart, Administrative Services  
**RE:** Quarterly Summary Report IAIR/CPRB, 4<sup>th</sup> Quarter 2015  
**DATE:** January 15, 2016

Attached you will find the IAIR/CPRB 2015 fourth quarter summary report for the Iowa City Police Department Internal Affairs/Citizen's Police Review Board investigative file. There were two investigations initiated in the fourth quarter of 2015. Of these, one was initiated externally and one internally.

cc: CPRB

Chief Hargadine

Cpt. Troy Kelsay

Sgt. David Droll

FILED  
2016 JAN 15 PM 1:33  
CITY CLERK  
IOWA CITY, IOWA

# IAIR / CPRB Summary

IAIR Number	15-12								
CPRB Number	Date and Time of Incident	Location of Incident	Assigned Date	Type of Investigation	Resolution	Origin of Complaint			
15-03	10/6/2015	ICPD	10/12/2015	Other	Sustained-Non-Cri	External			

  

IAIR Number	15-13								
CPRB Number	Date and Time of Incident	Location of Incident	Assigned Date	Type of Investigation	Resolution	Origin of Complaint			
	12/16/2015	ICPD	12/17/2015	Other	Unfounded	Internal			

FILED  
2016 JAN 15 PM 1:33  
CITY CLERK  
IOWA CITY, IOWA

**COMMUNITY POLICE REVIEW BOARD**  
**COMPLAINT DEADLINES**

**CPRB Complaint #16-02**

Filed:	02/08/16
Chief's report due (90 days):	05/09/16
Chief's report filed:	??/??/16

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CPRB meeting #1 (Review):	??/??/16
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CPRB report due (90 days):	??/??/16
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**TENTATIVE MEETING SCHEDULE**

March 8, 2016  
April 12, 2016  
May 10, 2016  
June 14, 2016

**COMMUNITY POLICE REVIEW BOARD**  
**OFFICE CONTACTS**  
January 2016

Date

Description

None

# AGENDA

## COMMUNITY POLICE REVIEW BOARD ANNUAL COMMUNITY FORUM

APRIL ??, 2016, 6:00 PM

IOWA CITY PUBLIC LIBRARY, RM A  
123 South Linn Street, IC

- ITEM NO. 1      CALL TO ORDER & ROLL CALL
- ITEM NO. 2      INTRODUCTION OF BOARD & BRIEF OVERVIEW
- ITEM NO. 3      CONSIDER MOTION TO ACCEPT CORRESPONDENCE AND/OR DOCUMENTS
- ITEM NO. 4      PUBLIC DISCUSSION WITH COMMUNITY POLICE REVIEW BOARD
- ITEM NO. 5      ADJOURNMENT

**DRAFT**

WHERE

Iowa City Public Library, Rm A  
123 South Linn St, IC

## COMMUNITY POLICE REVIEW BOARD

### COMMUNITY FORUM

The Community Police Review Board will be holding a Community Forum for the purpose of hearing views on the policies, practices and procedures of the Iowa City Police Department.

#### QUESTIONS & COMMENTS:

Send your questions or comments you'd like addressed at the forum to the following by Tuesday, April ??:

Please include full name and address. (All correspondence is public)

CPRB  
City of Iowa City  
410 E Washington St

Or e-mail to CPRB staff:  
[kellie-tuttle@iowa-city.org](mailto:kellie-tuttle@iowa-city.org)

**DRAFT**

DATE

April ??, 2016

TIME

06:00 PM

The Board will attempt to address all correspondence received.  
The forum will be taped for rebroadcast.



1<sup>st</sup> General News Release:

The Community Police Review Board will be holding its Annual Community Forum for the purpose of hearing views on the policies, practices and procedures of the Iowa City Police Department.

**WHEN:** Tuesday, April ??, 2016

**TIME:** 6:00 PM

**WHERE:** Iowa City Public Library, Rm A  
123 South Linn Street, IC

**Questions & Comments:**

Send your questions or comments you'd like addressed at the forum to the following by Tuesday, April ??:

Please include full name and address. (All correspondence is public)

CPRB  
City of Iowa City  
410 E Washington St  
Iowa City, IA 52240

Or e-mail to CPRB staff:  
[kellie-tuttle@iowa-city.org](mailto:kellie-tuttle@iowa-city.org)

The Board will attempt to address all correspondence received.

The forum will be taped and rebroadcast on the Interactive City Channel 4.

2<sup>nd</sup> General News Release:

The Community Police Review Board will be holding its Annual Community Forum for the purpose of hearing views on the policies, practices and procedures of the Iowa City Police Department.

**WHEN:** Tuesday, April ??, 2016

**TIME:** 6:00 PM

**WHERE:** Iowa City Public Library, Rm A  
123 South Linn Street, IC

**Questions & Comments:**

Send your questions or comments you'd like addressed at the forum to the following by Tuesday, April ??:

Please include full name and address. (All correspondence is public)

CPRB  
City of Iowa City  
410 E Washington St  
Iowa City, IA 52240

Or e-mail to CPRB staff:  
[kellie-tuttle@iowa-city.org](mailto:kellie-tuttle@iowa-city.org)

The Board will attempt to address all correspondence received.

The forum will be taped and rebroadcast on the Interactive City Channel 4. The agenda is available at: <http://www.icgov.org/default/apps/boards/boardList.asp>

**Board members – hand out flyers (directly to people) pick different neighborhoods**

**Publicizing Forum - April ??, 2016**

- Post Notice in City Building – City Hall ???/??/16
- Email Notice to Marcia for neighborhood contacts for email lists –??/??/16
- Email to staff of Brds/Comm (Marian) – ??/??/16
- Email Dept Heads/Division Secretaries to post (Marian) - ??/??/16
- 1<sup>st</sup> General News Release re:Forum – ??/??/16
- Copy of 1<sup>st</sup> release/Notice in Council packet – ??/??/16
- Highlights/FB/Twitter(Shannon)– Link to 1st General News Release– ??/??/16
- Hardcopy Notice in all City Buses (30) – To Chris by ??/??/16
- Email to cable to run on City Channel – Sent to Ty ??/??/16
- Post Agenda & Agenda News Release – ??/??/16
- 2<sup>nd</sup> General News Release re:Forum – ??/??/16
- Copy of 2<sup>nd</sup> release in Council packet – ??/??/16

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**Videotape of Forum**

Cable to videotape and re-broadcast Forum on the City Channel for couple of months

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- Transcriptions of Forum
  - Name plates of Board members/Staff for forum

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**Neighborhood Centers of Johnson County**

P.O. Box 2491  
Iowa City, IA 52244

- Email Notices to Neighborhood Ctrs (Broadway/Pheasant Ridge) – Done ??/??/16  
[ncjc@ncjc.org](mailto:ncjc@ncjc.org) (354-2886)

**Shelter House**

429 Southgate Ave  
Iowa City, IA 52240

- Email Notices to Shelter House (sent to Royceann) – Done ??/??/16  
[royceann@shelterhouseiowa.org](mailto:royceann@shelterhouseiowa.org) (351-0326)

**The Housing Fellowship**

322 E 2<sup>nd</sup> St  
Iowa City, IA 52240

- Email Notices to Housing Fellowship – Done ??/??/16  
[lnewmire@housingfellowship.com](mailto:lnewmire@housingfellowship.com) (358-9212)

### The Salvation Army

Iowa City Corps  
1116 Gilbert Ct  
Iowa City, IA 52240

- Email Notices to The Salvation Army – Done ???/??/16  
[pam.boateng@usc.salvationarmy.org](mailto:pam.boateng@usc.salvationarmy.org) (337-3725)

### 1105 FACILITY

#### Crisis Center of JC

1121 Gilbert Ct  
Iowa City, IA 52240

- Email Notices to Crisis Center – Done ???/??/16  
[admin@jccrisiscenter.org](mailto:admin@jccrisiscenter.org) (351-2726)

#### Free Lunch Program

PO Box 2831  
Iowa City, IA 52244

- Email Notices to Free Lunch Program – Done ???/??/16  
[icfreelunch@gmail.com](mailto:icfreelunch@gmail.com) (337-6283)

#### Domestic Violence Program

PO Box 3170  
Iowa City, IA 52244

- Email Notices to Domestic Violence Program – Done ???/??/16  
[kristie@yipiowa.org](mailto:kristie@yipiowa.org) (356-9863) Kristie Dozer, Exec Director  
No bulletin board, but will post info on website

#### National Alliance on Mental Illness (NAMI)

PO Box 3087  
Iowa City, IA 52244

- Email Notices to NAMI – Done ???/??/16  
[mary.issah@namijc.org](mailto:mary.issah@namijc.org) (337-5400)